

**New School High Board of Directors Meeting  
Virtual Monthly Meeting Minutes**

**Date:** Wednesday, December 15, 2021

**Time:** 6:30 pm

**Location:** Zoom Meeting ID: 965 3891 4814 Passcode: wYwV9t

**1. Call to Order and Roll Call**

The meeting was called to order by Nic at 6:36 pm.

Present: Sam Barresi, Nic Cooper, Joanne Lamar, Rick McCoy, Briana Sprague

Absent: Carolyn King

Public: None

School Leader: Tracy Lynn

Recorder: Wendi Felgner

**2. Public Comment**

None

**3. Approval of Agenda**

Sam moved to approve the December 15, 2021 agenda. Joanne seconded.

Roll Call Vote Ayes: Briana, Rick, Joanne, Nic, Sam

Nays: None

The agenda for the December 15 virtual meeting was approved.

**4. Consent Agenda**

Rick moved to accept the consent agenda including the November 17, 2021 meeting minutes. Joanne seconded.

Roll Call Vote Ayes: Briana, Rick, Joanne, Nic, Sam

Nays: None

The November 17, 2021 meeting minutes were approved.

**5. Correspondence**

Nic received one communication from a parent that complimented Tracy's leadership.

**6. Committee Reports**

None

**7. Treasurer's Report**

Briana reported there wasn't anything unusual in the financial reports. She clarified with Wendi the payroll accrual expense (credit). Briana mentioned Croskey Lanni's cash - revenue - expenditures chart included in the meeting packet.

Rick moved to receive the Treasurer's Report. Joanne seconded.

Roll Call Vote Ayes: Sam, Nic, Joanne, Rick, Briana

Nays: None

The Treasurer's Report was received.

## **8. Action Items**

### **A. Old Business**

None

### **B. New Business**

#### **a. Landlord custodial service & parking lot discussion**

Sam said there were meetings with the landlord earlier in the fall. Wendi explained the wall and cracked ceiling in the quiet room. She said the custodial service cost continues to appear on monthly utilities invoices from the landlord. Sam explained the snow removal service arranged by the landlord will service the parking lot for three or more inches of snow. Wendi will check the lease terms. Briana is willing to sign a letter terminating the landlord's custodial services.

## **9. Business Management Report**

### **A. School Leader report**

Tracy Lynn shared important dates - January 12, 2022 Enrollment Open House (6:30 pm) and January 21, 2022 Student Activity Night (6:30 pm - 8:30 pm) planned by NSH Student Council. Tracy is planning an Open House promotion and participants.

The Staff Day on Monday, December 15 went well. The Emergency Operations Plan was reviewed. Tracy clarified the offsite shelter-in-place locations arranged for NSH. She shared further information about safety drills.

Allison is working on the spiritwear site with a vendor. There is a new elective planned for second semester to be taught by Miss Edgecomb, planned with Miss Campbell. There is an awesome Substitute Teacher in Fitness Foundations- PE classes. Tracy will seek a Foreign Language Teacher for second semester.

Tracy and Allison set a goal of 20 new students for 2022-23. Tracy has had tours with potential students and parents.

The Board will hold a special board meeting, in person, on Monday, January 3, 2022 at 6:30 pm.

### **B. Business update**

Wendi confirmed there aren't ESSER III funds and is planning the ESSER II application amendment with Tracy. She mentioned board packet documents including the caseload - billed hours chart; Effectv Recap (streaming tv ad campaign) provided by the local representative; and United Educators' informational document.

## **10. Comments from the Board**

- a. Confirmation of Special in-person board meeting Monday, Jan. 3, 2022 6:30 pm
- b. Rescheduled Strategic planning workshop Monday, Feb. 14, 2022 1:00 - 3:00 pm
- c. Confirmation of Monthly board meeting date and time - Wednesday, Jan. 19, 2022 6:30 pm
- d. Nic will be absent the month of March and half of April 2022.
- e. Sam shared pending state legislation regarding substitute teacher educational qualifications. Sam suggested the Staff and Student Acceptable Email - Technology Use Policies be reviewed with staff and students.
- f. Briana would like to post a Board member opening. Sam and Rick agreed marketing background would be helpful. Rick has a marketing contact and will arrange a meeting with them for Briana and him.
- g. Rick asked what was happening with the Quiet Room. Tracy responded there are three classes scheduled in that room. The room is locked and monitored by staff. Tracy told students they should always be supervised by a staff member. Rick welcomed Tracy back to NSH and how glad he was to see the students' response on Gratitude Day.

## **14. Adjournment**

Sam moved to adjourn the meeting. Rick seconded. The meeting adjourned at 8:00 pm.

Minutes Certification:



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Wendi Felgner, Recorder  
December 15, 2021

Approved by New School High Board of Directors



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Carolyn King, Secretary  
Date: