Policy Committee Report

Regular Monthly Meeting Report

## Committee Actions:

 Consent Agenda Item: Update to policy 46 Sterling Montessori Academy and Charter School Salary Policy

## Minutes from May 4, 2022 Meeting:

### Attendance and Call To Order: Virtual via Google Meet

Chair: Kari Schwab

Board Members: Kim Elliott, Kari Schwab, Kevin Hughes

Others Present: Josie Spreher, Denise Kimble

Meeting was called to order at 4:00 and do not represent a quorum of board members.

### Approval of Prior Minutes:

 Did not discuss previous approval of April minutes

**Policy Committee Responsibilities:**

1. Identify the need for new policies with the Executive Director.
2. Draft and present policies to the full Board for approval that maintain compliance to state and charter law, best practices, and reflect the best interest of Sterling Montessori.
3. Regularly review all policies and procedures and provide updates as necessary.
4. Annually present EHB and Parent Handbook final drafts for the following school year at or before the June LHU board meeting for approval

### Agenda Items

###  Admin Scale policy adjustments, brought to policy from Finance

After discussion with finance committee, policy would like to update policy 46, regarding employee salary and administration salary scale in employee handbook +. Add a sentence stating “salary scale will be reviewed annually at minimum”

-Since we follow wake county scale for teachers and assistance, these scales are automatically reviewed/adjusted, but we have an independent admin scale. Best practice is to review this scale annually.

1. **Elect a new Policy chair in the next few months.**
	* We discussed interested board members within policy, Lan Zhu and Kevin Hughes have expressed interest. Will bring to whole board at May meeting .
2. **Board Handbook Updates:**

- Board Handbook states that policy annually “approves” the Employee Handbook and Parent handbook. For the past few years we have not made as many updates, and when a policy is changed or added, after approval in a board meeting, ED will update the staff and update the handbook already.

 -Policy members discussed this is an appropriate procedure for ensuring communication of a new policy is provided and it is not necessary to “approve” the handbooks at our annual meeting. Will update wording in the Board Handbook to reflect this decision.

### Closure and Next Steps:

Meeting was adjourned at ­­­­­­­­\_\_\_\_\_\_\_\_\_.

It was noted that \_\_FOLLOW UP ACTIONS\_\_

Elect a new Policy chair

Review and update procedural policies for ED expectations on communication with board of directors as we move to hire a new ED