

**Liza Jackson Preparatory School  
Board Meeting Minutes  
May 15, 2018**

The Board of Directors of Liza Jackson Preparatory School convened at 4:00 PM on Tuesday, May 15, 2018. This meeting was advertised and posted.

**MEMBERS IN ATTENDANCE:** Ms. Jo Henderson, Board Chair, Ms. Annette Lee, Board Member, Ms. Mary Gunter, Board Member, and Dr. Amy Semenov, Board Member.

**MEMBERS ABSENT:** Ms. Donna Boles

**GUESTS PRESENT:** Families and staff and Mr. Baggett from the Building Industry Association

Ms. Henderson convened the meeting at 4:00 PM with a call to order. Ms. Henderson welcomed the Board Members and began the meeting.

**Item 1:** Minutes from the previous Board meeting were reviewed. Ms. Henderson called for a motion to approve the minutes from the previous meeting. Ms. Gunter made the motion, Dr. Semenov seconded and the motion carried.

**Item 2:** Ms. Henderson called for a motion to approve the agenda. Ms. Lee made a motion to approve the agenda, Dr. Semenov seconded, and the motion carried.

**Item 3: Public Comment:** None

**Item 4: Staff and Student Recognition:** Ms. Henderson called for the recognition and awards to be commenced. Mr. Baggett from the Building Industry Association recognized Liza Jackson's Art teachers, Ms. Brown and Ms. Cawiezell for their work on the water barrels. The work was judged by the community and the barrels painted by Liza Jackson's Art Department won first place. Each teacher received a check and a certificate of appreciation. The art on the barrels was from Gustav Klimt and a patriotic tribute to our local military. Next, Ms. Henderson asked Ms. Roberts and Ms. McKinley to recognize the students for their efforts in athletics and in the County Art Show as well as the winner of the Geography Bee. Liza's students won "Best in Show" for the County Art Show, placed second at County for tennis, had numerous awards for track and cross country, dance and color guard and qualified for World Competition for archery. Ms. McKinley and Ms. Roberts were very impressed by the students and their hard work and efforts this year. Ms. McKinley ended the recognition by reading all the placements for every team for the 2017-2018 School Year and was excited to inform us about the success of the newly added basketball team.

**Item 5: Consent Items:** Ms. Henderson asked Ms. McKinley to present the personnel changes to the Board. Ms. McKinley reported that there were no personnel changes.

**Item 6: Reports and Discussion Items:** A Principal's report was presented by Ms. McKinley informing the Board of the 2017-2018 School Survey results, school safety updates, and staff ALICE training. Ms. McKinley also reported the upcoming important events at Liza and informed the Board on the progress on the STEAM program. Ms. Roberts presented her CEO report and gave an update on the Ron Crawford Recreation Center as well as plans for the new facility and plans for school safety updates to the current

facility. Ms. Henderson called for a motion to approve the school safety plans and to write a grant to pay for future updates to facility. Ms. Lee made the motion, Ms. Gunter seconded, and the motion carried.

**Item 7: Action Items:** Ms. Henderson asked Ms. Roberts to review the action items.

Ms. Roberts gave an update on the Current Year Budget Amendments. While the overall budget was down \$225,509.00 compared to original projections, the school year ended positively with reserves met and all staff receiving raises. Ms. Henderson called for a motion to approve the Current Year Budget Amendments. Ms. Gunter made the motion, Ms. Lee seconded and the motion carried. Ms. Roberts reviewed the Quarterly Financial Statements for informational purposes. Finally Ms. Roberts presented the preliminary budget for the 2018-2019 School Year. Ms. Henderson called for a motion to approve the Preliminary Budget for 2018-2019 School Year. Ms. Lee made the motion, Ms. Gunter seconded and the motion carried. Next Ms. Henderson asked Ms. McKinley to present changes to the Employee Manual. Changes include paid sick leave and a lactation policy. Ms. Henderson called for a motion to approve the changes to the Employee Manual. Ms. Lee made the motion, Ms. Gunter seconded and the motion carried. Finally Ms. Henderson asked Ms. McKinley to present the changes to the Wellness Plan. Ms. McKinley stated that the only change was the date. Ms. Henderson called for a motion to approve the change to the Wellness Plan. Dr. Semenov made the motion, Ms. Lee seconded and the motion carried.

**Item 8:** Ms. Henderson asked if there were any Emergency Items. None were reported.

**Item 9:** Ms. Henderson asked if there were any Board Member Matters. The Board set the meetings for the 2018-2019 School Year as follows: August 21, 2018, November 13, 2018, February 19, 2019 and May 21, 2019.

**Item 10:** Ms. Henderson asked for a motion to adjourn the meeting. Ms. Lee made the motion and Ms. Gunter seconded, and the motion carried.

The Board meeting was adjourned at 5:40pm.