

Centre Learning Community Board Meeting Minutes

March 28, 2002

Meeting called to order at 7:19 PM.

Board Members in Attendance: Margaret Hopkins, Mark Toci, Theresa Shay

Community Members in Attendance: Donna Fischer, Jan Ascolese, Eric Driscoll, Corey Brickley, Giles Driscoll, Jean Morrow, Peter Swan, MJ Hogan, Brian Rowan, Paul Fischer, Jalynn Woleslagle

I. Approval of the Minutes

- a. February 28, 2002 - Margaret moved and Theresa seconded that the minutes be approved. Minutes were approved. Margaret requested an update on the visit from the grant representative. Kyle will be responsible for updating the Board.
- b. March 19, 2002 - Margaret moved and Theresa seconded that the minutes be approved. Minutes were approved with addition of people in attendance.

II. Finance Update

- a. Budget Report for February - Ann distributed an updated budget report. Technology maintenance is an up-front, one-time cost and there is no need for concern that it is slightly over the budget figure. Ann will check the details under the Instructional Support line to see why it is at 94% of the budgeted amount. Supplies is at 94% because we buy a lot of supplies up front. Ann expects that Supplies (under Instruction) will remain under-budget. Margaret requested the past monthly budget reports for the fiscal year from Ann. Ann will be supplying Margaret with paper copies.
- b. Enrollment - Currently, we are under enrollment (120 students). The projected annual income is \$16,230 under our budgeted income. This will be offset by underspending of expenses. The Finance Committee did not recommend adding more students this school year.
- c. Salary Savings - Ann distributed a summary of the savings from the current reconfiguration of positions (administrative and Joe's team). \$7,439 is expected to be gained through the fiscal year.
- d. Finance Committee Update - Ann distributed a memo summarizing the Finance Committee's duties. The Committee proposed that the following be reviewed by the Finance Committee every month:
 - Monthly checking account reconciliation
 - Credit card changes
 - Spot checking of expenses (e.g. large expenditures)
 - Verification of payment of invoices
- e. Budget - Ann recommended that a new budget be presented to the Board at the May meeting.

III. Old Business

- a. Additional Parent Representative - Margaret will be putting together lists of responsibilities for the Parent rep. and surveying the parents to see if they want a 2nd parent rep. At the last parent meeting, there was lots of discussion and opinions were split. Peter Swan noted that parents would like to know why a second Parent rep should be on the Board.
- b. Student Representatives - Eric distributed a proposal for a 2nd student representative. Mark encouraged Eric to continue his work and start the formation of a separate student government that meets (similar to parents who have a parent meeting).
- c. CAO Search Update - In Executive Session, the Board determined a salary range to negotiate with Winnie Bolinsky. Winnie's references have been checked and Ann has notes for anyone who would like to see them. If Winnie accepts the offer, the Board will make a final vote on approval of the contract.
- d. Teacher Search Update - The committee believed that more work would be done on the search process when the CAO is hired. Ann will be advertising using Pennlink, CDT, and the CLC website. Mark voted and Theresa seconded that Ann advertise for teaching positions using free resources and the CDT.
- e. Recruitment Update - MJ distributed an enrollment and recruitment update. Currently, 75% of parents have responded about their plans for next year. 5 students will not be returning, and 1 is questionable out of that 75%. Currently we have 16 applications for 5th grade students next year, 4 for 6th grade students, and 2 for 7th grade students. So, anticipating a new 5th/6th grade class next year, there are 20 5th/6th grade applications to fill a class of 24. Mark suggested that we have some small open houses before Parent or Board meetings.
- f. Parent Communications - Margaret relayed parent communications that she has recently received. Margaret was happy with the amount of parent responses. Many parents were concerned about the hurriedness of the selection process. Also, several parents are concerned about discipline problems within the classrooms. Finally, there were some split opinions about whether teachers should have 1, 2, or 4-year relationships with students. Peter noted that most parents at the Parent Meeting seemed to understand the rush of the CAO search process. Kyle will be asked to update the Board about a formal system for parent input when he returns.

IV. New Business

- a. Adelphia Update - PDE sent an update to all schools that Adelphia filed for Chapter 11 bankruptcy. They have "full faith" that everything will work out.
- b. Next Board Meeting - A Special Board Meeting will be scheduled for Thursday, April 4 at 8 PM.

V. Authorization of Payment of Bills

- Theresa moved and Mark seconded to authorize the payment of the bills. Margaret voiced concern about the Board not actually reviewing the bills of past months. Paul Fischer, as part of the Finance Committee, agreed to perform the monthly checking account reconciliation and spot checking of expenses for large expenditures. The motion passed.

VI. Adjournment

- At 8:48, Margaret moved and Mark seconded to adjourn the meeting.