

Approved October 11, 2021

Sebastian Charter Junior High Board of Directors

Minutes of Meeting

September 20, 2021

I. Call to Order/Determination of Quorum/Adoption of Agenda

- A. Meeting called to order at 5:05 p.m. by Amy Banov
- B. Board Members present: Amy Banov, Amy Speak, Kathryn Barton, Amber Miller, David Puscher, and Muriel Ramos. Members absent: none
- C. Requirements for meeting notice and quorum were met.
- D. Administration present: Principal Bill Dodds, Director Anita Taylor. Accounting consultant present: Melissa Medlock.
- E. Adoption of Agenda: Motion by David Puscher to adopt the agenda. Second by Kathryn Barton. Motion passed unanimously.
- F. Guest Present" Patrick Graham, Auditor

II. Consent Agenda

- A. Approval of Minutes August 16, 2021 Board Meeting
- B. Approval of Minutes of August 30, 2021 Emergency Board Meeting.
Motion by David Puscher to approve the Consent Agenda. Second by Muriel Ramos. Motion passed unanimously.

III. Tabled items for previous meetings—None

IV. Citizen Input – None

V. Financial Business

- A. Monthly and Year-To-Date Financials were presented by accounting consultant.
 - a. Director Taylor reported that student chromebooks will be purchased under the approved budget amount of \$14,000. Motion by David Puscher to authorize exceeding budget by \$6000 to purchase staff laptops as well. Second by Amy Speak. Motion passed unanimously.
 - b. Director Taylor reported some hvac maintenance issues and is getting pricing. Motion by Amy Speak to use \$4900 of the board designated funds to replace the unit at the server room. Second by David Puscher. Motion passed unanimously.
 - c. Director Taylor reported that the health insurance renewal came in below budget and allows the school to select a better plan.
- B. The 2020-2021 Audit Report was presented by Patrick Graham, Auditor. The report showed a good financial year with typical journal entries provided to the school. The board discussed the designated fund and no changes were made. The staff was directed to give the monthly Statement of Change in Net Position to the auditor in the future. Motion by David Puscher to accept the audit report for submission to SDIRC. Second by Kathryn Barton. Motion passed unanimously.

VI. Administrative Report:

- A. Monthly Report was given by Principal Dodds and Director Taylor. SCJH was one of only two schools in the district to receive the grade of "A" and in a very difficult year.
- B. Personnel Matters. Principal Dodds updated the board on staffing. Two staff members will be receiving additional responsibility stipends in accordance with the approved schedule.
- C. Coronavirus protocols update. No changes were made to the policy in place.
 - a. The staff was directed to bring any proposed changes to the sick day policy to the October meeting for consideration.

VII. Old Business

- A. Charter Issues: No report.

VIII. New Business

- A. Board Matters. None
 - B. Director Position hiring process. Principal Dodds offered his thoughts on covering the administrative tasks with Mr. Krivan, Mrs. McBride (as full time in administration) and himself. The board discussed the options of an internal hiring versus advertising externally. Director Taylor would like the hire to be made by February to provide training. She will provide an updated job description for the next meeting.
- IX. **President's Report.** None
- X. **Information Items and Members.**
- XI. **Adjournment.** Meeting was adjourned at 6:48.

Respectfully submitted,

Amy Speak, Secretary

The next Board of Directors meeting is Monday October 18, 2021 at 5:00pm (with Finance Committee meeting at 4:30pm)