

**June 27, 2011**

**Centre Learning Community Board of Trustees Meeting Minutes: Regular Meeting**

2011-2012 Trustees in attendance – Gail Boldt, Brian Rowan, Dennis DuVall, Jenny Kenyon, Andrea Kennedy, Ron Boyles, Kathy Kalinosky, Kelly Kennedy, Alternate Patty Webb (in for Ruth Hocker)

Outgoing Trustees in attendance – Amanda Dietrick,

Administration in attendance – Kosta Dussias, Pat Hunt

Staff in attendance – Mark Toci, Donna Fischer, Kathy Morrow,

Community members in attendance – Ed Mahon

**OPENING ACTIVITIES**

- Call to order, pledge, & review of meeting agenda & meeting format
- Approval of May 25– Brian Rowan made the motion to accept the May 25<sup>th</sup> Annual Meeting Board Minutes. Second Amanda Dietrick – vote (7-0-0)
- Seating and Swearing in of the New Board – The following oath was recited by all members of the 2011-2012 CLC Board of Trustee Members. “I do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States and the Constitution of this Commonwealth, and that I will discharge the duties of my office with fidelity”
- Election of Board Officers
  - President – Gail Boldt  
Brian Rowan nominated Gail Boldt. Second Ron Boyles. Brian Rowan made the motion to close the nominations. Second Jenny Kenyon – vote (9-0-0). Cast a unanimous ballot.
  - Vice-President – Brian Rowan  
Andrea Kennedy nominated Brian Rowan. Second Kathy Kalinosky. Andrea Kennedy made the motion to close the nominations. Second Jenny Kenyon – vote (8-0-1 Brian Rowan abstain). Cast a unanimous ballot.
  - Secretary – Andrea Kennedy  
Kathy Kalinosky nominated Andrea Kennedy. Second Ron Boyles. Patty Webb made the motion to close the nominations. Second Brian Rowan – vote (8-0-1 Andrea Kennedy abstain). Cast a unanimous ballot.
  - Treasurer – Ron Boyles  
Brian Rowan nominated Ron Boyles. Second Andrea Kennedy. Jenny Kenyon made the motion to close the nominations. Second Patty Webb – vote (8-0-1 Ron Boyles abstain). Cast a unanimous ballot.
- Appointment of Alternates – Brian Rowan nominated Patty Webb as Alternate. Second Kathy Kalinosky. – vote (8-0-1 Patty Webb abstain). Patty Webb will compose an email to solicit volunteers for additional Alternate positions.
- Appointment to subcommittees
  - By-law/charter review – Ruth Hocker, Brian Rowan, Kelly Kennedy
  - Policies/Employment and Strategic Planning – Ron Boyles, Gail Boldt, Kathy Kalinosky
  - Training/board manual committee/Nominating – Patty Webb, Andrea Kennedy, Jenny Kenyon
  - Facilities/safety committee – Dennis DuVall, Kosta Dussias
- Charge to subcommittees – Procedure for subcommittees to bring item to the board for a vote is as follows:
  - First month – items shall be brought and presented to the Board
  - Second month – items brought to the Board the previous month shall be brought to the Board for a vote
- Scheduling of 2011 – 2012 Board meetings  
CLC Board Meetings will be held on the 3<sup>rd</sup> Thursday of every month at 7:00 pm.  
The 2011-2012 schedule:

July 20, 2011 7:00 pm	January 16, 2012 7:00 pm
August 18, 2011 7:00 pm	February 16, 2012 7:00 pm
September 15, 2011 7:00 pm	March 15, 2012 7:00 pm
October 20, 2011 7:00 pm	April 19, 2012 7:00 pm
November 17, 2011 7:00 pm	May 17, 2012 7:00 pm
December 15, 2011 7:00 pm	June 21, 2012 7:00 pm

