

CLC Board Meeting Minutes  
6/27/00

Brian, Glenn, Mark, Josephine, Theresa, Ann Bolser, MJ Hogan, Liz Kisenwether

### **I. Approval of the Minutes**

- There is a correction to the May minutes - The money amount that was listed as \$19,?? should be listed as \$19,800. Other than this there were no other corrections suggested.

### **II. Personnel**

- CLC staffing structure - an overview of the staffing structure that the lead teachers have developed was shared with the group. Discussion of this structure, the implications for growth and day-to-day operations ensued. In general, a couple of new positions (below) have been created in order to attend to the administrative needs of the school.
- Assistant Teacher - The requirements of this position were addressed. A new job description was written in order to clearly articulate the roles and responsibility of this position. This position involves more teaching responsibilities than a traditional classroom aide. The job description that was shared at the meeting reflects these types of teaching and student responsibilities.
- Associate Teacher - The requirements of this position were addressed. A job description was written in order to clearly articulate the roles and responsibility of this position. This position involves teaching responsibilities as well as some planning and implementation of curricular projects. The job description that was shared at the meeting reflects these types of teaching, planning and student responsibilities.
- Director of Business Operations - This is a new position whose particular focus deals with compliance and financial issues related to the continued growth of the school. The job description that was shared at the meeting reflects these types of administrative needs.
- Concerns that were raised related to job responsibilities during the discussion that followed. These included discipline and student counseling related concerns. Discussion followed that articulated these needs and how the planned staffing structure addresses these concerns.
- All of the job descriptions described above were approved by the board.

#### **New hires**

- Jalynn Woleslagle was recommended and approved for hire as an assistant teacher.
- Kathryn Murphy was recommended and approved for hire as an assistant teacher.
- Lisa Sharfstein was recommended and approved for hire as an associate teacher.
- Ann Bolser was recommended and approved for hire as Director of Business Operations.

#### **Rehires**

- The contracts for Josephine Pirrone, Mark Toci and Glenn Johnson were recommended for renewal for the positions of Lead Teachers.
- Josephine Pirrone was recommended and approved for the position of Chief Administrative Officer.
- Renewal of the contract for MJ Hogan was recommended and approved for the position of Coordinator of School Services. This is a change from the position responsibilities that she was originally hired for. These changes involve some of the administrative tasks being taken over by the Director of Business Operations and the addition of more community support activities.

### **III. Financial**

- The proposed budget for the school year 2000-2001 was presented to the board. The fiscal amounts reflect the addition of the new staff as well as the specific needs detailed in the budget for the new school year. Ann shared a budget of where the CLC would be this next school year as well as a projection for next two years. This next year is a critical year. This budget is necessarily a very tight apportionment of available funds. However, over the next couple of years the fiscal position of the school is projected to be much better as many of the expenses that are incurred this year will have positive impacts in future years. Discussion occurred regarding many of the topics related to the budget.
- The board approved the budget for the school year 2000-2001.
- The board authorized the payment of the bills that have been accrued to date.

#### **IV. Other Business**

- A parent has offered to establish a matching funds campaign. Discussion including Ann Bolser as well as John Moore, the school's attorney, will take place in order to set up the parameters for making this campaign work effectively.

The next regular meeting of the Board will be on 7/27/2000