



## BOARD OF TRUSTEES VOTING MEETING MINUTES

**January 18, 2018 6:30 PM**

Upper School Library

### **Attendance:**

- Board of Trustees: Eva Swymelar, Kathy Drennan, Dan Rufo, Martha Stevens, Kent Wenger, Sean Glick, Anthony Bragoli
- School Representatives: Michelle Boyd, Carol Schaeffer, Gina Buli, Heather Rinker, Craig Gibson, Jeremy Wenger
- Public: Diane Hope, Janelle Work, Greg Scott

### **Meeting:**

- 1. Opening statements – Kent Wenger – Called to Order 6:30PM**
  - a. Breakdown in technology – “Board” email on website was not working correctly. Link now forwards to Kent and Eva. (President and VP)
  - b. Request communication with general population in school email blast to explain problem and new procedures.
- 2. Review & accept minutes from December 21, 2017 Voting Meeting –**
  - a. A. Bragoli made a motion to accept the minutes and S. Glick seconded. Motion approved
- 3. 1/18 Executive Meeting – Legal Matter**
- 4. Academy Council Update - Student (if present)**
  - a. Yankee Candle fundraiser – hypnotist pep-rally
  - b. Snow Ball dance – Jan 26<sup>th</sup>
  - c. Black History Month – HB competition
  - d. April – Parkinson’s Awareness Month
  - e. Mister RA competition upcoming
- 5. Committees Meeting updates – Committee Chairs**
  - a. Development Committee – Dan Rufo
    - Events upcoming
      1. School Choice Pep Rally
      2. Pizza Bingo
      3. Golf Outing
    - Naming opportunities
      1. Bricks in Drama
      2. Trees
      3. Music Stands
  - b. Curriculum Committee – Dan Rufo
    - French class opportunity in very early development phase
  - c. HR Committee – Stacy Smith
    - Policies in Staff Handbook are in good shape however a few need to continually be updated.

- Plan for publicizing updates and changes to staff.
- d. Finance Committee – Shawn Glick
  - Vote to approve Mayfield Site Contractors Payment App #2 for \$203,282.
    1. S. Glick made a motion to approve Payment #2 and A. Bragoli seconded. Motion approved – (G. Scott and J. Work Abstained)
  - Vote to approve Staff Discretionary 403B Match for the January 1, 2017 through December 31, 2017 Plan Year.
    1. M. Stephens made a motion to approve 403B Match and K. Drennan seconded. Motion approved – (G. Scott and J. Work abstained)
- e. Business Manager’s Report – Carol –
  - M. Stephens made a motion to accept the Business Manager’s report and S. Glick seconded. Motion approved
- f. Legislative Awareness Committee (ad-hoc)– Eva
  - No Report
- g. Strategic Planning Meeting – Dan Rufo
  - Discussion in Exec

## 6. Administration Reports

- a. Lower School Principal Report – Heather Rinker
  - K-6 100 Day Food Collection
  - NED Show (Character Ed)
  - School-wide Eagles Support Day
- b. Upper School Principal Report – Michelle
  - Summary of Tracy Behrens’ (Academic Counselor) Report
    1. EEE Process
    2. Systems now in place for Seniors to apply to college
      - a. 330 Applications sent out
      - b. 131 Acceptances - (65 out of 74; two military)
      - c. Scholarships totaling \$6,271,680
      - d. Vertical Planning – 7<sup>th</sup> – 11<sup>th</sup> – Naviance program being utilized and multiple staff being trained.
      - e. National database to track student post-RA.
      - f. Profile building for schools
      - g. SAT/PSAT assessments revamped – RA will be host site for RA students
      - h. Scope and Sequence in place (5<sup>th</sup> – 12<sup>th</sup> grades)
  - Sat 27<sup>th</sup> – 4-7 Science Fair
  - RA Choir performance – Raymore and Flannigan
  - Empowerment theme
    1. Locker Decorating Contest
    2. Spoken Word Presentation
    3. Feb 13<sup>th</sup> - Local Author – Dr. MK Asante
- c. Dean of Student’s Report – Harold
  - None

- d. CEO Report – Gina
  - LTS positions needed
  - Feb 7<sup>th</sup> – In-service day led by Teaching and Learning group.
    - 1. Tech and 1:1 will be supported and trained.
    - 2. PBS training for Non-Teaching staff
    - 3. Yoga session
    - 4. Intro to using Music in the classroom – Ukulele
  - Feb 16<sup>th</sup> – Wellness Day
  - Staff Opportunity – Chemistry teacher working with former professor to present at International Conference in Paris.
  - Narcan training for two staff in high school
  - Round table discussion – Friday 26<sup>th</sup>
    - 1. 12-2 – Students and Teachers
    - 2. 2-3:30 – Parents
      - a. Dan
      - b. Martha
      - c. Kent S.
      - d. Eva
  - Wednesday, Jan 24<sup>th</sup> - S. Glick will be here for Lottery
- e. Accept updated staff roster by Business Manager –
  - A. Bragoli made a motion to accept the staff roster and E. Swymelar seconded. Motion approved

## **7. Old Business**

- a. Employee handbook and policy review – Eva – See HR Committee
- b. Board Handbook – Sean
  - Comments made from members
  - Updates will be completed this weekend

## **8. New Business**

- a. Election of Board Members –
  - Seat 3 remainder of term – Greg Scott
    - 1. S. Glick made a motion to approve Greg Scott as a Board of Trustee Member and M. Stephens seconded. Motion approved
  - Seat 13 – Janel Work
    - 1. S. Glick made a motion to approve Janel Work as a Board of Trustee Member and A. Bragoli seconded. Motion approved
- b. Homeless Policy – First reading –
  - No Comments

## **9. Public Comment**

- a. None

## **10. Adjournment –**

- a. A. Bragoli made a motion to adjourn the meeting and M. Stephens seconded. Motion passed.

## **11. Executive session – Right after the meeting**