APPROVED

Cold Spring School

Minutes

Board Meeting

Date and Time
Wednesday May 17, 2023 at 6:00 PM

Location
Cold Spring School

A regular meeting of the Cold Spring School, Inc. Board of Directors will meet on Wednesday, May 17, 2023. The meeting will start at 6:00pm at Cold Spring School.

Directors Present
B. Tran, C. Wise, J. Renbarger, K. Castro, M. Kolar, N. Torres, T. Pearson

Directors Absent
P. Gill

Guests Present
A. Barcome, C. Bruns, C. Stipes, T. Robinson

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

J. Renbarger called a meeting of the board of directors of Cold Spring School to order on Wednesday May 17, 2023 at 6:14 PM.

C. Approve Minutes

T. Pearson made a motion to approve the minutes from Board Meeting on 03-15-23.
M. Kolar seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Financial Report

A. Monthly Financial Report

Brian Anderson presented the financial statements

CSS financial status remains healthy

Expenditures appear to be over, but we are not. We are waiting for ESSR funds to be reimbursed to us from IPS.
B. Tran made a motion to approve the monthly financials as presented.
N. Torres seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Donation Report

Not presented, not needed

III. New Business

A. Personal Report

Question was asked if there is an exit interview process. CSS does not have a formal exit interview process.

Questions were asked about the diversity of the candidate pool. Principal Robinson stated that racially they are not diverse but with gender they are.

Discussion was had on CSS and their relationship with local University and job fairs. We discussed how to build relationships with Marian University Dept of Education
M. Kolar made a motion to approve the May 2023 Personnel Report.
K. Castro seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. 23-24 SY Staff Retention Bonuses

Funds are accounted for in the budget. These are in addition to the other bonuses CSS has.
T. Pearson made a motion to approve the 23-24 Retention Stipend Proposal.
N. Torres seconded the motion.

The board **VOTED** unanimously to approve the motion.

C. 403(b) Retirement Plan

Cody Stipes presented.

This is a pre-tax retirement fund. This offers a higher contribution level than a ROTH.

There is an agency that is already doing this with other schools like ours. There is no cost for CSS to offer this to employees.

This was not an action item but the consensus of the board is that leadership should go through with offering the 403(b) for employees.

D. 2023-2024 Board Meeting Dates

C. Wise made a motion to approve the 23-24 board calendar.
B. Tran seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Employee Guidebook Updates

Updates include:

Staff Handbook Updates – All updates provided by HCC

- Removed the Indiana Smoking Ban section from our previous guidebook. The Indiana Smoking Ban Policy is no longer required by state law as long as an organization has a No Smoking Policy, which we already had in place.
- Updated HCC PEO language and definitions on the first page.
- Updated the FMLA Poster to the most current version.

Student/Family Handbook Updates

- Updated entry/arrival time (8:35 AM) and car rider dismissal time (3:30 PM) on page 3.
- Updated the dress code link, related arts course offerings, and middle school block schedule language on page 5.
- Added bolded and underlined emphasis for early dismissal time on page 8.
- Added bolded and underlined emphasis for immunizations and updated school year on page 9.
- Changed dates for parent teacher conferences on page 11.
- Updated assessment calendar and grading period information dates on page 12.

M. Kolar made a motion to approve changes to the Staff Handbook.

K. Castro seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Student/Family Handbook Updates

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- Updated assessment calendar and grading period information dates on page 12.

T. Pearson made a motion to approve changes to the 2023-2024 Student and Family Handbook.
K. Castro seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. Principal Report

Principal Robinson presented

AAPI Month. Mindful Monday has focused on an influential AAPI with their story delivered over the morning announcements.

Robotics went to Worlds and received two Energy Awards

Fun in the Sun Day is next week which is a fundraiser

Band is coming for middle school

IV. Other Business

A. For the Good of the Order

B. Academic Committee Update

Committee met May 9th

Goal accomplished: creating field trip opportunities for all grades

Discussion with Team Leads about testing data

C. Development Committee Update

AJ Barcome presented

The Development Committee created a Fundraising Policy for CSS

D. Governance Committee Update

JR presented a packet that outlined the CSS Cash Management Options.

V. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:41 PM.

Respectfully Submitted,
C. Wise

Documents used during the meeting

- CSS Budget vs Actual 043023.pdf
- CSS Monthly Financial Reports 043023.pdf
- May 2023 Personnel Report.pdf
- Retention Stipend 23-24 SY Proposal.pdf
- 23-24 Board Calendar.pdf
- Cold Spring School Employee Handbook 5.4.23.pdf
- Student Family Handbook 23-24.pdf
- Cold Spring Fundraising Policy - May 2023.pdf