

Aspire Trade High School BOD Meeting Minutes

Location: Zoom Call

Date: November 18, 2021

Time: 6:45 pm – 7:45 pm

In Attendance

Vice Board Chair – Jennifer Nichols

Secretary – Marianna Sartin

Board Member – Amanda Cuff

Absent

Board Chair – Lauren Nicholson

Treasurer – Jim Secunda

Agenda Items

1.) Review and Approve October 28, 2021 Minutes

October Meeting Minutes approved

Motion: Jennifer Nichols: Motion to approve as written. Marianna Sartin seconds the motion.

Motion Approved: Voted Yes: Jennifer Nichols, Marianna Sartin, Amanda Cuff. Voted yes in absentia: Lauren Nichols and James Secunda.

2.) Meetings

a. CSAB November 8th Meeting Results

The meeting went well and there wasn't a lot of discussion. They wanted us to focus on three things: it takes a building and enrollment to open, we must open in 2023, and CSAB is there to support us. Their vote was unanimous to let us delay opening until the fall of 2023.

b. SBE request

The State Board of Education meeting is in December, we do not have the date yet. CSAB will answer any questions they have and reach out to us if they need any additional information.

3.) Marketing

a. Phone Survey Mailing

We sent a mail out to 182 families from the phone survey that indicated they were interested. They will either mail the student interest form back to us or submit it via the website.

b. Facebook Ads

We are running our Facebook ads for two weeks out of every month. We continue to get submissions. Since the 11/8 meeting we have received 6 additional submissions. We have received over 1,774 click throughs to the website from the Facebook ad.

c. Meetings – Ada Jenkins

Jennifer met with them via a zoom call on Monday night. We had an interpreter there. The forms were sent home with the students. We should receive their submissions soon.

4.) Student Interest/Enrollment

a. Phone Survey – mail return

We have received quite a few “return to sender” envelopes. Jennifer will call our survey company about that because all the addresses were supposed to have been verified.

b. Ada Jenkins Center

Jennifer will call them to follow-up

c. Caterpillar Ministries

Jennifer will touch base with them again

d. Halton School

We have received 7 student interest forms from Halton School students.

e. Church Groups

Jennifer continues to reach out to various churches. She is thinking about having one of the larger churches host the information night, and we will invite families from the other local churches since their locations are all fairly close together.

5.) Documents for Board Approval

The following sections were reviewed and discussed by the board and voted on at the meeting. Absent board members reviewed the materials prior to the meeting and emailed Jennifer their approval of the sections.

1. Academic Calendar for 2022-2023 School Year and Structure of School Calendar

Motion: Amanda Cuff: Motion to approve as written.

Jennifer Nichols seconds the motion.

Motion Approved: Voted Yes: Jennifer Nichols, Marianna Sartin, Amanda Cuff. Voted yes in absentia: Lauren Nichols and James Secunda.

2. Official Employee Agreement
Motion: Marianna Martin: Motion to approve as written.
Amanda Cuff seconds the motion.
Motion Approved: Voted Yes: Jennifer Nichols, Marianna Sartin, Amanda Cuff. Voted yes in absentia: Lauren Nichols and James Secunda.
3. By-Laws
Motion: Amanda Cuff: Motion to approve as written.
Jennifer Nichols seconds the motion.
Motion Approved: Voted Yes: Jennifer Nichols, Marianna Sartin, Amanda Cuff. Voted yes in absentia: Lauren Nichols and James Secunda.
4. School Safety
Motion: Amanda Cuff: Motion to approve as written.
Jennifer Nichols seconds the motion.
Motion Approved: Voted Yes: Jennifer Nichols, Marianna Sartin, Amanda Cuff. Voted yes in absentia: Lauren Nichols and James Secunda.
5. Structure and Length of School Day
Motion: Marianna Martin: Motion to approve as written.
Amanda Cuff seconds the motion.
Motion Approved: Voted Yes: Jennifer Nichols, Marianna Sartin, Amanda Cuff. Voted yes in absentia: Lauren Nichols and James Secunda.
6. Criminal Background Checks for Faculty and Staff
Motion: Jennifer Nichols: Motion to approve as written.
Marianna Sartin seconds the motion.
Motion Approved: Voted Yes: Jennifer Nichols, Marianna Sartin, Amanda Cuff. Voted yes in absentia: Lauren Nichols and James Secunda.
7. Criminal Background Checks for Volunteers
Motion: Marianna Martin: Motion to approve as written.
Amanda Cuff seconds the motion.
Motion Approved: Voted Yes: Jennifer Nichols, Marianna Sartin, Amanda Cuff. Voted yes in absentia: Lauren Nichols and James Secunda.
8. Admissions Process and Lottery Application
Motion: Marianna Martin: Motion to approve as written.
Jennifer Nichols seconds the motion.
Motion Approved: Voted Yes: Jennifer Nichols, Marianna Sartin, Amanda Cuff. Voted yes in absentia: Lauren Nichols and James Secunda.
9. Retention of Records
Motion: Amanda Cuff: Motion to approve as written.

