

**BRASHIER MIDDLE COLLEGE CHARTER HIGH SCHOOL**  
**Board of Directors Meeting**  
**July 20, 2015**

Call to Order	(T. Cron)
Visitor's Comments	(T. Cron)
Approval of Agenda	(T. Cron)
Approval of June Minutes	(F. Campigotto)
Budget Report	(J. Trone)
Distribute Board Documents	(T. Cron)
Conflict of Interest Policy	(T. Cron)
Board Training/Boot Camp	(T. Cron)
Assign Committees	(T. Cron)
Assign Tasks to Committees	(T. Cron)
Principal's Report/School Overview	(T. Cron)
Adjourn	(T. Cron)

**MINUTES**

Teresa Cron called the July 20, 2015 meeting to order at 5:20 PM.

Board members in attendance were Kipra Anderson, Joan Asher, Frank Campigotto, Kathy Cassidy, Wanda Clark, Teresa Cron, Hal Helms, Philip Romba, Thomas Sanders and John Trone. Principal Michael Sinclair also attended.

Teresa Cron distributed the agenda. Kathy Cassidy made a motion to approve the agenda. Philip Romba seconded the motion. The motion passed unanimously.

Tracey Estes had previously distributed the June 8, 2015 board meeting minutes via email. John Trone moved to approve the minutes. Kathy Cassidy seconded the motion. The motion passed unanimously.

**BUDGET REPORT**

John Trone distributed the attached Budget Report and summarized the report as reflecting that the school finances were in good shape and that there were no changes in expectations.

**DISTRIBUTE BOARD DOCUMENTS**

Teresa Cron explained that copies of board documents (e.g., School Charter) were typically distributed to board members on flash drives. Flash drives having these documents will be available for the new board members in the next week or so. Michael Sinclair stated that the school would notify the new board members when the drives are available so that they can be picked up at the school or by other arrangement.

**CONFLICT OF INTEREST POLICY**

Teresa Cron distributed the Conflict of Interest Policy by email to all the board members on July 16, 2015 and asked that each board member review the policy. During the meeting she asked if anyone had any questions concerning the Policy and the board members had none. Those board members having their executed Conflict of Interest Information Form turned them in at the meeting and the rest were asked to email their signed forms to Frank Campigotto.

## BOARD TRAINING/BOOT CAMP

Training is required for all new board members that can be satisfied either by attending the boot camp training at the school or by taking the training on-line. After a discussion it was decided that the boot camp training session at the school will be on August 31 from 10 AM to 1 PM. Lunch will be provided. Mary Carmichael has agreed to teach the training session.

## ASSIGN COMMITTEES

Teresa Cron reviewed the required makeup and responsibilities of the board committees: Executive Committee, Audit/Finance Committee, Board Development/Governance Committee, Appeals/Conflict Resolution Committee, and the new Community Relations Committee.

The new Community Relations Committee will include some of the combined responsibilities of the disbanded Communications and Fund Raising Committees. The mission of the new committee is to build relationships within the local community.

Board members populated the committees as follows:

EXECUTIVE	AUDIT/FINANCE	GOVERNANCE	APPEALS	COMMUNITY
Teresa Cron	Hal Helms	F. Campigotto	F. Campigotto	Teresa Cron
John Trone	John Trone	Philip Romba	Wanda Clark	Kathy Cassidy
Hal Helms	Philip Romba	Kathy Cassidy	Thomas Sanders	Joan Asher
F. Campigotto	Keith McNeel	Joan Asher	Hal Helms	Kipra Anderson
	Skip Snow*			Thomas Sanders

\* Business Manager, not board member

## ASSIGN TASKS TO COMMITTEES

The following tasks were assigned to the committees:

- Governance – Complete a revision of the Employee Handbook by spring.
- Executive – Update the strategic plan with a possible Saturday workshop on the plan.
- Community Relations – donor program; business brunch event; political event, possibly with our sister charter schools; upcoming 10<sup>th</sup> Anniversary event/fund raiser; board page on the school website.

## PRINCIPAL'S REPORT/SCHOOL OVERVIEW

Michael Sinclair presented his report that included:

- School is now fully staffed with the addition of chemistry teacher Stephanie Maves who is filling the position vacated by Heidi Cian.
- Reviewed the attached Projected Annual Payment Report for Charter Schools
- Presented a draft report for the junior-level students' performance on the 2014-2015 ACT results that indicated good performance across the board – English, Math, Reading and Science.

## ADJOURN

Chair Teresa Cron adjourned the meeting at 6:20 PM.

**SUBMITTED BY** Frank Campigotto, Secretary