

PINNACLE CHARTER SCHOOL
 BOARD OF TRUSTEES
 WORKSHOP/BUSINESS MEETING – MINUTES
 MONDAY AUGUST 29TH 2011 – 6:00PM
 Pinnacle Charter School Room 147
 115 Ash Street Buffalo NY 14204

1.0 Call to Order – Pledge to the Flag

**ROLL CALL
 ATTENDANCE AT THIS MEETING**

(Board members who arrive after the meeting begins will be noted as “present” at the point in this agenda at which they arrive.)

Fenice Boyd	<u> x </u>	Broderick Cason	<u> x </u>	Charles Edwards	<u> ABS </u>
Linda Gordon	<u> x </u>	Dennis Horrigan	<u> x </u>	Stephen Phelps	<u> x </u>
Richard Stanton	<u> x </u>	Julie Varner	<u> ABS </u>		

Attendance – School Administrators

Linda Marszalek	<u> x </u>	Heather Lyon	<u> x </u>
Julie Davis	<u> ABS </u>	Lisa Rogers	<u> x </u>

2.0 **AMENDMENTS** or adjustments to the agenda by the Chief Academic Officer or Board Members

3.0 **PRIVILEGE OF THE FLOOR**
 None

4.0 **OLD BUSINESS**

4.1 **RESOLVED**, that the minutes from July 25th, 2011 meeting are adopted as presented.

Moved by	<u> Stephen </u>	Seconded by	<u> Dennis </u>	Vote	<u> 6 – 0 Carried </u>
	<u> Phelps </u>		<u> Horrigan </u>		

5.0 **PERSONNEL** – Administration and Teaching

5.1 **Resignations**

5.1.1 **RESOLVED** upon the recommendation of the Chief Academic Officer, the Board of Trustees accepts the resignation of Shannon Ellson, Teacher: Grade 1, effective 8/15/11.

Moved by	<u> Dennis </u>	Seconded by	<u> Richard </u>	Vote	<u> 6 – 0 Carried </u>
	<u> Horrigan </u>		<u> Stanton </u>		

5.1.2 **RESOLVED** upon the recommendation of the Chief Academic Officer, the Board of Trustees accepts the resignation of Dr Heather Lyon, Director of Instruction, effective 9/2/11.

Moved by	<u>Dennis</u> <u>Horrigan</u>	Seconded by	<u>Richard</u> <u>Stanton</u>	Vote	6 – 0 Carried
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6:25	Into Executive Session	Moved by	<u>Dennis</u> <u>Horrigan</u>	Seconded by	<u>Richard</u> <u>Stanton</u>	Vote	6 – 0 Carried
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7:00	Out of Executive Session	Moved by	<u>Broderick</u> <u>Cason</u>	Seconded by	<u>Richard</u> <u>Stanton</u>	Vote	6 – 0 Carried
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7:25	Back Into Executive Session	Moved by	<u>Stephen</u> <u>Phelps</u>	Seconded by	<u>Broderick</u> <u>Cason</u>	Vote	6 – 0 Carried
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7:35	Out of Executive Session Executive Session	Moved by	<u>Stephen</u> <u>Phelps</u>	Seconded by	<u>Broderick</u> <u>Cason</u>	Vote	6 – 0 Carried
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5.2 **Leave(s) of Absence Without Reimbursement**
None

5.3 **Transfers**
As per attached

Moved by	<u>Stephen</u> <u>Phelps</u>	Seconded by	<u>Broderick</u> <u>Cason</u>	Vote	6 – 0 Carried
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5.4 **Position Control and Job Description**

5.4.1 **RESOLVED** upon the recommendation of the Chief Academic Officer, the Board of Trustees approves the creation of one 12-month Administrative Position entitled *The Director of School Operations*.

5.4.2 **RESOLVED** upon the recommendation of the Chief Academic Officer, the Board of Trustees approves the creation of one 12-month Administrative Support Position entitled *Board Clerk*.

5.4.3 **RESOLVED** upon the recommendation of the Chief Academic Officer, the Board of Trustees approves the creation of one 12-month .75 FTE Administrative Support Position entitled *Administrative*

Assistant.

5.4.4 **RESOLVED** upon the recommendation of the Chief Academic Officer, the Board of Trustees approves the abolishment of one full time 12-month *Administrative Assistant* effective 9/1/11.

5.4.5 **RESOLVED** upon the recommendation of the Chief Academic Officer, the Board of Trustees approves the creation of the position of *Director of Facilities* for an additional stipend of \$3,000.00

5.5 Appointments

5.5.1 **RESOLVED** upon the recommendation of the Chief Academic Officer, the Board of Trustees approves the following individual as appointed to the position of Director of School Operations.

Name:	Sarah Infante
Certification Area:	School District Administrator
Degree:	Master's + 30 hours
Salary:	\$72,590.00
Title:	Director of School Operations
Appointment:	Probationary
Effective:	9/1/11-8/31/2012
Remarks:	Vacancy as a result of reorganization of administrative responsibilities – Newly created

5.5.1.2 Name: Mary Ellen Herlofson
Salary: \$45,181.00
Title: Board Clerk
Appointment: Probationary
Effective: 9/1/11- 8/31/2012
Remarks: Vacancy as a result of the creation of the position.