**REPORTS**

- ECO report -- Pat Hunt wished the graduating 8<sup>th</sup> graders good luck in the future. Teachers met to discuss 2010-2011 and 2011-2012 school years. See attached report. She would like to thank the exiting and entering Board members.  
The following are the enrollment numbers as of June 27, 2011:  
10 – 5<sup>th</sup> graders  
25 – 6<sup>th</sup> graders  
30 – 7<sup>th</sup> graders  
22 – 8<sup>th</sup> graders
- Appointments to Act 48 professional development committee -- Pat Hunt made the following recommendations:  
Teachers – Morgan Ilgen, Siobhan Donnelly  
Community – Jean Morrow, former parent to be named  
Parents – Nancy Williams, Kathy Kalinosky  
Business – Ron Boyles, Marie Sullivan  
Administrator – Pat Hunt  
Brian Rowan made the motion to accept the recommendations made by Pat Hunt. Second Kelly Kennedy – vote (9-0-0)
- Business Manager/CEO report -- Kosta Dussias presented:
  1. Financials – check detail expenditures
  2. The 2011 – 2012 Annual Budget  
Brian Rowan made a motion to approve the 2011-2012 Budget as presented. Second Patty Webb – vote (8-0-0) Ron Boyles was out of the room at the time the vote was taken.
  3. Staff Contracts  
Kathy Kalinosky made a motion to approve the staff contracts for the 2011-2012 school year. Second Ron Boyles – vote (5-0-3 staff members recused themselves) Dennis DuVall was out of the room at the time the vote was taken.
  4. ECO Position  
Andrea Kennedy made the motion to advertise for the ECO position. Second Jenny Kenyon – vote (8-0-0) Dennis DuVall was out of the room at the time the vote was taken.
  5. Secretary position  
Brian Rowan made the motion to authorize Kosta Dussias to offer Melissa Stitzer a full-time one-year contract at \$24,000 plus benefits. Second Patty Webb – vote (9-0-0)
  6. Auditor  
Jenny Kenyon made the motion to authorize Kosta Dussias to hire Parente Beard to conduct the 2010-2011 audit for a fee not to exceed \$6,300 and to complete the IRS – 990, which will be billed on an hourly basis. Second Kathy Kalinosky – vote (9-0-0)
- Friends of CLC report – Patty Webb reported that the Friends of CLC voted to change their name to “CLC Parents’ Group,” see attached report.
- Student Council report – Kelly Kennedy reported that he would be working with Morgan Ilgen and Amanda Dietrick during the 2011-2012 school year.
- Policies Committee – Ron Boyles presented incident report forms to be included in the Grievance Policy. A summary will be included in the Parent Handbook.  
- Brian Rowan made a motion to approve the Grievance Policy as presented. Second Kelly Kennedy – vote (9-0-0)
- By-laws Committee – Brian Rowan reported that comments and questions on Board Job Descriptions should be emailed to Ruth Hocker, Kelly Kennedy and Brian Rowan. The Policies/Employment and Strategic Planning Subcommittee will discuss the other Job Descriptions.  
- Patty Webb made a motion to authorize Brian Rowan on behalf of the By-Laws Committee to contact Kim Colonna to review the revised by-laws for a fee not to exceed \$1,000. Second Kathy Kalinosky – vote (8-0-0)
- Recruitment and Retention Working Group – Kathy Kalinosky presented the groups goals and methods outlined to take CLC to the community and bring community members into CLC. See attached report.

#### OLD BUSINESS

- Board Training Plan – Patty Webb will present a date when all new members have submitted to the Doodle Poll.  
- Brian Rowan made a motion to postpone Michael Brands participation in the Board Training. Second Andrea Kennedy – vote (9-0-0)
- Due Diligence Report – Gail Boldt presented amendments to the report; see attached.  
-Kathy Kalinosky made a motion to accept the report as amended. Second Ron Boyles – vote (9-0-0)

CLC Student 7/11/11 11:00 PM

**Comment:** Kathy could you send me an electronic copy of your report. Thanks.

- The Board letter of gratitude to Donna Fischer was read into the minutes, see attached letter.

**NEW BUSINESS**

- A recommendation was made that the Board ratifies the appointment of Kosta Dussias as CEO for the school year 2011-2012  
Ron Boyles made a motion to accept the recommendation. Second Kelly Kennedy – vote (8-0-0) Patty Webb was out of the room at the time the vote was taken.
- Brian Rowan presented the revised Parent Handbook for review.
- Brian Rowan presented the revised Student Code of Conduct for review.
- Kosta Dussias informed the Board that CLC is a sponsor of the Free and Reduced Lunch Program.  
Kathy Kalinosky made a motion to authorize Kosta Dussias to sign the contract with State College Area School District. Second Dennis DuVall – vote (9-0-0)

**CLOSING COMMENTS, REFLECTIONS, ANNOUNCEMENTS**

The next Board meeting is scheduled for Wednesday July 20, 2011 at 7:00 pm at CLC.

