

CLC Board Meeting Minutes

April 24, 2003

Board Members Attending: Winnie Bolinsky, Kyle Peck, Brian Rowan, Jalynn Wolesslagle, and Peter Swan (left at 6:03, replaced by Janice Ascolese)

Community Members Attending: Pat Zimmerman, Kosta Dussias, Janice Ascolese, Jean Morrow, Dot Harnett, Cindy Way

I. Call to Order

At 5:14 PM, Kyle called the meeting to order.

II. Development Proposal

The architect, John Sepp, is looking at alternatives to using the parking lot for the storm water retention basin, for the proposed new development bordering CLC. He will get back to us with a new proposal. Kosta received a phone call from a Prudential realtor asking about our building. There is a church group interested in buying a church. Janice asked who would pay for an appraisal, if we decide to sell our building. Kyle said usually the buyer pays for the appraisal. Kosta looked into the financial aspects of CLC renting verses having a mortgage. CLC would save \$6000 - \$7000 a year by renting. CLC will have a balloon payment due in 3 years. The bank should refinance this amount at that time. Janice stated that our appraisal is based on CLC having 3 acres of land. In actuality we only have 2.75 acres. Kyle would like to explore the possibility of relocating and suggested forming a sub-committee to look at the possibility of relocating. Pete proposed a motion to form a sub-committee to look into relocating/rebuilding and believes Kosta should head the committee and Janice serve on the committee. Winnie seconded and the motion was approved. A third member will also be named to this committee.

III. Open Discussion

Janice noticed that Jean, head of our after school program, is not able to attend our staff meetings because of their timing. Janice would like us to look at this for next year, especially with regards to students' needs. Winnie stated that we will be looking at our specials and after school program. Brian said this was also the case when he was head of the after school program. Once after-school staff were trained, Brian was able to attend these meetings and still be accessible if there was an emergency. Jean would like the opportunity to have more communication with the rest of the staff. Janice thanked Jean for all of the work she does for CLC.

IV. Routine Approvals

A. Approval of the Minutes

Pete moved and Winnie seconded to approve the March 27th, 2003 CLC Board Meeting Minutes. The motion was approved.

V. CFO / Finance Committee Report

The finance committee did not meet this month. We are still projecting a surplus for the year. However, the surplus will not be as large as was last predicted. Huntingdon has paid their bill of \$7799.65. The liability insurance policy that was approved at the last meeting has been purchased and the first payment made. We began the year with a projected shortfall of \$87,000 and currently are looking at a \$4000 surplus. Current enrollment is 110.

VI. Communications

Mark sent an e-mail stating his concerns about the future of CLC. Pete responded to Mark's e-mail and stated that these concerns are shared by the board. Pete and Mark believe that CLC should be concerned with the whole child, not solely academics. Pete believes our priority should be a decision making model. Pete also feels that we need to give our support to Winnie, in order to allow her the opportunity to do the job that she has been hired to do. Pete thanked Mark for his input. Kyle stated that CLC is about the whole child, but we must be careful not to sacrifice academics in this pursuit.

Kyle had the good fortune to meet the new Secretary of Education, Vicki Phillips, and was impressed. He believes that she will be an asset to education in PA and ultimately support schools like CLC. The current administration believes that to help PA's financial state, we need to invest in education.

VII. Action Items

A. By-Law Change: Board Representative Minimum Term Length

Brian presented a change to the by-laws (Board of Trustees): "The minimum term length for a Trustee will be six months. If a Trustee is elected less than six months before January, that Trustee will continue to serve without an election being held in November for their position." Brian also stated a concern about the statement: "A Trustee may be replaced at any time, when a majority of the members of the constituency the Trustee represents vote to select a different representative." This statement may be readdressed at a future meeting.

Kyle moved and Brian seconded to approve this change to the by-laws. The motion was approved.

B. By-Law Change: Alternate Parent Representative

Brian presented a change to the by-laws (Board of Trustees): "Because of limited parent availability, there will also be a parent representative alternate to serve when the primary parent representative is unavailable. When voting occurs for the parent representative position, the highest

vote getter will be the primary parent representative, and the second highest vote getter will be the parent representative alternate."

Kyle moved and Brian seconded to approve this change to the by-laws. The motion was approved.

C. Grievance Policy

Brian presented a grievance policy to the Board (attached). The policy was edited by those present.

Jalynn moved and Kyle seconded to approve the grievance policy, as amended. The motion was approved.

D. Professional Conduct Policy

Brian presented a professional conduct policy to the Board. The policy was edited by those present. Winnie suggested tying our policy to the PA Code of Conduct and state law. Kosta stated that we should include an appeals process, possibly connected to the grievance policy. Cindy volunteered to work on this policy. The revised policy will be presented at the next board meeting.

E. Updated Teacher Job Descriptions

Brian presented amended job descriptions for lead, co-lead and assistant teachers. The job descriptions were edited by those present. The assistant teacher job description was not ready to be approved.

Kyle moved and Brian seconded to approve the lead and co-lead teacher descriptions, as amended. The motion was approved.

F. Sign for CLC

Brian mentioned concern at our lack of a school sign. He believes that it will be good advertising. It is possible for CLC to move ahead on this and purchase a sign. We will look into a portable sign. Brian would like to have an avenue to display special events. The current sign design can have hooks added for these special events signs. Winnie suggested looking for the best price for a sign. The current Krispy Kreme fundraiser proceeds are earmarked for a sign. Winnie proposed that we gather more estimates and have a sign in place by summer. Board members agreed.

G. Process for Scheduling Community Events

Winnie proposed having a form for after-school hours activities. Winnie will develop a form. The form must be completed and approved before scheduling or publicizing a CLC event.

VIII. Information / Discussion Items

None at this time.

IX. Executive Session

X. Other Business

Teachers were asked to share, via a form, their intent for next school year. Jonathan Cohen and Mark Toci expressed that they will not be returning for the 2003 - 2004 school year. Kyle proposed that the board accept their resignations and start the hiring search process. Kyle will write letters stating CLC's appreciation for their service and contributions.

Kyle moved and Janice seconded to accept their resignations. The motion was approved.

XI. Adjournment

At 7:42 PM, Brian moved and Kyle seconded to adjourn the meeting. The motion passed.