

# Taylor's Crossing Public Charter School

## Work Session Minutes 08-14-2013

Admin Staff in attendance: Superintendent Wendt, Fiscal Director Jamie Toop, Board Clerk Sterzick

### **I. CALL TO ORDER**

The meeting was called to order at 6:13 p.m.

### **II. ROLL CALL**

Board Chairman Clegg:	Present
Board Treasurer Judy:	Present
Board Secretary Kammerman:	Present
Board Member Radford:	Present
Board Member Shippen:	Present
Board Member Cardon:	Present (arrived at 6:28 p.m.)

### **III. DISCUSSION ITEMS**

- Need of job description clarification for staff presented by Superintendent Wendt and a discussion of job description for Superintendent/Administrator. Creation of a committee of three to prepare goal based document for Superintendent/Administrator. Committee to include Board Member Shippen, Board Member Radford, Superintendent Wendt. First meeting scheduled for August, 19, 2013, at 4:00 p.m. Superintendent to be included in all special committees.
- \*Mr. Wendt to secure hiring/firing/evaluation procedure of all staff
- \*Mr. Wendt to secure job description for administration & staff
- \*Mr. Wendt to create a committee for community outreach
- Board Officer Responsibilities discussed by Chairman Kammerman. Discussion of combining TCPCS Board Member Position Descriptions, version 02-14-2013, and TCPCS Board Member Rules of Conduct, version 01-08-2013.
  - \*Chairman Clegg to update with changes and bring to September regular board meeting.
- Open board seat and expectations: training, skills, etc. (*not discussed—time limitation*)

### **IV. ADJOURNMENT**

MOTION: A motion was made by Board Member Kammerman to move out of Work Session. The motion was seconded by Board Member Cardon. Vote was unanimous. Motion carried. Meeting adjourned at 7:25 p.m.

#### **\* Assignments**

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Renae Sterzick, Clerk of the Board  
Taylor's Crossing Public Charter School