**MEETING MINUTES**

**Board: Hephzibah Charter Foundation**

# Board Meeting: November 15, 2016

# School(s): Georgia School for Innovation and the Classics

*The minutes of Sunshine Law meetings need not be verbatim transcripts of the meeting. These minutes are a brief summary of the events of the meeting.*

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| --- | --- | --- | --- | --- | --- |
| **Date:** | **Start** | **End** | **Next**  **Meeting:** | **Next time:** | **Prepared by:** |
| 11/15/16 | 9:35 a.m. | 11:45 a.m. | TBD | TBD | D. Brewington |
| **Meeting Location:** | | | | |  |
| Teleconference | | | | |  |

|  |  |
| --- | --- |
| **Attended by:** |  |
| Robert Buchwitz  Wright McLeod  Brent Weir  Glenn O’Steen  Roger James  Absent:  Jennifer Allen | Jody Boulineau - Superintendent  Danny Brewington – Ed Innovation Partners  Kristin Smith – PTO President |
| **Highlights:** |  |

**CALL TO ORDER**

The meeting commenced at 9:35 A.M.

1. **Administrative Functions**

* Approval of Minutes - Mr. Weir made a motion to approve and Mr. McLeod made a Second. Adopted unanimously.

1. **School Related Reports**
   * Mr. Boulineau provided clarification on student enrollment numbers. Chairman Buchwitz expressed concern over the number of students leaving the school. Mr. Boulineau provided clarification on the number of students moving and used sixth grade as an example.
2. **Financial Reports**

* Monthly Financial Report
  + Mr. Boulineau reported on the enterprise budget and spoke to the early care, afterschool, and lunch line items.
  + Mr. O’Steen recommended setting up classes on the financial report and create the reports based on classes and see the numbers independently.
  + Mr. Weir made a motion to approve and Mr. McLeod seconded. Adopted unanimously.

1. **Old Business**

* Employee Incentive Program Progress Update - Mr. McCleod reported on the progress of the committee. He outlined a “5 for 5” program which would be based on years of service. Additionally, the concept of a subjective model to be awarded by the PTO for those going “above and beyond” was discussed. This was only a recommendation. Ms. Smith who is president of the PTO provided comments and discussion on the topic. It was determined that more discussion was needed as part of fundraising (including a volunteer coordinator of PTO fundraising). A motion was made to table the recommendation of the incentive program until the next board meeting by Mr. Weir. A second was made by Mr. O’Steen. The motion passed with 4 for and one opposed (Mr. McCleod).
* SCSC Site Visit – Chairman Buchwitz provided an update on the SCSC site visit. He indicated it went well and the visitors seemed impressed by the school and noted that Commissioner Perez was impressed by the 500+ parents who will be visiting the school for the feast.
* Parent Survey – It was reported there were just a little over 100 respondents at the time of the meeting. Additional strategies will be used to get more parent responses.

1. **New Business**

* Payroll Structure – The board discussed the possibility of bringing payroll in-house vs outsourcing. An overview of the process was provided by Chairman Buchwitz and Mr. Boulineau. Chairman Buchwitz recommended that if Mrs. Chancey is ready then the move should be made at the end of the quarter. Mr. Mcleod expressed concerns over duplicity. Mr. O’steen made the motion to table the discussion until a later date. Mr. Mcleod seconded. The motion passed unanimously.
* Holiday Bonus – Mr. Weir made a motion to provide a $400 Holiday Bonus for the GSIC employees. Mr. O’steen seconded the motion. The motion passed unanimously.
* Enterprise Account Establishment - Mr. Weir made a motion to authorize the establishment of the GSIC Enterprise Account. Mr. McLeod seconded the motion. The motion passed unanimously.
* Board of Directors – New Membership was discussed and Chairman Buchwitz committed to follow-up and continued recruitment.

1. **OPEN FORUM** 
   * None

# Next Meeting Date – December 20, 2016

# Adjournment

There being no further business, motion was made by Mr. McLeod and seconded by Mr. Weir to adjourn the meeting. The meeting adjourned at 11:45 AM with Peace and Harmony Prevailing.

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Robert Buchwitz, Board Chair

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_