

**School District of the City of St. Charles**  
**Board of Education Regular Meeting**  
**Open Session Minutes**  
**January 11, 2024**

**BOE Members Present:**

Dr. Donna Towers, President  
Mrs. Heidi Sikma, Vice President  
Ms. Lori Gibson, Member  
Mr. Daniel Hewitt, Member  
Mrs. Karen O'Hearn, Member  
Mr. Brian O'Mara, Member  
Ms. M. Ellen Zerr, Member

**Administration Present:**

Dr. Jason Sefrit, Superintendent  
Dr. Rodney Lewis, Associate Superintendent Human Resources  
Dr. Earl Draper, Assistant Superintendent Curriculum & Instruction  
Mr. Jeremy Shields, Assistant Superintendent of Operations  
Mrs. Julie McClard, Executive Director of Special Education and Student Services  
Ms. Kelley Pendleton, Administrative Assistant to the Superintendent

**1. Open Session**

**Procedural: 1.01 Calls to Order**

The meeting was called to order at 6:00 p.m.

**Procedural: 1.02 Establishment of a Quorum**

A quorum was established with all board members present.

**Action: 1.03 Adjourn to Closed Session**

M. Ellen Zerr moved and Heidi Sikma seconded the motion to adjourn to closed session to consider matters relating to the following: legal matters, real estate action, hiring, firing, disciplining or promoting of particular employees, preparation for negotiations with employee groups, individually identifiable personnel records, applicants for employment, and records protected from disclosure by law with discussion and vote of the meeting to be closed in accordance with 610.021 (.1, .2, .3, .9, .13, and .14) of Missouri statutes...

Final Resolution: Motion Carries

Yea: Donna Towers, Lori Gibson, Ellen Zerr, Heidi Sikma, Daniel Hewitt, Karen O'Hearn, Brian O'Mara

**3. Reconvene: Preliminaries to the Open Session**

**Procedural: 3.01 Calls to Order**

Open session reconvened at 6:42 p.m.

**Procedural: 3.02 Pledge of Allegiance**

The Pledge of Allegiance was performed.

**Information: 3.03 Superintendent's Summary and Comments**

Dr. Sefrit made the following comments:

I. Welcome to tonight's Board of Education meeting, we are glad that you've joined us.

II. Happy New Year! I hope everyone had a wonderful winter break. We are excited to be underway with our second part of the school year. We know it's going to be filled with great success for our students and staff.

III. It is January and we're in the middle of the winter season. I want to remind everyone that we are continuing with our regular school (health) protocols. Please be aware of the rise in respiratory viruses and the flu during the winter months. With that said, I want to stress the importance of everyone practicing healthy hygiene protocols and staying home when sick. Let's all do our part in helping keep everyone as healthy as possible this winter.

IV. We are also in the middle of inclement weather season. Information regarding snow & AMI days plans have been fully communicated with all SCSD stakeholders. Please note, we will use our 3 built-in snow days first (if needed) for any inclement weather days we have.

V. Winter sports/activities' season is in full swing. As always, Go Pirates and Warriors!

VI. Board of Education seats are once again up for re-election and the candidacy window is now closed. We have 3 candidates for 2 open Board seats for the election this April.

VII. We have worked hard to prepare for this meeting and tonight we will have an important discussion and presentation on:

- Policy Changes, Second Reading

- Facilities & Grounds Program Review

- Instructional Effectiveness & Student Achievement/Performance Program Review

- District Financial Report

VIII. We are in the midst of a very productive 2023-24 school year. I want to encourage us all to continue to be safe, respectful, and responsible as we continue to work together in our school-year-long journey together.

**Information: 3.04 Board Communications**

None.

**Information: 3.05 Audience Comments**

The following audience comments were made:

I. Theresa Lintzenich-District Resident/Substitute Staff: spoke regarding school vaccines.

II. Kathy Alsdorf/Jill Meyer-SCESSA Co-Chairs/District Staff: spoke regarding the upcoming negotiations.

**Action: 3.06 Amend or Adopt the Agenda**

Daniel Hewitt moved and Heidi Sikma seconded the motion to adopt the agenda as presented.

