MEETING MINUTES

Board: Hephzibah Charter Foundation

Board Meeting: November 2, 2015

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: |
| 11/2/2015 | 3:45 p.m. | 5:45 p.m. | 12/7/2015 | 3:30 p.m. | J. Allen |
| Meeting Location: | | | | | |
| Georgia School for Innovation and the Classics conference room | | | | | |

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| Attended by: | |
| Robert Buchwitz-Chairman  Bob Young  Wright McLeod  Jennifer Allen  **Absent:**  Brent Weir  Glenn O’Steen | Jody Boulineau – School superintendent  Mary Jane Abbott - School principal |
| Highlights: | |

CALL TO ORDER:

The meeting commenced at 3:45 p.m.

Motion was made by Bob Young to conclude this meeting by 5:30 p.m. second was made by Wright McLeod. Motion passed unanimously with no discussion.

**Administrative Functions**

Motion was made by Bob Young to approve the teacher handbook and safety manual. Second was made by Jennifer Allen with no discussion.

A recommendation was made by the chairman to create exit interviews for students withdrawing from the school.

A motion was made by Bob Young to approve one day off per month, retroactively starting, for a total of 9 days off per year. Wright McLeod seconded the motion and it was passed unanimously with no discussion.

A motion was made by Bob Young to approve the purchase of inventory software under contingency up to $3,287. Wright McLeod seconded the motion and it was passed unanimously with no discussion.

Wright McLeod made the motion to approve a $250 holiday bonus for the staff paid by the Tuesday before Thanksgiving break. Bob Young seconded the motion and it was passed unanimously with no discussion.

At 5:15 p.m. Bob Young made a motion to move to executive session. Jennifer Allen seconded the motion and it passed unanimously with no discussion.

There being no further business, a motion to adjourn was made by Bob Young and seconded by Jennifer Allen at 5:45 p.m.