

Health Sciences Charter School
Board Meeting Minutes

Date: January 11, 2018

Location/Time: Health Science Charter School Board Conference Room - 7:00 a.m.

Attendees: Donna Brown, Mike Faso, John Hennessey, Dr. Rick Hershberger, Jeff Holt, David Palmer, Brian Patterson, Bob Richardson, Cynthia Schwartz

Absent/Excused: Dr. Pratibha Bansal, Patrick Whalen

Guests: Jan Barrett, Annelise Giovannitti, Dr. Lori Quigley, Barb Smith, Dr. Hank Stopinski, Jaime Venning

Topic	Discussion	Action
Call to Order	Mr. Palmer called the meeting to order.	
Public Comment	Written thank you from hourly employees	No action required.
Consent Agenda Items (Distributed via email)	<ul style="list-style-type: none"> ○ Academic Committee Minutes – 12/7/17 ○ Facilities Committee Minutes – 12/18/17 ○ Finance Committee Minutes – 10/30/17, 12/6/17 ○ Personnel Committee Minutes – 11/28/17 ○ No More Tears December Reports – 12/16/17, 12/31/17 ○ December Board Meeting Minutes – 12/14/2017 	<p>Dr. Hershberger moved acceptance; Mr. Hennessey seconded. (all approved)</p> <p>Ms. Schwartz moved to remove the “No More Tears” reports from the Board packets, but asked that the Board receive, under separate cover, quarterly updates and/or reports. Mr. Moley seconded. (all approved)</p>
Resolutions	<ul style="list-style-type: none"> ○ New Hires and Appointments ○ Resignations ○ Board Resignation – Mr. Palmer reported that Melissa Tucker has submitted her resignation to the Board, based on her retirement from BCBS. She has agreed to stay on the Personnel Committee until the talent survey is complete. 	<p>Ms. Schwartz moved acceptance; Ms. Brown seconded. (all approved)</p> <p>Note: Board accepted Ms. Tucker’s resignation with regret and wished her well in her retirement.</p>
Treasurer’s Report	<ul style="list-style-type: none"> ○ December 2017 Grant Report ○ Finance Update: Mike Faso and Barb Smith shared that the school and Kirsits & Associates have entered into a contract regarding CFO duties. ○ Ms. Smith will remain under contract through the transition focusing on internal controls, and modifying procedures; Payroll has been posted through October and she will post and reconcile through December prior to her departure. 	<p>Ms. Smith will provide a financial report through December; continue billing and create a solid process for the Pledge Account/Donor Fund prior to her departure.</p> <p>Dr. Stopinski agreed to have the Business Office tighten procedures for acknowledgment and documentation of donors.</p> <p>Mr. Faso moved acceptance; Mr. Moley seconded. (all approved)</p>

Board Discussion and Principal's Report	<ul style="list-style-type: none"> ○ Dr. Stopinski reported that NYS report card lists our 2017 graduation rate at 87%, which includes August graduates. ○ New budget items: 1) Mandated summer session for freshmen at .5 credits; 2) New Chromebooks (school has 300+ that are in use 95% of time. ○ Budget priorities: 1) Need to set aside funds for mid-year and next year student recruitment initiatives. ○ Reorganization: Dr. Stopinski provided a revised organizational chart for the remainder of the 2017-18 school year and also one for the 2018-19 school year. ○ Questions were raised by the Board regarding Say Yes funding for Charter Schools and data collection regarding recent graduates. 	<p>Guidance to present to the Academic Committee regarding Freshmen summer session – timing, enrollment, measurements, credits, etc.</p> <p>National Student Clearinghouse data regarding how many of the 2015-17 graduates are enrolled in college and whether they are collecting any Say Yes funding will be collected and reported on at February Board meeting.</p> <p>A revised org chart will be presented in February that depicts names / roles and functional responsibilities.</p>
Executive	<p>Mr. Palmer moved the Board into Executive Session for contract and personnel issues; Mr. Moley seconded (all approved).</p>	<p>Mr. Moley moved the Board out of Executive Session; Mr. Faso seconded (all approved).</p>
Adjournment	<p>Mr. Palmer called for adjournment.</p>	<p>Mr. Palmer moved to adjourn; Dr. Hershberger seconded. (all approved)</p>

Next Meeting: February 8, 2017 @ 7:00 a.m.