Orange County Association of School Administrators

Board Meeting Minutes

July 21, 2015

**Board Members in Attendance**

Bob Clark, Seth Daub, Christine Szymanski, Darrell Canamas, Margaret Talbot Irving, Pati Painter, Thomas Ott, Kelly Pelletier

**Welcome**

Seth Daub welcomed and introduced the new board members and began the meeting at 5:00

**Secretary and Treasurer Reports**

Minutes from the May meeting were reviewed. A motion to approve the minutes was put forth by 1st Seth Daub and was seconded by Tom Ott. The minutes were unanimously approved. A treasurer report will be done as part of the annual audit.

**Committee Reports**

Elementary: All schools are currently hiring and attending job fairs to meet Dr. Jenkins goal of being fully staffed by July 31, 2015.

Middle:

High School:

Tech Schools:

Membership: 255-52% of OCPS Administrators are currently OCASA members

**Old Business**

We need a president elect-The nomination committee will put forward some names. It would be best practice to have a high school principal as the next president elect to maintain the rotation of each level.

AXA support-Bob will be following up with Don Quill regarding continued support from AXA.

**New Business**

Discussion was had regarding changing the Asst. Principal representation to one at each level rather than one for each learning community. Currently, the tech schools will be represented by Tom Ott, Assistant Director. The high schools will represented by Darrell Canamas, Assistant Principal at Colonial High School. Representation is still needed for the elementary and middle school level.

Reviewed the board positions and executive board positions:

The President is Seth Daub

The President Elect is currently vacant

The Past President is Allison Kirby

The Treasurer is Kelly Pelletier

The Secretary is Christine Szymanski

The Executive Director is Bob Clark.

The Elementary Association representative is Margaret Talbot Irving

The Middle School Association representative is Pati Painter

Social committee-We will need volunteers for this committee to plan events for the 2015-2016 school year.

Membership committee-Pat Ramsey will continue to handle the membership. She is the owner of the OCASA email list as well as the distribution list for the Board members. It will be updated to reflect the Board members.

OCASA did send out a survey to administrators at the end of the year. A meeting with the Superintendent will be scheduled to review the survey results. Seth will email Dr. Jenkins’s secretary to schedule a date.

**Audit-**

The previous Treasurer provided all necessary documentation to the new Treasurer.

July 2014 beginning balances are as follows:

Checking------ $17,711.74 Savings ------$27,824.92

Random verification for the following months were completed:

October 2014

Check number 1183 for $2,088.81

Expenses were submitted for the fall member social at Ember. All receipts matched.

February 2015

A check was written to Allison Kirby for $186.00

Expenses were submitted for donuts to be provided during a PNPA meeting to recruit Aps to OCASA. Receipt was matched.

Check number 1187 for $1,083.34 Nametags for LD check 1187 1038.34 invoice receipts and Expenses submitted for nametags for Legislative Days. Invoice and receipts all matched.

May 2015

Check number 1199 for $50.00

Expense for maintenance of the website. Receipt was matched.

June 2015

Check number 1208 for $1,597.75

Expenses submitted for mileage, services and the end of year Board social. All receipts matched.

Ending balance as of June 30, 2015

Checking------$13,068.83 Savings----------$27,894.56

Kelly will be moving some funds from the checking to the savings account.

**Executive Director’s Report**

Bob currently meets with the I-4 other Executive Directors to keep tabs on what is going on in other counties. For example, in one county, elementary principals are managing three schools. They are housed at one, while an AP is housed at each of the other two schools. Other counties pay for advanced degrees. Each of the 14 districts will develop a survey that is answered by each county. These make for interesting topics when meeting with the Superintendent.

There will be no meeting in August.

We will move the meetings for the Board to the third Tuesday of each month between 8:00-9:00. Bob will look into having the meetings at Panera or another location. Breakfast potentially to be provided by OCASA.

Additionally, if the elementary associations would like to have a meeting and provide refreshments, they can submit receipts and OCASA will reimburse. Money from separate associations was combined so money is available for each group to use. Potentially, OCASA could provide each association a budget for refreshments. Elementary may have a happy hour after one of Dr. Fritz’s meetings. Middle school could provide refreshments for the meetings with Dr. Jara or lunch could be provided before the meeting. Committees should provide a number so that it can be written in the budget.

**Next Meeting: September 15, 2015**

**Adjournment:** Meeting was adjourned at 5:55. Bob Clark, Kelly Pelletier, Pati Painter and Christine Szymanski remained to conduct the audit of the OCASA accounts.