

North County Charter School, Inc.
Board of Directors Regular Meeting
Monday, July 10, 2023, @ 9:30AM (Board Room, Bldg. 5)
****DRAFT-MINUTES-DRAFT****

- I. **Call to order/Attendance:** President, Mrs. Simchick called the meeting to order at 9:30AM. In attendance was also: Mr. Tyson, Vice President; Mr. Wilson, Member; Mr. Prescott, Member, Mr. Cook, Member; Mr. Potter, Principal; Mrs. Bakos, Business & Finance Manager.
- II. **Pledge of Allegiance/Invocation:** Vice President, Mr. Tyson gave and invocation, and led the group in the Pledge of Allegiance.
- III. **Approve/Amend today's agenda:** Mrs. Simchick asked to add the resignation of Mr. John McIntosh to the consent agenda as Item E. Passed 5-0 unanimously.
- IV. **Citizen/Parent input/concerns:** None shared.
- V. **Consent Agenda:** A motion was made by Mr. Wilson and seconded by Mr. Cook to approve items A through E on the consent agenda (below) as a group, and as written. Passed 5-0 unanimously.
 - A. **Approve minutes of June 12, 2023 Regular Meeting**-Recommended Approval by Mrs. Simchick
 - B. **Approve Principal/Director Nominations for Mr. Jay McLaughlin, Title I Math Interventionist Teacher; Ms. Margaret Pitz, Title I Reading Interventionist Teacher; Ms. Karen Petrun, VPK Teacher; Ms. Theresa DiSisto, VPK Assistant;; Ms. Taylor Munden, Playground Monitor (Part-Time)**-Recommended Approval by Mr. Potter
 - C. **Approve Egis Property & Liability Insurance Binder for 23-24**-Recommended Approval by Mrs. Simchick, Mr. Potter & Mrs. Turner
 - D. **Approve Submission of 22-23 Mental Health Grant**-Recommend Approval by Mr. Potter
 - E. ****Added 7/10/23-To Approve the Resignation of Mr. John McIntosh, Grade 3 Teacher**-Recommended Approval by Mr. Potter
- VI. **Action Agenda:**
 - A. **Approve Optima Proposals Supporting Grant Work for ESSER/IDEA & NSLP Project Application**-Recommend Approval by Mrs. Simchick and Mr. Potter. Upon a motion by Mr. Tyson and a second by Mr. Cook, the grant and NSLP proposals by OptimaEd were approved by a vote of 5-0, unanimously.
 - B. **Discuss Granting Additional Annual Paid Time Off Days in 2023-24 (10 for all Staff), Accrued at 1 Per Month (Aug to May), Including an Option to Carry-Forward up to 50% of Annual Total to Accrue Over Time to a Maximum of 10 Days. Employees Will Be Paid (in for Days Exceeding 10 Annually in the Last Check of the Fiscal Year. *Note: Staff May Also Have the Option to Donate Days for Compassionate Circumstances to Others from Time to Time**-Recommended Approval in August by Mr. Potter (more financial analysis needed). Following a discussion, Mr. Cook motioned to provide hourly staff with 5 paid sick/personal days for the 23-24 Fiscal Year, and directed administration to "cost out" scenarios for holiday pay and additional days for teachers if they were to increase from 5 to 8 days this year, 8 to 9 the following and 9 to 10 the year after that. The motion was seconded by Mr. Wilson and it passed 5-0 unanimously.
 - C. **Approval of Updated Health, Safety & Welfare Policies-2150**-Recommended Approval by Mrs. Simchick & Mr. Potter Due to New Legal Requirements. Upon a motion by Mr. Tyson, which was seconded by Mr. Wilson, policy 2150 was approved 5-0, unanimously.
 - D. **Approval of Finance Policy Series DRAFTS-4100 through 4800**-Recommended Approval by Mrs. Simchick, Mr. Potter & Mrs. Turner. Following a discussion of the finance policy series, Mr.

Cook made a motion to adopt 4100 through 4800. This was seconded by Mr. Prescott, and the motion passed 5-0, unanimously.

VII. Reports:

- A. Parent Involvement Committee:** Mrs. Bryant reported that the PIC has assisted admin with the development of the Title I Parent and Family Engagement Plan (PFEP), and that the group was working on a full schedule of activities for the year, that would be published very soon. They would also have a booth at Orientation Day, August 8 to seek new member sign up, and conduct some initial fundraising.
- B. Interim Business & Finance / New Finance Manager Report:** Mrs. Turner & Mrs. Bakos provided a report inclusive of May financials, also that bank balance exceeded 3 million, final FTE pass through check received in June from the district, work on ESSER III in process, as the school will have unexpended funds to end the year, with opportunity to expend remaining by September of 2024. More to come on this. Also, Mr. Cook would be added as a signer at Seacoast, and this would necessitate everyone presently on the forms to go over and re-sign when ready. Mr. Potter will let everyone know when the paperwork is ready.
- C. Principal/Director Report:** Mr. Potter provided a written report. See written report on website under Board Documents for the meeting.

****Mrs. Simchick called a brief recess for 5 minutes from 10:55 to 11:00AM.**

VIII. Board Member Matters:

- A. 22-23 Thank You Proclamations:** Mrs. Simchick / Mrs. Irons-Mrs. Irons was on vacation out of state; however, Mrs. Simchick provided updated information on a plan to conduct some public recognitions in the Month of September. A list will be developed and she will meet with admin to finalize. Categories: Thanking recent past Board members for their service, plans for recognizing some employees for their help and dedication through last year, which was a challenging year.
- B. Mr. Potter's Annual Review Update & Performance Bonus:** Mrs. Simchick led a discussion as the group needed to understand the process. She will collect input from the other members based on the evaluation tool previously shared and to collate the data for the group, and report back to them in August. All agreed that the previously agreed upon performance bonus will be paid in the July payroll and thus ensured that Mrs. Bakos understood what was to be included to make that happen.
- C. Mr. Miller Dedication:** Mr. Tyson re-iterated his strong interest in planning a dedication for Mr. and Mrs. Miller. In particular, to dedicate the new Administrative / VPK complex (Building 5). Mrs. Simchick agreed to research the builder information and samples of similar ones, and report back. The Board will plan either a late fall, or early spring event. More to come on this.
- D. School Mission & Vision:** Mr. Cook shared that he had met with Mr. Potter to discuss having clear mission and vision statements developed from the school. Mr. Potter shared that he had begun the process with the Leadership Team already, and would develop drafts this fall with them to bring to the Board for consideration. This would also need to consider the existing charter contract language detailing the school's purpose.
- E. BOD Meeting Schedule/Times/Recordings:** Mrs. Simchick led a discussion which resulted in a decision (without formal vote) to hold monthly meetings through the year on the second Monday of each month at 9:30AM, with the exception of September and March meetings, which will be scheduled for 6PM in the evening.

IX. Adjournment: The meeting adjourned at 12:25PM.