

Centre Learning Community Board of Trustees Meeting Minutes: Regular Meeting
Date/Time/Place: Wednesday, December 15, 2010/ 6:30 p.m. / CLC – Big Room

Trustees Present:

Jackie Dillon-Fast, Community Rep.
Brian Rowan, Teacher Rep.
Carl Cotner, Community Rep.
Andrea Kennedy, Teacher Rep.
Gail Boldt, Family Rep.
Katherine Watt, Community Rep.
Amanda Dietrick, Student Rep.
Lisa Maras, Family Rep.
Patty Webb, Alternate

Trustees Absent:

Tonya Daher, Community Rep.
Ron Boyles, Alternate

Community Members Present:

Kosta Dussias (CEO)
Pat Hunt, (ECO)
Marie-Jeanne Cotner (Parent)
Nicholas Cotner (Former Student)

I. MINUTES

Board approved minutes for November 17, 2010 meeting, with minor revisions. Brian introduced GoogleDocs page for use during meeting.

II. BYLAWS REVISION UPDATE

Board discussed Kim Colonna's response (attached hereto, without appendices) to the initial seven questions we submitted seeking clarification on bylaws revisions.

A. Board unanimously (8-0, Alternate not instructed/authorized by absent Trustee to vote) approved the following proposal, (committee meetings to be advertised in CDT all at once to reduce cost, and plain English draft to be presented at the February Board meeting):

That the Board reactivate the Special Committee on Bylaws Review to create a plain English draft version of the current governing bylaws, guided by the December 10, 2010 memo from Kim Colonna, Esq.

III. BOARD/STAFF WORKSHOP on Role of Charter School Board of Trustees

Gail Boldt reported she contacted Jim Hartman by email, no word back yet. Gail Boldt tasked with pursuing scheduling further, by phone, aiming for a January meeting prior to the Board's next regular meeting.

IV. GENERAL INFORMATION

Kosta Dussias shared with Board a resource book he found online, *Creating an Effective Charter School Board*, published by the Annie E. Casey Foundation and available for free download: <http://www.uscharterschools.org/governance/contents.htm>

V. RECRUITMENT & RETENTION DISCUSSION

- A. Board and community members discussed ideas for recruitment and retention.
- B. Jackie Dillon-Fast tasked Lisa Maras and Tonya Daher to co-chair a Recruitment and Retention Committee. Gail Boldt, Andrea Kennedy and Patty Webb volunteered to serve on it.
- C. Brian Rowan offered to include recruitment/retention questions in upcoming Parent Surveys.

VI. SCHOOL POLICY: Administration of Medication during School Hours

- A. Gail Boldt reported that no parent email had been sent regarding the new state- mandated medications policy; she and Lisa Maras will work on it before January meeting, including a question on whether inability of CLC staff to administer medications to students has impact on parent's decision to send child to CLC.

VII. 2009-2010 AUDIT

- A. Kosta Dussias presented the auditor's report for 2009-2010, prepared by Rick Bair of ParenteBeard in State College.
- B. Board tasked Kosta Dussias with obtaining three bids for CLC's accounting work by the February Board meeting, so CLC can have a consulting contract in place by July 1, 2011, to address "segregation of duties" concerns.

VIII. Elections for 2011-2012 CLC Board

- A. Review of Procedures & Timeline for 2011-2012 Elections postponed to January meeting.

IX. STUDENT AND PARENT SURVEYS

- A. Brian Rowan presented drafts of surveys to be sent out in January to students and parents.
- B. Jackie Dillon-Fast closed the discussion, tabling it for a future meeting.

X. SCHOOL HAPPENINGS

- A. Student Council – Amanda Dietrick reported on the student activities.
- B. Friends of CLC – No report. No meetings in November or December.

XI. ADMINISTRATION REPORTS

A. Kosta Dussias reported: Charter Renewal process postponed by SCASD because of district personnel issues. Visit rescheduled for January 12, 2011.

B. ECO Pat Hunt's Report: Pat Hunt reported on classroom activities.

C. Enrollment stands at 92, eight short of full enrollment.

D. Business Manager Kosta Dussias reported:

- budget situation similar to last month,
- permit process for new signage ongoing with Ferguson Township,
- two staff will be going on maternity leave (one at end of 2010-2011 year, one at the beginning of 2011-2012 school year.)
- two student teachers will be joining the 5/6 grade classes for spring semester.

E. Carl Cotner asked about job postings on the CLC website.

XII. EXECUTIVE SESSION

Board went into Executive Session to discuss personnel issues further. (9:20 – 9:26 p.m.)

XIII. SECRETARY'S INVENTORY

Jackie Dillon-Fast mentioned Secretary's Inventory circulated prior to this meeting but not discussed; added it to tentative January agenda.

XIV. Meeting adjourned at 9:30.

Next meeting: January 19, 2011
Tentative agenda: Elections Timeline, review of Secretary's Inventory, appointing two Trustees to Strategic Planning Committee, prioritizing Board goals.