**MINUTES**
**SPECIAL RETREAT/WORK SESSION MEETING OF THE BOARD OF EDUCATION**
**CAPE GIRARDEAU SCHOOL DISTRICT NO. 63**
**Tuesday, July 20, 2010 – 12:00 p.m.**
**Penzel Room, Cape Girardeau Public Library, 711 N. Clark St.**

**Board Members Present:**
**Mr. Paul Nenninger, President, Mr. Don Call, Ms. Stacy Kinder, Mr. Kyle McDonald, Mr. Philip Moore and Mr. Tony Smee.**

**Members Absent: Mr. Luther Bonds, Vice-President**

**Others Present: Dr. James Welker, Superintendent, Ms. Beth Poyner, Board Secretary, Ms. Pat Fanger, Asst. Superintendent, Mr. Neil Glass, Dir. of Administrative Services, Ms. Misty Clifton, Dir. of Financial Services, Ms. Deena Ring, Dir. of Special Services, Ms. Theresa Hinkebein, Curriculum Coord. and Ms. Alaina Busch, Southeast Missourian.**

**A quorum being present and due notice having been mailed and published, the special session of the Board of Education of Cape Girardeau School District No. 63 was called to order on Tuesday, July 20, 2010 at 12:05 p.m. by President, Paul Nenninger.**

**Approval of Agenda**
**A motion was made by Ms. Kinder and seconded by Mr. McDonald to approve the agenda. The motion carried with six yeas and zero nays.**

**Human Resources**
**Mr. Nenninger noted that the topics for the retreat, Human Resources and Finance/Budget, were chosen from the Superintendent's goals that tie into CSIP. He stated that when the Board meets with David Lineberry at the retreat in August they will combine all the information.**

**Dr. Welker reviewed the current structure with regard to human resources. He handed out an organizational flow chart to show how human resource responsibilities are divided among Ms. Fanger, Ms. Clifton, Ms. Ring and Mr. Glass. Dr. Welker stated that the cabinet has been working with Ms. Heather McMillan (SEMO) to review HR procedures and processes, policies and Central Office structure. Ms. McMillan is also assisting in revising staff handbooks and identifying training needs. These findings will be incorporated into the CSIP.**

**Finance/Budget**
**Dr. Welker noted that the Superintendent's goal for Finance and Budget is to assist in developing a long term financial plan including forecasting, planning and cash flow management. Dr. Welker reviewed the current status including fund balances, state funding, salaries and benefits. Board members discussed these topics in relation to forecasting, cash flow management, and CSIP strategies.**

**Mr. Nenninger announced there was no need to go into Executive session.**

**Adjournment**
**At 3:50 p.m. a motion was made by Mr. Smee and seconded by Ms. Kinder to adjourn the meeting. The motion carried with a vote of six yeas and zero nays.**

**Paul L. Nenninger, Board President** **Beth Poyner, Board Secretary**