

CLC Board Meeting Minutes

February 27, 2003

Board Members Attending: Winnie Bolinsky, Brian Rowan, and Peter Swan

Community Members Attending: Pat Zimmerman, Jalynn Wolesslagle, Jonathan Cohen (7:07), Julie Danna, Kosta Dussias, Maggie Moran, Ed VanVliet, and Cindy Way (7:20)

I. Call to Order

At 7:02 PM Winnie called the meeting to order.

II. Open Discussion

Brian asked if there should be another parent representative election. Winnie said that normally a board representative serves for a minimum one-year term. Brian mentioned that our by-laws state that all board elections take place in November. Pete said with spring break right around the corner that this is probably not the best time. When Pete ran at the beginning of the school year, no other parent voiced an interest in holding the position. Also, when we selected an alternate, Jan Ascolese was the only parent to show interest. Winnie said that we could check with an attorney about a one-year minimum term. Pete agreed that we should possibly change the by-laws. Last year's parent representative did not finish her term due to her daughter's departure from CLC. The board will readdress board representatives at the next meeting.

III. Routine Approvals

A. Approval of the Minutes

Corrections: Page 2 &endash; Payment Policy: Special Teacher's rate capped at \$20 an hour

Section C &endash; Statement of Financial Interest Forms: Kosta's name misspelled

Section VI: Change to - Pete would like someone to send out communications . . .

Section III: Multiple misspelled

Section VII B: Spring lottery will be the first Monday in June

Peter moved and Winnie seconded to approve the January 23rd, 2003 CLC Board Meeting Minutes, as corrected. The motion passed.

B. Budget Review

Still a work in progress. Kosta has rebuilt a lot of what was deleted when the server went down. With the new student enrollment, we are at

the break-even point. Winnie asked Kosta if he heard from Huntingdon school district yet. He has not, but will contact them in the near future. There is a possibility that they will have to pay a penalty. Kosta presented a list of bills that have been paid. The second checking account for Mark & Denise's store has been opened. They are still discussing the accurate balance. Lynn and Julie have been purchasing science lab supplies with the funds from the Krispy Kreme sale. CLC received a Captain Planet grant. This grant will help to purchase equipment and implement water-testing activities. Several classes will be using these supplies in their next units. Kosta offered to answer any questions about the budget.

C. New Teacher Representatives

A new teacher election was held and the teachers of CLC elected Brian Rowan and Jalynn Woleslagle to represent their interests on the board. Peter motioned and Winnie seconded to accept the teachers' recommendation and the motion passed. Brian and Jalynn will serve for a one-year term.

IV. CFO / Finance Committee Report

The finance committee will be a three person committee, with Kosta, Charles Ennis, and a third person yet to be named serving. Peter and Kosta are currently working on recruiting the third member. Peter mentioned looking into the advantages of leasing verses buying a building. Julie may have a recommendation for the third committee member.

V. Communications

Brian received a letter from the staff of CLC regarding some goals that they would like to see addressed.

- Create an effective decision making model. (This will be addressed at the March 6th meeting.)
- Construct an appropriate grievance process. (The staff is currently reviewing a draft and making suggestions.)
- Promote healthier personnel interactions. (The staff is currently reviewing a draft of a professional conduct policy.)
- Improve communications among Board Members. (Any communications given to Board members will be discussed during the Communications section of the Board meetings.)
- Improve communication between Board Members and staff.(Brian will update the staff on the latest Board meeting during staff meetings.)
- Make job descriptions and responsibilities clear and hold individuals responsible for their duties. (An evaluation system will need to be drafted after a decision making model is adopted.)
- Form a finance committee. (This is in the process.)

Pete offered to attend staff meetings, if needed.

VII. Action Items

A. Additional Advertising Expenses

We are over budget in advertising due to promoting enrollment. Winnie would like to see more money added to the advertising budget, so we can continue to run ads. Winnie has had prospective parents bring in ads, so we know they are reaching the public. There is the possibility of some local schools closing, which will increase interest in alternative schools. Newspaper ads run about \$500 for a series over the weekend. We will also look into the price and effectiveness of radio ads. An increase of \$1500 will allow us to run ads until the end of this school year. Pete suggested adding \$1500 and allowing the staff to decide how much to spend on newspaper and how much on radio. Julie suggested researching which radio stations our parents listen to. Maggie suggested Channel 4. Julie also suggested giving teachers a recruitment kit for perspective parents and students. Brian moved and Peter seconded to increase the advertising budget to \$5000. The motion passed.

B. Professional Conduct Policy

The staff would like more time to review this policy. Brian moved and Pete seconded to table this discussion until the next board meeting. The motion passed.

C. Grievance Policy

The staff would like more time to review this policy. Brian moved and Pete seconded to table this discussion until the next board meeting. The motion passed.

VIII. Information / Discussion Items

A. Decision Making Model Update

A meeting is scheduled for Thursday, March 6th at the Unitarian Church. Winnie believes that this will be the beginning of some great discussions and model building.

B. Building Maintenance Update

Window treatment for conservation of heating is being considered. Mark is no longer on the maintenance committee. Pete was unaware that there was a maintenance committee. Pete is concerned with the mission scope and the lack of formal policy making. Winnie shared that there are currently 13 committees and is concerned with the high number of committees. Possibly a smaller number of workable committees would be more productive. Winnie said we need a committee in the near future for a short-term Ad-Hoc committee to address state of emergency needs for sequestering students in the building. Parents may donate necessary supplies such as food and flashlights. Cindy Way has volunteered to chair this committee. We would like to have the plan set by March 21st and supplies by March 31st. Jonathan's math students will help by measuring rooms in the building.

C. Budget Development

Staff members would like to know when work will begin on next year's budget. Winnie suggested April. Kosta agreed that this would be a good time. The staff would like to see the budget set before the beginning of next school year. Pete offered to build an Excel model. Kosta has already begun a model and would appreciate input from Pete.

IX. Other Business

Julie noticed that a light cover is missing from the maintenance closet. Maggie said that she would be responsible for replacing the cover.

X. Adjournment

At 7:59 PM, Pete moved and Brian seconded to adjourn the meeting. The motion passed.

Next Meeting: Thursday, March 27, 2003 7:00 pm

IX. Executive Session: Personnel, Student