

Schools of Sierra Bible Church (S.SBC) School Board
Approved Minutes for August 9, 2022
Annual Meeting

Attendees: Sarah Hemler-Pres.(SH), Debby Benes (DB), Greg Gusiff-via Zoom(GG), Penjii Jo Trautwein (PJT), Diane Harper (DH), Jessica Baeckel (JB), Glen Baeckel (GB), Darcy O'Loughlin (DO'L).

1. Opened in prayer at 4:20pm
2. S.SBC & SB Minutes of May 10, 2022 (both sets) *stand approved as submitted.*
3. Input/Questions from Parent Teacher Fellowship - Ashley Elliott-Pres.
 - a. Update:
Explanation that there is no current procedure to vote in nominees for PTF Executive Board. PTF advised by School Bd. they can set-up their own procedures for enrollment/membership as officers. Discussion that the School Board will approve actions of the PTF that are brought to the School Board. School Bd. has asked Ashley to maintain her position as President of PTF during the 2022-2023 school year. Upcoming events for '22-'23 school year: Wreath fundraiser, Tea, Veterans Day, Teacher Breakfast, March fundraiser and other events
 - b. *Public Comment on topics not on this Agenda* –
No guests/public comment.
4. School Head - Jessica Baeckel
 - a. Update on marketing campaign: *Multiple marketing options in the Reno/Sparks community are being researched. Consideration of full-time Kindergarten for next school year. Connected with 15 families over the summer with focus on discussion of: vision, wisdom, and eloquence. 92 students enrolled as of this date, 2nd and 7th grades are currently full. A literacy list is in the process of being created and will be posted to TKA drive upon completion. Back to School Parent night - Aug. 29th.*
 - b. Update on cash reserves:
\$112,000 In Bank but payment of accounts is ongoing and incomplete at this moment. \$20,000 came in as cash reserves. Some unexpected expenses have arisen due to OSHA requirements. TKA is currently under budget due to payscale for new teachers, and zero students requiring aftercare from Kindergarten. Licensing review discussion for TKA's Department of Education Licensure. Jessica is working on completing before the end of the month.
5. School Board President – Sarah Hemler
 - a. Vote on new Board Member/Remove Jeff Panko:
PJT motioned to remove Jeff Panko and motioned to vote to approve DO'L as Board Member, seconded by DH. Motion unanimously passes.

- b. Confidentiality Agreement: *Board members will complete the document. Document will be scanned and saved to the TKA digital drive folder.*
- c. Board of Directors Form: *From Bylaws pg. 8 -9, Bd. of Directors form is submitted for approval. Add wording to include agreement of reading and adherence to Statement of Faith. Add wording to include Section 6.09 Conflict of Interest. PJT motions that the Bd. of Dir. form is approved with changes. Seconded by DO'L. Motion unanimously passes.*
- d. Vote on officers: *Discussion to Nominate DB as Secy., GG was nominated as Treasurer. PJT makes a motion that SH remain Pres., DB Secy. and GG Treasurer. DH seconded. Motion unanimously passes.*
- e. 501(c)3 update: *"Doing Business As" (DBA) application and paperwork is submitted, all paperwork is complete.*
- f. Bylaws review and update: *PJT motions that we make the changes as noted (a representative will be appointed by the governing body of Sierra Bible Church) to bylaws and articles of incorporation with reference to Bd. member requirements, seconded by SH. Motion unanimously passes.*
- g. Approve parent handbook: *Amendment to length requirements for dress code to maintain modesty. Dresses/skirts just above the knee. Shorts are to be mid-thigh. PJT motions to approve the Parent Handbook with changes made to dress code, seconded by DH. Motion unanimously passes.*
- h. Vote on updated Budget: *Discussion to note the following suggested changes to the budget: Employee Related Expenses section - decrease in Teacher Classroom Costs and Staff Technology. Administrative Expenses section - decrease in Janitorial Supplies and Marketing. Explanation of increase in Kindergarten salary due to position maintaining a full-time status. Explanation of decrease in original budget item for 4th grade teacher due to new hire teacher status. Review of new implementation of a teacher pay scale to standardize future percentage increases/decreases. DO'L motions to approve the updated budget changes, seconded by PJT. Motion unanimously passes.*
- i. Line item for cash reserves: *This will be reviewed/considered for the 2023-2024 school year budget.*
- j. School Head- (Personal Time Off) PTO discussion: *No changes made to PTO of 10 days and no decrease in salary for any PTO days above the 10 day threshold. Schools of Sierra Bible Church (S.SBC) School Board will continue to maintain oversight of appropriate use.*
- k. TKA emails/website: *Review of new email format that is now in use:@tkareno.org Discussion of creating one universal email for School Bd. two-way communication with the public. Review of new website theme enhancement and*

update of pages for the TKA website was reviewed. Overhaul of the website is in progress.

l. Expectations for Board members: Discussion of volunteer hours for School Board members. Suggestion of 4hrs. per year to mirror the same requirement as TKA parents, as well as monetary payment if hours are unmet during the school year. SH motions that School Board members volunteer 4hrs. a year or pay \$50 per missed hour, PJT seconded motion. Motion unanimously passes.

ii. Back to school BBQ Aug 12, 2022, at 5:30, reminder to attend if available.

6. Old Business: *None*

7. New Business

a. School Head Evaluation - *Tabled for future agenda.*

b. Praying for families - *Tabled for future agenda.*

c. Committees - *Tabled for future agenda.*

i. Committee on Committees, School Head support Committee, Finance Committee-
Tabled for future agenda.

8. Future Business

a. Next Board Meeting, October 11, 2022 at 4:15pm.

9. Closing prayer observed. *Motion to adjourn made by PJT, seconded by DH, meeting adjourned @ 6:15pm.*