

CLC Board Meeting Minutes

September 27, 2001

Attending: Lauri Perman, Kosta Dussias, Dan Klees, Ann Bolser, Katy Cleary, Lynn Parker Klees, Liz Kisenwether, Theresa Shay, Michael Shay, Mark J. Toci, Jalynn Wolesslagle, Mary Jo Hogan (MJ), Glenn Johnson

I. Approval of the minutes. Minutes of the August 23, 2001, board meeting were approved.

II. CAO Report (5 min.)

Glenn Johnson reported that there are 64 new children in the school, new teachers and a new building. The first weeks of the school year have been devoted to absorbing this newness and identifying next steps and challenges to be solved.

Glenn's focus over the next few weeks will be looking at ways to support teachers -- including hiring a counselor. Another priority is providing support to children and teachers in the area of special education and supervision (which would help provide some "preparation breaks" for teachers. Finally, the increased size of the school, especially with so many new families, increases the number of phone calls and other requests on the school's administrative staff.

Update on facilities: As soon as the Department of Labor and Industry approves the grab bars in the bathrooms, the school will receive a permanent certificate of occupancy.

Mark is recovering well from an emergency appendectomy but missed a week of school.

III. Budget Update

A. Review of the real estate transaction / closing on new facility .

The school closed on the school property on September 13, 2001.

An unexpected event at the closing was learning that the bank rather than Ferguson Township would hold title on the school. This was not an absolute increase in costs but simply a cost that the CLC did not expect to pay at this point in time. Because the closing took place later than originally planned, the CLC paid rent on the school facility but didn't have budgeted mortgage payments to make. In fact, this change was to

CLC's financial advantage. The CLC CAO expressed gratitude to Galen Dreibelbis for his willingness to permit the school to move in and begin renovations before the closing while paying modest rent.

B. Review of the Budget to date - school year 2001 - 2002

Ann Bolser presented a revised budget based on new information since the previous budget was approved. The Pennsylvania Department of Education requires a more detailed version of expenses than the CLC has needed to do in the past. Future budgets will reflect some new formatting and detail. Some highlights of changes in the revised income and expense statement: The school made \$3500 by selling church pews. Brad Slonaker, math specialist, is curtailing his hours and will principally be serving as a CLC volunteer over the next year, which results in some salary savings. The auditor found that CLC needs to reimburse SCASD \$15,000 in funds that were overpaid in the 99-00 school year.

The Personnel Committee was asked to develop a policy governing which personnel appointment require Board approval. The Finance Committee was asked to make a recommendation to the Board to budget a percentage (e.g. 97%) of the projected income in order to allow for possible student attrition over the course of the next year. The Finance Committee was asked to ask how the income and expense statements should reflect the grants the school has received.

A question arose about how the CLC's current monthly mortgage compares to last year's monthly rent payment. Although Ann reported that the mortgage was less than the previous rent payment, materials distributed to the Board in advance of the meeting indicated that the mortgage cost approximately \$200/month more than last year's rent. Ann Bolser and Glenn Johnson promised to look into this and report back to the next Board meeting.

C. Enrollment & Revenue Update

This chart shows that expected income from student enrollment

is currently ahead of budgeted income. Given the \$15,000 that the school needs to repay SCASD, this projected income surplus is approximately \$5,064 at this time.

IV. Old Business

A. Review of Insurance Coverage

The CLC is in the last year of a multi-year contract with Frost & Conn, Inc. Ann Bolser will comparatively evaluate other insurance companies in the spring. Ann presented a summary chart of the CLC's proposed insurance coverage. The Board unanimously approved the coverage as proposed.

Update of the State Audit (10 min.)

The auditor has requested a meeting with a Board member for October 15. The auditor will make a finding against the CLC that SCASD overpaid the CLC \$15,000 in 99-00. (This was based on a mistake made by SCASD that the CLC did not detect.) The auditor spent four weeks at the CLC but did not visit a classroom.

V. New Business

A. Board Committees on Finance and Personnel Policy

1. The CAO proposed the establishment of a Finance Committee to be

composed of Paul Fischer, Kosta Dussias, Lesa Yeager, Ann Bolser, Glenn Johnson, and MJ Hogan.

2. The goals of this committee are to:

1) Review the general accounting practices used at CLC

2) Review the recent real estate transaction

3) Review the financial status of the CLC on a regular basis

4) Develop a 3 - 5 financial plan for the CLC

5) Make recommendations to the CLC Board in any of these areas (i.e., checks & balances, needs, etc.)

3. The Board approved the establishment of the Finance Committee with the proposed goals.

4. The CAO proposed the establishment of a Personnel Policy Committee to be composed of: Phil Carlin, Cynthia Beazell Krchnavy, Ann Bolser, MJ Hogan, and Glenn Johnson.

5. The goals of this committee are to:

1) Review the general policies already in place at CLC.

2) Identify areas where policy is needed or required.

3) Draft policies for these areas for recommendation to staff and the board.

4) Make other recommendations to the CLC Board as needed.

6. The Board approved the establishment of the Personnel Policy Committee with the request that the committee be sensitive to the mission and culture of the school.

B. The Board approved hiring Kim Rimney at up to

7/hrs week at \$40/hr. for the remainder of the school year provided that the Finance Committee determines that sufficient funds exist to permit this.

C. Topics for future Board meetings

1. Lack of student rep

2. Discuss what topics should be discussed at Parent Meetings,

Community Advisory Council meetings, vs. Role of Board meetings

3. Clerical support

4. Administrative team job descriptions

5. Summer use of the building (possible profits to be derived)

6. Special Education & IEPs

7. Scheduling of Board meetings

VI. Authorization of payment of the bills

The Board authorized payment of the bills.

The meeting adjourned at 9:55 p.m.