Final Resolution: Motion Carries

Yea: Donna Towers, Lori Gibson, Ellen Zerr, Heidi Sikma, Daniel Hewitt, Karen O'Hearn, Brian O'Mara

#### **4. Consent Agenda**

##### **Action (Consent): 4.01 Approval of Consent Agenda**

M. Ellen Zerr moved and Lori Gibson seconded the motion to approve the consent agenda as presented.

Final Resolution: Motion Carries

Yea: Donna Towers, Lori Gibson, Ellen Zerr, Heidi Sikma, Daniel Hewitt, Karen O'Hearn, Brian O'Mara

##### **Action (Consent): 4.02 Approval of Minutes of December 14, 2023**

##### **Action (Consent): 4.03 Approval of Bills for December 2023**

##### **Action (Consent): 4.04 Approval of Items to List as Surplus Property**

##### **Action (Consent): 4.05 Approval of Surplus Property Bids**

##### **Action (Consent): 4.06 Resignations & Retirements**

##### **Action (Consent): 4.07 Job Description**

##### **Action (Consent): 4.08 2024-2025 Preschool Tuition Rates**

##### **Action (Consent): 4.09 Bids & Contracts**

#### **5. Items Removed From Consent Agenda**

None.

#### **6. Old Business**

##### **Action, Information, Discussion: 6.01 Policy Changes-Second Reading**

Daniel Hewitt moved and Heidi Sikma seconded the motion to approve policy JHDE to include the first three paragraphs and the Student Record Disclosure paragraph, and omitting the rest of the information as presented in the policy from MSBA.

Final Resolution: Motion Carries

Yea: Donna Towers, Lori Gibson, Ellen Zerr, Heidi Sikma, Daniel Hewitt, Karen O'Hearn

Nay: Brian O'Mara

#### **7. Reports & Presentations**

##### **Action: 7.01 Facilities & Grounds Program Review**

Daniel Hewitt moved and Brian O'Mara seconded the motion to approve the Facilities & Grounds Program Review as presented.

Final Resolution: Motion Carries

Yea: Donna Towers, Lori Gibson, Ellen Zerr, Heidi Sikma, Daniel Hewitt, Karen O'Hearn, Brian O'Mara

##### **Action: 7.02 Instructional Effectiveness/Student Achievement and At-Risk Program Review**

Heidi Sikma moved and Karen O'Hearn seconded the motion to approve the Instructional Effectiveness/Student Achievement and At-Risk Program Review as presented.

Final Resolution: Motion Carries

Yea: Donna Towers, Lori Gibson, Ellen Zerr, Heidi Sikma, Daniel Hewitt, Karen O'Hearn, Brian O'Mara

## **8. New Business**

### **Action: 8.01 Food Service Bid**

Daniel Hewitt moved and Brian O'Mara seconded the motion to approve the Food Service Bid as presented.

Final Resolution: Motion Carries

Yea: Donna Towers, Lori Gibson, Ellen Zerr, Heidi Sikma, Daniel Hewitt, Karen O'Hearn, Brian O'Mara

## **9. Financial Report**

### **Action: 9.01 District Financial Report**

Daniel Hewitt moved and Karen O'Hearn seconded the motion to approve the district financial report as presented.

Final Resolution: Motion Carries

Yea: Donna Towers, Lori Gibson, Ellen Zerr, Heidi Sikma, Daniel Hewitt, Karen O'Hearn, Brian O'Mara

## **10. Adjournment**

### **Action: 10.01 Adjournment**

Daniel Hewitt moved and Heidi Sikma seconded the motion to adjourn the meeting.

Final Resolution: Motion Carries

Yea: Donna Towers, Lori Gibson, Ellen Zerr, Heidi Sikma, Daniel Hewitt, Karen O'Hearn, Brian O'Mara

The meeting was adjourned at 9:01 p.m.

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President, Board of Education

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Secretary, Board of Education