

Centre Learning Community Board of Trustees Meeting Minutes

Date/Time/Place

Wednesday, June 16, 2010

6:37 p.m. to 9:20 p.m.

Centre Learning Community – Brian and Siobhan's room

Trustees Present:

Jackie Dillon-Fast, Carl Cotner, Brian Rowan, Katherine Watt, Tonya Daher, Andrea Kennedy, Amanda Dietrick, Lisa Maras

- I. New Board of Trustees seated.
- II. Jackie was chosen temporary chair.
- III. Members introduced themselves, took the School Director Oath of Office (24 PS 3-321), and held an informal discussion of values (see Work Notes for details). Jackie mentioned that the by-laws were last revised in 2003.
- IV. Election of Officers
 - A. After a reading of the duties of each officer (Amanda), nominations were taken from trustees and from the floor for each office. Voting results:
 1. President - Nominees - Jackie Dillon-Fast - Unanimous vote to elect.
 2. Vice President - Nominees – Brian Rowan and Carl Cotner – Unanimous vote to elect Brian.
 3. Secretary – Nominees – Katherine Watt – Unanimous vote to elect.
 4. Treasurer – Nominees – Tonya Daher – Unanimous vote to elect.
- V. Review of May Minutes
 - A. Trustees discussed revising May minutes to exclude information about prior Board members attendance records and personal information about consultants. May minutes accepted, with revisions, by consensus.
- VI. ECO Report
 - A. Pat Hunt reported smooth running of all end of year school functions, commended staff and students, and, following a discussion about CLC's innovative program – much trial and error in project design and execution - agreed to provide information to the board in future about failures in new projects, the better to reflect on and learn from those failures.
- VII. Business Manager Report

- A. Kosta noted revised Budget documents distributed to Board prior to meeting, mentioned \$82,000 estimated surplus for the year, described some of the variability factors in budget planning, answered Board questions about salary and benefit adjustments; IDEA grant; state laws on district reimbursement; catchment area for students (any school district); transportation (provided for students in State College, Bellefonte, Bald Eagle, Penns Valley school districts).

VIII. Friends of CLC Report

- A. Lisa Maras echoed Pat Hunt's report on successful end of year functions.

IX. Student Council Report

- A. Amanda reported good year for Student Council and plans to develop further next year, including a survey of students to identify issues and concerns and begin planning to address those concerns.

X. Old Business

- A. Approval of 2010-2011 Budget.

1. Andrea moved to approve the 2010-2011 Budget. Carl seconded.
2. During discussion, Kosta noted that a 5% across-the-board salary increase is included in the proposed budget, adding that:
 - a. staff had no raise last year;
 - b. typical raise is between 3% and 6% per year;
 - c. past salary increases have been based on four criteria (longevity at CLC, longevity teaching, education and peer review); and
 - d. although two peer-review rounds were completed (mid-year and end-of-year), the proposed raise was not based on peer-review criteria.
3. No amendments offered.
4. Staff Trustees (Brian, Amanda and Andrea) recused themselves. Other Trustees unanimously approved budget as submitted, 5-0.

- B. Contract Extensions for 2010-2011

1. Carl moved to extend contracts for all current contracted CLC employees for the 2010-2011 academic year. Tonya seconded.
2. Staff Trustees recused themselves. Other Trustees unanimously approved contract extensions, 5-0.

- C. Employee Bonuses for 2009-2010

1. Carl moved to approve a \$1,000 bonus for all contracted employees from the 2009-2010 surplus. Katherine seconded.
2. Staff Trustees recused themselves. Other Trustees unanimously approved contract employee bonuses, 5-0.

XI. New Business

- A. Vacant Parent Rep. – Brief discussion of recruiting applicants for vacant family representative position and alternate positions. Katherine to use email lists to notify parents and staff, Carl to forward application materials received already to Katherine to collate with additional applications. Pat noted that state law may require positions be filled within 30 days of June 16 meeting. Jackie to coordinate meeting scheduling, Katherine to forward Legal Notice to Centre Daily Times. Voting method not specified in by-laws – Jackie proposes each Trustee vote as if Board were entire CLC community.
- B. Review of Parent Handbook and Student Code – Trustees agreed by consensus to table this item to allow Trustees to review changes before July meeting and bring up questions and concerns then.
- C. Appreciation of Retiring 2009-2010 Board Members. – Jackie moved to compose and circulate a draft thank you letter to other Trustees, and mail to prior board members when finished. Andrea seconded. Trustees unanimously approved the motion, 8-0.
- D. Special Committee on Prioritization of By-laws Review – Carl volunteered to chair. Jackie appointed Carl as chair. Formation of committee unanimously supported by Trustees. Carl to coordinate scheduling meeting prior to July Board meeting.
- E. Special Committee on Special Rules of Order for Conducting Board Meetings – Andrea willing to chair it. Jackie appointed Andrea chair. Formation of committee unanimously supported by Trustees. Andrea to coordinate scheduling meeting prior to July Board meeting.
- F. Special Committee on Documenting Past Unfinished and Incorrectly Finished Business – Katherine willing to chair it. Jackie appointed Katherine chair. Brian and Marie-Jeanne Cotner willing to assist. Formation of committee unanimously supported by Trustees. Katherine to coordinate scheduling meeting prior to August Board meeting.
- G. Board Meeting Dates for 2010-2011 – Trustees agreed to continue existing schedule of Board meetings on third Wednesdays at 6:30 p.m. at CLC. Katherine to coordinate posting new schedule on CLC website and forwarding Legal Notice to CLC, including special meeting to appoint new Trustees when that special meeting is scheduled.
- H. Audit Bids – Kosta reported Parente-Beard audit firm usually does audits for charter schools in the area and State College Area School District; charged \$6,000 last year and bid \$6,100 this year, plus filing fees for completing and filing 990 Form. Carl moved to accept the bid, “not to

exceed \$6,100 plus fees for completing and filing 990 Form.” Brian seconded. Trustees unanimously approved measure, 8-0.

XII. Adjournment at 9:20 p.m.

Minutes prepared by Katherine Watt, Board Secretary.