

Centre Learning Community Charter School
Minutes for the
Annual Meeting of the Board of Trustees
June 21, 2012, 7:00pm at the School

Meeting opened at 7:01pm

2011-12 Outgoing Trustees in attendance – Jenny Kenyon, Kelly Kennedy, Patty Webb (outgoing alternate)

2012-13 Ongoing Trustees in attendance – Gail Boldt, Andrea Kennedy, Ron Boyles, Ruth Hocker

2012-13 Incoming Trustees in attendance – Patty Webb (from alternate to standing trustee), Kim Bahnsen, Siobhan Donnelly, Susan Motch (incoming alternate), Kelly Kennedy (incoming student rep alternate – arrived at 7:15pm)

Trustees not in attendance – Brian Rowan, Morgan Ilgen (incoming staff alternate), Kathy Kalinowsky (outgoing), Dennis Duvall (outgoing)

Parents in attendance – an incoming 5th grade mother (no name/signature on sign-in log)

Staff in attendance – Mark Toci, Kosta Dussias, Raisa Grey

OPENING ACTIVITIES

- Call to order, pledge of allegiance, review of meeting agenda & format
- Review of May 2012 board meeting Minutes; motion to approved Minutes as amended was made by Jenny Kenyon; seconded by Ruth Hocker; vote: 6-0-0.
- Opportunity for public comment

ESTABLISHING THE 2012-13 BOARD

Seating of new members

- Swearing-in of new trustees: Kim Bahnsen, Patty Webb, and Siobhan Donnelly as new standing members; and Susan Motch as new alternate
- Susan Motch sitting in & voting for Brian Rowan
- Jenny Kenyon departed at 7:30pm
- One trustee opening is unfilled; a second trustee opening will occur following the July 2012 board meeting, when Ruth Hocker's resignation (due to family relocation) will become effective.

Electing Officers

Gail Boldt was nominated President & accepted –Andrea Kennedy; Ruth Hocker second
Brian Rowan was nominated Vice President & accepted in abstentia – Gail Boldt; Andrea Kennedy second

Ron Boyles was nominated Treasurer & accepted - Patty Webb; Ruth Hocker second

Patty Webb was nominated Secretary & accepted – Gail Boldt; Susan Motch second

- Motion to approve board officers was made by Ron Boyles; seconded by Ruth Hocker; vote 8-0-0

Establishing New Committees

Six (6) committees were formed for the 2012-13 school year:

- Finance & Facilities: Ron Boyles, [trustee or volunteer opening], Kosta Dussias
- Charter Review: Brian Rowan, Susan Motch, Kelly Kennedy
- Board Recruitment & Elections: Patty Webb, [trustee or volunteer opening], Morgan Ilgen
- Policies: Gail Boldt, Kim Bahnsen, Kosta Dussias

- Board Training: Andrea Kennedy, Siobhan Donnelly, [trustee or volunteer opening]
- Outreach (including student recruitment): composition of this committee was deferred, pending filling of open board seats and further committee recruitment

Kathy Morrow was nominated the Board – Parent Liaison and accepted in abstentia

Charge to Committees

Gail Boldt reviewed the charge to committees:

***** Each committee was charged to develop the following & report to full board at the July meeting:**

- **Goals for the year, along with a timeline of meetings, deadlines, and reports to board**
- **Name of lead member (chair) &/or contact person**
- **Plan for recruitment of additional committee members**

