

# CLC Board Meeting Minutes - 2/28/02

In Attendance: Brian Rowan, Kyle Peck, Jalynn Wolesslagle, Margaret Hopkins, Donna Fischer, Eric Driscoll, Corey Brickley, Mark Toci, Theresa Shay, MJ Hogan

\*Call to order 7:11 pm

## Approval of Minutes:

- a. January Meeting - Corey moved and Margaret seconded that the minutes be approved. In Roman Numeral II, section g, paragraph 2 a 'd' will be added to 'share'. Minutes were approved as amended.
- b. Special Meeting 2/21/02 - Margaret moved and Corey seconded that minutes be approved. MJ will add the community members present at that meeting to the minutes. Minutes were approved as amended.

## CAO Report:

Currently there is no CAO, but items were discussed that were ownership of the former CAO. Questions were raised about what needs to happen next with the CSRD grant. Kyle, as co-writer of the grant, updated the members about the focus of the CSRD grant. Margaret requested a timeline for the grant that details what our responsibilities are for each year. A grant representative will be coming to meet with us about the status of the grant on March 14th. Ann will be in charge of completing the mandatory paperwork for the grant. MJ and Mark will meet with Ann to decide what needs to happen on/by March 14th.

## Finance Update:

- a. Budget Revisions Update - Ann will be meeting with the finance committee before the next Board Meeting. Margaret is interested in talking with Ann about how much money we have in the budget to address jobs, such as technology and facilities maintenance.
- b. Enrollment & Revenue Update - It appears that we have lost money from the last report, but it is because of the audit reconciliation that the financial figures look askew. This is not a reflection of our real financial situation.

## Old Business:

- a. CAO Job Description - The Search Committee met last Monday and revised the Interim CAO job description. The interim CAO job description is significantly different from the long-term CAO job description. That job description is in the process of being revised. The Search Committee will take input from their constituencies and start work on the long-term CAO job description after the spring break. This job description (long-term CAO) will be brought to the Board at the March 28th Board meeting. The long-term CAO position will be posted ahead of time, and interested applicants will be informed that the official job description is under revision. The Search Committee will meet on Monday, March 25th. Margaret moved and Theresa seconded that the Interim CAO job description be approved. The motion was approved.

b. Search Committee Update - The Interim CAO job description was posted on the school's website and in the CDT. MJ will check with Ann to make sure it is also posted on the PDE site. Screening of applications will take place on April 1st. The committee is also in the process of developing a contingency plan in the event that they cannot find a suitable Interim CAO.

c. CAO Search Update - Now that the Interim CAO job is posted, candidates can send in formal applications. Application procedures will be updated to the bottom of the CAO job description. A deadline of March 15th will be posted for Interim CAO candidates. The CAO Search committee will make decisions about which applicants will be interviewed. Mark voiced a concern about the purpose of the Interim CAO and the need to fill that position ASAP in order to relieve the administrative workload of the Lead Teachers. Kyle suggested that a consultant could be hired while the search for an Interim CAO continues. He also suggested bringing in an assistant to take over some of MJ's responsibilities to give her time to manage more of the administrative work. These alternative suggestions could be part of the contingency plan developed by the Search Committee. For the immediate future, a full-time office temp will be hired for the two weeks after spring break to relieve MJ of some of her duties, and MJ will serve as office manager. In addition to this, Ann will be asked by MJ and Kyle to increase her hours to assist MJ. Kyle, MJ, and Ann will figure out the details of the shift in responsibilities. This shift in responsibilities will be evaluated after the first week after spring break. These immediate changes will help to alleviate the workload of the Lead Teachers. Furthermore, Kyle will talk with Ann and take over the CSRD paperwork.

d. Teacher Search Update - This item was tabled until the next Board Meeting.

e. Paraprofessional Search Update - Joe and Sara have elected to hire Kelly Kennedy as the Paraprofessional in Team 5

f. Increasing Parent Representation on the Board / Necessary Bylaws Changes - This item was tabled until the next Board Meeting.

## **New Business:**

No new business items were discussed.

## **Authorization of payment of the bills**

Corey moved and Margaret seconded to authorize the payment of the bills.

## **Next Meeting Dates**

The next Board meeting will be changed from March 12th to March 19th at 5:30 pm in order to be able to evaluate the shift in administrative responsibilities and review the CAO Search Committee Progress.

## **Adjournment**

At 9:22 pm, Margaret moved and Theresa seconded that the meeting be adjourned.