Jennifer Nichols seconds the motion.

Motion Approved: Voted Yes: Jennifer Nichols, Marianna Sartin, Amanda Cuff. Voted yes in absentia: Lauren Nichols and James Secunda.

10. Nepotism Policy

Motion: Marianna Martin: Motion to approve as written.

Amanda Cuff seconds the motion.

Motion Approved: Voted Yes: Jennifer Nichols, Marianna Sartin, Amanda Cuff. Voted yes in absentia: Lauren Nichols and James Secunda.

11. Grievance Policy for Teachers, Families and Students

Motion: Marianna Martin: Motion to approve as written.

Amanda Cuff seconds the motion.

Motion Approved: Voted Yes: Jennifer Nichols, Marianna Sartin, Amanda Cuff. Voted yes in absentia: Lauren Nichols and James Secunda.

12. Budget Approval

Motion: Amanda Cuff: Motion to approve as written.

Jennifer Nichols seconds the motion.

Motion Approved: Voted Yes: Jennifer Nichols, Marianna Sartin, Amanda Cuff. Voted yes in absentia: Lauren Nichols and James Secunda.

13. Third Party Contracts

Motion: Amanda Cuff: Motion to approve as written.

Jennifer Nichols seconds the motion.

Motion Approved: Voted Yes: Jennifer Nichols, Marianna Sartin, Amanda Cuff. Voted yes in absentia: Lauren Nichols and James Secunda.

14. Access to Funding/Petty Cash

Motion: Marianna Martin: Motion to approve as written.

Amanda Cuff seconds the motion.

Motion Approved: Voted Yes: Jennifer Nichols, Marianna Sartin, Amanda Cuff. Voted yes in absentia: Lauren Nichols and James Secunda.

15. Audits

Motion: Marianna Martin: Motion to approve as written.

Amanda Cuff seconds the motion.

Motion Approved: Voted Yes: Jennifer Nichols, Marianna Sartin, Amanda Cuff. Voted yes in absentia: Lauren Nichols and James Secunda.

16. Purchasing

Motion: Marianna Martin: Motion to approve as written.

Amanda Cuff seconds the motion.

Motion Approved: Voted Yes: Jennifer Nichols, Marianna Sartin, Amanda Cuff. Voted yes in absentia: Lauren Nichols and James Secunda.

17. Federal Funding

Motion: Marianna Martin: Motion to approve as written.

Jennifer Nichols seconds the motion.

Motion Approved: Voted Yes: Jennifer Nichols, Marianna Sartin, Amanda Cuff. Voted yes in absentia: Lauren Nichols and James Secunda.

6. Fundraising

- Rick Hendrick – we are in touch with his office
- Felix Sabates – we had a meeting with him
- David Tepper – Jim is working on
- Gambrel Family Foundation – Dale is trying to set a meeting
- Anonymous Donor – Jim is working on

7. Next Meeting

Our next meeting is scheduled for Thursday, December 16th at 6:45.