

**Collaborative Administrative Leadership Report**

2024 July 17th

Terrence Smith – CEO

Dana Corradi - Director of Enrollment, Diversity, and Inclusion

<b>Topics</b>	<b>Updates</b>	<b>Voting Items</b>
<b>Human Resources</b>	<p>Need Ratified</p> <ol style="list-style-type: none"> <li>1. Hiring Dr. Pettigrew as a consultant to help with administrative and personnel issues.</li> <li>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.</li> <li>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.</li> <li>4. Approval to add the hiring of a Special Education Teacher due to the increase of special needs population.</li> <li>5. Approval to add part-time administrative assistant/food service worker.</li> <li>6. Accept the resignation of English Teacher, Shauna Smith.</li> <li>7. Approval to add the hiring of a Chemistry teacher.</li> <li>8. Approval to hire Courtney Bingle as Chemistry teacher at a rate of \$57,000.</li> <li>9. Approval to hire David Peffer as a Social Studies teacher at a rate of \$52,000.</li> </ol>	1, 2, 3, 4, 5, 6, 7, 8, 9
<b>Grants</b>		
<b>Teaching &amp; Learning</b>		

<b>Marketing</b>	<ol style="list-style-type: none"><li>1. CCBC Community Day – July 20<sup>th</sup> 10AM - 2PM</li><li>2. New Student Orientation – August 12<sup>th</sup> 1PM – 3PM</li><li>3. MITCS Billboard at Route 18 and 51 (Near Beaver Valley Mall) - Starting July 29th</li></ol>
<b>Enrollment and Withdrawals</b>	<ol style="list-style-type: none"><li>1. 2023-2024 enrollment stood at 122.</li><li>2. 2023-2024 Graduates - 10</li><li>3. Withdrawals - 2</li><li>4. New enrollments – 14</li><li>5. Scheduled Enrollment Appointments – 13 (15 Students)</li><li>6. Projected Current Enrollment - 140</li></ol>