

Collaborative Administrative Leadership Report

2024 July 17th

Terrence Smith – CEO

Dana Corradi - Director of Enrollment, Diversity, and Inclusion

Topics	Updates	Voting Items
Human Resources	<p>Need Ratified</p> <ol style="list-style-type: none">1. Hiring Dr. Pettigrew as a consultant to help with administrative and personnel issues.2. Final vote needed for the 2024-25 budget. Prelim was voted on at the May meeting. Vote on PDE 418 Rent Reimbursement for SY 2022-2023, and 2023-2024.3. Two policies were created to meet the need to comply with the 990. Whistleblower and Document Retention. Please vote to confirm or deny adding these policies to the school.4. Add the hiring of a Special Education Teacher due to the increase of special needs population.5. Add part-time administrative assistant/food service worker.6. Accept the resignation of English Teacher, Shauna Smith.	1, 2, 3, 4, 5, 6
Grants		
Teaching & Learning		

Marketing	<ol style="list-style-type: none">1. CCBC Community Day – July 20th 10AM - 2PM2. New Student Orientation – August 12th 1PM – 3PM3. MITCS Billboard at Route 18 and 51 (Near Beaver Valley Mall) - Starting July 29th
Enrollment and Withdrawals	<ol style="list-style-type: none">1. 2023-2024 enrollment stood at 122.2. 2023-2024 Graduates - 103. Withdrawals - 24. New enrollments – 145. Scheduled Enrollment Appointments – 14 (16 Students)6. Projected Current Enrollment - 140