

CLC Board Meeting - Work Session

March 19, 2002

The meeting was called to order at 5:30 p.m.

Board Members in Attendance: Mark Toci, Theresa Shay, Margaret Hopkins, Kyle Peck
Community Members in Attendance: Jalynn Woleslagle, MJ Hogan, Ann Bolser, Eric Driscoll, Giles Driscoll, Donna Fischer

1. Search Updates

a. CAO Search - The CAO Search Committee recommended to the Board that the search for an Interim CAO be closed without hiring an Interim CAO. Margaret recommended that during this period of decentralized governance, the Board should have more oversight. A list of responsibilities needs to be developed and fine-tuned. Donna has taken up this responsibility. In addition to this, there is an issue about who has the authority to make decisions about items that are not on this responsibility list. It was recommended that Ann have authority of these items when she is here. As a result, Ann would be named the interim CAO. Mark will have authority over those items when Ann is not here (Wednesday and Friday afternoons). Ann said that technology and facilities maintenance services have been established and any problems related to those areas should go through her. Margaret requested a finance update in light of the recent part-time hires. This update will be presented at the next Board meeting. Kyle recommended that the Finance Committee meet once a month before the Board meetings.

The CAO Search Committee recommended Winnie Blinsky as the regular CAO, pending positive recommendations from her references. Before offering a contract, the Board will meet in Executive Session before the next regular Board meeting to set a salary offer. Margaret recommended that the Search Committee interview at least one more candidate for comparison's sake. At the moment, the Search Committee feels that time is of the essence, and it would be beneficial to offer a contract as soon as possible. Many of the members attending the Board meeting offered positive comments regarding the capabilities of Winnie Blinsky. Kyle recommended that the Board contact Winnie to tell her that she will be offered a contract but that the Finance Committee needs to meet in order to determine the salary offer. Ann will contact Winnie to update her on our process. In the meantime, the Search Committee will continue to search for other viable candidates for CAO. The Search Committee will independently review applications and communicate electronically.

Mark moved and Kyle seconded to hire Winnie Blinsky as CAO contingent upon favorable references and a salary acceptable to both the Finance Committee and the candidate. The motion passed unanimously.

Kyle moved and Mark seconded to appoint Ann Bolser as Interim CAO. The motion passed.

b. Teacher Searches - Mark, Donna, and Ann volunteered to serve on the committee. Jalynn will check with the Assistant Teachers to find their representative. There will be further conversation to decide what other community members should participate in this committee. The first priority is to advertise teaching positions. For the next Board meeting, there will be a recommendation for committee membership and search process.

2. Interim CAO Responsibilities

- Donna presented the following list of responsibilities:

Standardized testing schedule and implementation - MJ
Research studies - MJ
Annual Reports - Mark and Kyle
Discipline -classroom/recess/arts block - handle by lead teachers
Discipline - bus problems - MJ to coordinate bus situations, but inform teachers
Recruitment brochure MJ and Theresa and Joe
Recruitment Open Houses to be run by MJ and Leadership Team
Staff Meetings - Donna and MJ
Communicate office questions/concerns/brainstorming - Ann, MJ, Kate, Kyle
PDE certification issues - Kyle
Professional development/teacher induction plans - Kyle
Call Board meetings, coordinate agendas - Kyle
Go - to person for parent concerns - Ann and Mark
Technology needs, inventory, support - Ann with support from Jalynn & Peter Swann
Facility maintenance and repairs (hire temp contract) - Ann
Scheduling, reporting and record keeping for substitutes teachers - Ann/MJ
Budget oversight - Ann and Finance Committee
Schedule and run parent meetings - Margaret
Monthly Charter School Meeting - MJ and Donna/Katharine
Special Ed support/audit - Ann, MJ or Kyle need to sign off on IEPs with Mike

3. Finances

a. Update - Will we be able to offer a respectable salary to a qualified CAO based on approximately 120 students next year? The Finance Committee will be meeting before the Next Board Meeting to discuss this.

4. Admissions

a. Recruitment Update - MJ sent out requests to families to confirm their return to CLC next year. About half have been returned. 4 students will not be returning and 4 siblings will be joining CLC.

b. Admission of 7th graders - There are several new applicants that are willing to start during this school year. At the moment, new students will not be accepted, but more financial information is needed to make a decision.

c. Balancing Boys and Girls? - Kyle thought that it would be acceptable to have quotas (i.e. for 5th grade girls or 6th grade boys) and have separate lotteries for those groups. Giles felt that the school needed to market themselves towards girls, rather than restrict the application process.

5. Parent Communications

a. Some parents feel that their concerns are not being heard - Kyle recommended that the school place a survey / parent question on the CLC website that parents could respond to. The CLC charter calls for parent surveys every month. Some of these questions will

focus on short-term issues while others will focus on long-term issues. Kyle will establish an online database to manage the survey responses.

b. Shall we change the Bylaws to add another parent representative to the Board? - This will be discussed at the next Parent Meeting. Eric recommended that a second student representative serve on the Board. This student might represent the younger (5th/6th grade) population. Eric will present a proposal at the next Board meeting.

6. Other Issues We Need to Talk About?

a. Technology Plan - Kyle, Mark will work on developing a 5-year technology plan for the school. Other community members will be involved in this process as well.

7. Adjournment

- At 6:50, Kyle moved and Ann seconded that the meeting be adjourned. The motion passed