5.5.3 **RESOLVED** upon the recommendation of the Chief Academic Officer, the Board of Trustees approves the following Nurse Candidates (SUB)

5.5.1.3 Name: Faye Pietak
Name: Kim Adams

5.5.3 **RESOLVED** upon the recommendation of the Chief Academic Officer, the Board of Trustees approves the following Cafeteria Monitors (SUB)

5.5.1.3 Name: Charlotte Zinermon
 Name: Adela Rosas
 Name: Beulah Wynn
 Name: LaQuita Powell

5.5.3 **RESOLVED** upon the recommendation of the Chief Academic Officer, the Board of Trustees approves the following teaching positions, salaries in accordance with the current Pinnacle Salary Schedule.

5.5.3.1 Name: Kelly Caudill
 Certification Area: Birth to K, Grade 1-6
 Degree: Master's
 Level: Level 2
 Salary: \$41,375.00
 Title: Kindergarten Teacher
 Assignment: Probationary
 Appointment: 9/1/2011-8/31/2012
 Effective: 9/1/2011
 Remarks: Vacancy as a result of a transfer.

5.5.3.2 Name: Colin Erdle
 Certification Area: Music Education, K-12
 Degree: Master's
 Level: Level 2
 Salary: \$41,375.0
 Title: Music Teacher
 Assignment: Probationary
 Appointment: 9/1/11-8/31/2012
 Effective: 9/1/2011
 Remarks: Vacancy as a result of Transfer

5.5.3.3 Name: Shannon Krukowski
 Certification Area: English 7-12
 Degree: Master's
 Level: Level 2
 Salary: \$41,375.00
 Title: English AIS Teacher
 Assignment Probationary
 Appointment: 9/1/2011-8/31/2012
 Effective: 9/1/2011
 Remarks: Vacancy as a result of a transfer

- 8.0.2 Furniture Requisition – Mike Olsen (see attached)
- 8.0.3 Computer Requisition – Mike Olsen (see attached)

Moved by	<u>Richard Stanton</u>	Seconded by	<u>Stephen Phelps</u>	Vote	<u>6 – 0 Carried</u>
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9.0 **Contracts**

9.0.1 **RESOLVED** upon the recommendation of the Chief Academic Officer, the Board of Trustees approves a contract with Applicant Tracker Services through Erie 1 BOCES in the amount of \$3069.00 as per attached for the 2011-2012 school year (7/1/11 until 8/31/12).

Moved by	<u>Richard Stanton</u>	Seconded by	<u>Stephen Phelps</u>	Vote	<u>6 – 0 Carried</u>
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9.0.2 **RESOLVED** upon the recommendation of the Chief Academic Officer, the Board of Trustees approves a contract with ADP Services for faculty and staff attendance in the amount of \$4256.00 annually.

Moved by	<u>Broderick Cason</u>	Seconded by	<u>Stephen Phelps</u>	Vote	<u>6 – 0 Carried</u>
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9.0.3 **RESOLVED** upon the recommendation of the Chief Academic Officer, the Board of Trustees approves a contract with The Western New York Educational Service Council in the amount of \$6,500.00

Moved by	<u>Stephen Phelps</u>	Seconded by	<u>Dennis Horrigan</u>	Vote	<u>6 – 0 Carried</u>
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10.0 **Chief Academics Officer’s Report**

10.0.1 **RESOLVED** upon the recommendation of the Chief Academic Officer, the Board of Trustees approves the following:

THE PINNACLE CHARTER SCHOOL
BOARD OF TRUSTEES

PROPOSED ANNUAL GOALS FOR 2011-12

THE BOARD OF TRUSTEES WILL promote increased student achievement by:

1. Enhance its performance and effectiveness by:

- A. practicing inclusive and transparent communication strategies and by adhering to agreed upon action plan(s) in the execution of its duties.
 - B. employing a consent agenda format for the official meetings of the Board of Trustees and by evaluating and determining the efficacy of the various board sub-committees.
 - C. increasing visibility at school events and by providing new opportunities such as “coffee hours” for staff interface.
 - D. clarify governance and administration responsibilities in partnership with the Chief Academic Officer (CAO) and subsequently develop and employ an evaluation protocol for the CAO.
2. Provide the resources necessary to develop and pilot an early intervention program.
 3. In partnership with the CAO, develop a marketing plan for the use of the school’s facilities by Pinnacle families.
 4. Continue to support and promote cultural awareness and diversity among all stakeholders.

Moved by	<u>Broderick Cason</u>	Seconded by	<u>Richard Stanton</u>	Vote	<u>6 – 0 Carried</u>
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10.0.2 **RESOLVED** upon the recommendation of the Chief Academic Officer, the Board of Trustees approves the Charter Renewal to the New York State Education Dept and to include the current CAO’s addendums and approves the authorization to request an extension up to 30 days for submission of the Charter renewal.

Moved by	<u>Richard Stanton</u>	Seconded by	<u>Broderick Cason</u>	Vote	<u>6 – 0 Carried</u>
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11.0 **PRIVILEGE OF THE FLOOR**
None

12.0 **ROUNDTABLE**
None

6:25	Into Executive Session				
	Moved by	<u>Dennis Horrigan</u>	Seconded by	<u>Richard Stanton</u>	Vote <u>6 – 0 Carried</u>

7:00 Out of Executive Session
Moved by Broderick Cason Seconded by Richard Stanton Vote 6 – 0 Carried

7:25 Back Into Executive Session
Moved by Stephen Phelps Seconded by Broderick Cason Vote 6 – 0 Carried

12.0 **ROUNDTABLE**
None

13.0 **ADJOURNMENT:**

7:52PM A motion was called to adjourn the meeting.

Moved by Richard Stanton Seconded by Broderick Cason Vote 6 – 0 Carried

13.0 **EXECUTIVE SESSION**

7:55PM

Moved by Richard Stanton Seconded by Broderick Cason Vote 6 – 0 Carried
