

MINUTES OF MEETING

Call to Order

Meeting called to order by Chairman, Herb Smetheran at 5:00 P.M.

Roll Call

Board Members present: Herb Smetheran, Kyle Havill, Bert Fonseca, and Patrick Smith. Board Members Not Present: Joseph Thairu.

Non Board Members Present: Roger Watkins.

Review and Approval of Minutes

Minutes of October 19, 2016 Board Meeting were reviewed. Kyle Havill made a motion to approve minutes as read, Patrick Smith seconded. Motion Passed.

Director's Report

Roger Watkins presented the Director's Report. The board was informed on enrollment and staffing issues. A discussion took place regarding teacher retention and appreciation. Kyle Havill made a motion to present all staff members with gift cards valued at \$100. Bert Fonseca seconded. Motion Passed Unanimously.

A discussion concerning the April 2016 DCF/OCS investigation of a former Teacher took place. Board was informed of policies recommended by insurance company and School Choice Office not to notify parents of the arrest of former teacher. Bert Fonseca made a motion to table the discussion until January to better prepare parents for the information. Motion did not pass.

Patrick Smith made a motion to notify the parents immediately via phone call. Kyle Havill seconded. Motion Passed.

Director will notify the seven parents of children in accused teacher's classroom. Only public information will be disseminated. A qualified counselor will be available for any parent wishing to discuss situation.

Treasurer Report

Kyle Havill presented the Treasurer's Report through October, 2016. Heidi Peckham moved to accept the Treasurer's Report. Bert Fonseca seconded. Motion Passed.

Action Items

Review of Safe Environment Polices: see discussion under Director's report.

By-Law Review: Review is completed as the By-Laws and Charter are now consistent.

Strategic Planning: To facilitate long term planning, Herb Smetheran will formulate structure to initiate a Strategic Planning Board, including Roger Watkins and Jennifer Mathis. Structure to include Mission, Purpose and Components including Plant Facilities and Expansion possibilities.

Insurance Site Review Results: two issues were mentioned. Director will gather estimates for repair and present at next Board meeting.

Board Member Matters: Meeting attendance was discussed.

Adjournment: Meeting adjourned at 6:10 P. M.