**ADJOURNMENT**

Brian Rowan made the motion to adjourn. Second Dennis DuVall – vote (9-0-0)

Respectfully submitted,  
Andrea Kennedy  
CLC Board Secretary

## ECO Report

6/27/11

- The end of the year brought, as always, many bittersweet feelings. The year was most successful and our students gave end-of-the-year presentations that made us all proud! However, the end of the year found us saying goodbye to our eighth grade students for the last time. We will miss them and wish them and their families well in the future.
- The staff worked very hard for a week after school ended. As usual, we looked at what went well and what could be even better and the latest research and 'best practice'. We had in depth discussions about many subjects including reading, writing, math and technology. The end goal is to continue to ensure that each student reaches his/her potential.
- Staff members have volunteered to take care of a number of maintenance needs to help the school. These tasks will be completed over the summer at no charge to the school.
- At this time, we have 87 students and continue to have openings for fifth grade students.
- Remember the Spikes game June 30. See Andrea if you need tickets; she may have a few left.
- Finally, our thanks to each of you for all you have done and continue to do to make our school the great place that it is!

*Friends of CLC Board Liaison Report*

June 27, 2011

Friends of CLC voted to change their name to "CLC Parents' Group," freeing up the name "Friends of CLC" for Patty Webb to use for her booster organization.

The Retention committee is invited to call the CLC Parents' Group for help with community outreach events

CLC Parents' Meetings will be held the 1<sup>st</sup> Thursday of Every Month at 6:30pm in Deb's Room. Upcoming dates are 7/7, 8/4, 9/1, 10/6

At the CLC Parent's Group meeting there was a lengthy discussion of the CLC Building. Many concerns were expressed, including that the condition and cleanliness are a turn-off for prospective parents. They have requested that the Board of Trustees follow up in two areas:

1. They feel that the entrance room could be made more inviting with better organization and planning.
  - a. The CLC Parents' Group would like to help with painting the entrance room. They would also like to be involved in choosing colors, etc.
  - b. The CLC Parent's Group would also like to help with organization/decoration
  
2. They would like us to consider the cleaning contract and see if it meets CLC's needs. There is special concern with the bathroom and kitchen cleaning, although they feel that cleanliness overall should be improved.

# CLC Recruitment Report for CLC Board of Trustees

June 27, 2011 Board meeting

**Recruitment Work Group:** Pat Hunt, Tonya Daher, Patty Webb, Kathy Kalinosky

**Goals:** \* Establish full student enrollment at all times with a waiting list.  
\* Increase female enrollment to establish more equitable male/female ratios.

**Method:** Take CLC out to people in the community AND bring community people into CLC.

## I. Enrollment for 2011-2012, as of June 19, 2011

	Students		<u>male</u>	<u>female</u>
5th grade	10	possibly 2 more	6	4
6th grade	25		18	7
7th grade	30		18	12
8th grade	<u>22</u>		<u>14</u>	<u>8</u>
	87	possibly 2	56	31

Budget is based on 93 students.

Prospective families are still calling for tours.

## II. Taking CLC out to the community

- a.) Road Show – 6/30 Spikes Game and 7/4 Fourth Fest
- b.) Brochure Distribution – State College, Bellefonte, Penns Valley, Bald Eagle
- c.) Art Shows: Art Alliance Show - 5 CLC students. Big turn out of general public.  
Otto's Student Art Show -poorly attended. CLC info on Otto's website.

## III. Bringing the community into CLC

- a. Summer Camps:
  - CLC Camp - May not run due to low enrollment. Flyer revision is underway.
  - Rock Band Camp – is running one day/week + continuing lessons (8-9 kids)
  - Puppet Camp - Will run. Registrants are all non-CLC students...opportunity
- b. Target Special Groups by doing a 2hr. evening class at CLC
  - Girl Scouts (Juniors Gr 4-6) – July - Mark meeting with Michelle Magnus, Service Unit Manager for Girl Scouts in Central PA - Badge Requirements.
  - Girls Science Night (Math Night, Environmental Night) at CLC
  - Boy Scouts (make contacts) – Merit Badge Requirements
  - Build Visitor and Alumni Contacts through a Guest Book at CLC Event.
- c. Build Rock Bands – schedule events to bring more interest in CLC to recruit students

## IV. Establishing Annual Recruitment Plan

Opportunities to take CLC to community and bring community to CLC.