

APPROVED

Sebastian Charter Junior High
Board of Directors
Minutes of Meeting
May 15, 2017

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

- A. Meeting called to order at 5:17 p.m. by Amy Banov
- B. Board Members present: Amy Banov, Amy Speak, John Kim, John Moyer, Bill Brognano, Kathryn Barton and Muriel Ramos.
- C. Requirements for meeting notice and quorum were met.
- D. Administration present: Principal Marvel Nolan, Director Anita Taylor, Assistant Principal Charmaine Marshall
- E. Guests present: Tricia Palmer, Melissa Medlock, Martha McAdams, Andrea Lindsay
- F. Adoption of Agenda: Motion made by Amy Speak to adopt the agenda. Second by John Kim. Motion passed unanimously.

II. Approval of Board meeting minutes

- A. April 17 Board meeting minutes – Motion by Bill Brognano to approve the minutes as presented. Second by Amy Banov. Motion passed unanimously.

III. Personnel Matters – Principal Nolan announced to the teachers at the staff meeting on Tuesday, May 11, that he would not be returning next year. Since this is contrary to the Board's vote last month to renew his employment, the Board needs to revisit this issue. Principal Nolan updated the Board on the plea deal for his arrest, and stated that he will not be accepting the Board's contract renewal offer from the April meeting. Principal Nolan requested the Board "buy out his contract." Motion by Amy Banov to amend the terms of Principal Nolan's employment agreement to state that his last day on-site will be May 31, but he will be available by phone to consult for transition until July 31. He will be paid his full contract amount through that period. Second by Bill Brognano. Motion passed unanimously. The Principal position is being advertised on Teacher to Teacher, and applications and resumes will be distributed to the Board members for review. A Board Meeting will be held May 31 at 5:00 p.m. to review resumes and create a "short list" of applicants to interview. Interviews will be held June 8 beginning at 8:00 a.m. There was discussion regarding an Acting Principal for period there is no Principal on-site. Motion by Amy Speak to engage Martha McAdams as Acting Principal effective June 1 through the start date of new Principal. Second by Bill Brognano. Motion passed unanimously.

IV. Financial Business

- A. Review of Fiscal Management Policy – The Fiscal Management Policy has been distributed to the Board, Patrick Graham (auditor), Melissa Medlock and Tricia Palmer (our bookkeepers). Board Members are encouraged to review and submit comments and suggestions to the financial sub-committee (Andrea Lindsay, Anita Taylor and Martha McAdams). Andrea Lindsay will follow up with Patrick Graham and Tricia Palmer for their input and suggestions. John Moyer proposed that the Principal should have final authority over the Director. After short discussion, it was determined that this would constitute a change to the by-laws, and must be formally presented for consideration. Amy Banov said she will add it to regular June Board meeting agenda.
- B. Monthly Financials and Finance Committee Report – reviewed during the Finance Committee meeting, attended by most of the Board members.
- C. Presentation of Preliminary 2017-18 Budget – The budget was reviewed, and will be revised to reflect the correct capital local .5 millage proration, outlay income estimate, and changes made to the salary spreadsheet. Also, line items will more closely reflect what was spent in the 2016-2017 fiscal year.

- V. **Citizen Input** – (took place before item III) - Deanna Tillis spoke regarding Salary and Teacher Retention.
- VI. **Administrative Report**
 - A. Monthly Report – written report was distributed
- VII. **Old Business**
 - A. School District Board .6 millage by Amy Banov – nothing new to report
 - B. Playing Field turf replacement – Director Taylor presented a cost analysis for replacing and maintaining the playing field. At May 31 meeting, Director Taylor will present more pricing for this and other projects needed to be done this summer.
 - C. Food Service Options – no further research has been done and this item has been tabled indefinitely
- VIII. **New Business** –
 - A. **Board Matters: Election of Officers for 2017-18, Conflict of Interest Forms, Board Training, Calendar of meetings** – Conflict of interest forms will be emailed by Director Taylor, and returned by the Board Members at the May 31 meeting. Election of Officers – John Moyer does not wish to serve as Vice President for 2017-18. Amy Speak nominated John Kim for Vice President. Board of Directors Officers – Motion by Bill Brognano to adopt the following slate of Officers: President – Amy Banov
Vice President – John Kim
Treasurer – Kathryn Barton
Secretary – Amy Speak
Second by Muriel Ramos. Motion passed unanimously.
- IX. **President's Report** – none
- X. **Information Items and Members Remarks** – none
- XI. **Adjournment-** Meeting adjourned at 7:12 p.m.

Respectfully submitted,
Amy Speak, Secretary