REPORTS

- School update – Andrea Kennedy reported that the end of the school year went very well. The Staff is looking forward to the 2012-2013 school year. The school is at full enrollment with 50 5th/6th graders and 57 7th/8th graders. Each grade has a waiting list.
- Business manager / CEO report – Kosta Dussias
 - Financials – 2011-12 school year closed with a surplus and adequate reserves
 - Annual budget – new budget presented with a projected surplus for 2012-13, based on 99 students and current year reimbursements; new budget reflects staff salary increases based on annual peer review evaluation system; all staff contracts are explicitly renewed by the board of trustees concurrent with board approval of the 2012-13 budget; motion to approve the 2012-13 budget and renew all CLC staff contracts was made by Patty Webb; seconded by Ruth; vote 8-0-0
 - Auditor engagement letter – engagement of Parente-Bearde accounting firm was proposed to conduct the 2011-12 general audit and to generate IRS tax form 990, at a total cost of \$6,400; motion to approve was made by Ruth Hocker; seconded by Ron Boyles; vote 8-0-0
 - Apple computer lease – 3-year lease of 120 new Apple laptop computers with warranties was proposed at a total financed cost of \$138,518.45, lease to commence in July, 2012; disposition of 120 used Apple laptops proposed as follows:
 - all used laptops to undergo standard refurbishing prior to warranty expiration;
 - 50 to be retained for internal school use;
 - remaining laptops in usable condition to be sold to CLC families at a cost of \$200-\$300 each, with an explicit ‘As-Is’ representation,
 - all proceeds to support CLC technology purchases;
 motion to approve made by Ruth Hocker with amendments (as above) by Susan Motch; seconded by Ron Boyles; vote 8-0-0
 - Review of Bullying Policy – referred to Policy Committee for review & recommendation
 - Report of new PA legislative bill re: PA charter schools *and* request for lobbying support – proposed PA law discussed; no board action deemed appropriate at this time

***** Ron Boyles and Kosta Dussias were charged with following legislative progress and reporting to board on this matter at July 2012 meeting.**

- Budget reserve balance – Kosta reported on budget reserve of \$159,341 being set aside in anticipation of the upcoming building renovation project
- CLC Parents Group Ruth Hocker reported the group is working on fundraising goals for next year.

- Student Council report – end of school year, no new events
- Board Development report – Board-Staff retreat was deemed successful and effective by participants; board involvement by members of wider community remains a gap in board development; going forward, board training activities will be separated from board member recruitment and election processes
- **Policies / Employment and Strategic Planning Committee**
 - Final revision of Policy 224 on Student Suspension / Expulsion procedures was presented; motion to approve was made by Andrea Kennedy; seconded by Ruth Hocker; vote 8-0-0
 - Review of CEO and Business Manager job descriptions – referred back to committee for final revision and posting to Dropbox for full board review prior to next meeting;
 - Internet Policy and need to revise it was raised; motion was made to amend this policy in committee and post to Dropbox for full board review; motioned by Andrea; seconded by Siobhan; vote 8-0-0
- *** **Kosta was charged with distributing the final revision of both job descriptions and the internet policy to CLC staff before the next board meeting, calling for their comments.**
- Facilities/Safety Committee – committee reconstituted for 2012-13 school year as Finance & Facilities Committee, consistent with upcoming building renovation project; no report
- Student Recruitment & Retention Working Group – group’s charge fulfilled with present full student enrollment; no report; working group referred to Outreach committee of the board

OLD BUSINESS

Board retreat discussed; need affirmed for continued mini-trainings at monthly board meetings

NEW BUSINESS

*** **Kosta was charged with creating an annual board / staff calendar of events, “to do’s”, deadlines, and recurring transitions, to present at the August 2012 board meeting.**

TRAINING

Deferred this month due to recent board-staff retreat and long Annual Meeting agenda

FUTURE BUSINESS

Annual report – board members are asked to read the report and be prepared to vote on it at next months meeting.

CLOSING COMMENTS, REFLECTIONS, ANNOUNCEMENTS

The next Board meeting is scheduled for Thursday July 19th at 7:00pm.

ADJOURNMENT

Andrea Kennedy made the motion to adjourn at 9:58 pm; seconded by Ruth Hocker; vote: 8-0-0

Respectfully submitted,

Patty Webb and Andrea Kennedy

Incoming and Outgoing CLC Board Secretaries