

CLC Board Meeting — September 22, 2003

Present: Kosta Dussias, Heidi Fletcher, Julie Danna, Linda Bergeman, John Tucker

Absent: Darlene Fink, Elizabeth Tucker (Recording Secretary).

Attendees: Denise Kochsperger, Beth Shirey, Barbara Bliss, Elisabeth Tucker (Recording Secretary)

The Board meeting was called to order at 6:45 P.M.

Announcements: None.

Review minutes of the previous meeting.

Old Business:

COMMITTEE REPORTS

Facilities Committee: The new contract offer with Galen was discussed. There will be no shared parking. Galen will be responsible for regarding the land and supplying and installing a chain link fence along the CLC property adjacent to College Avenue. The will mortgage on the CLC property held by Galen will be refinanced for 5 years at 5%. John Tucker motioned to approve the signing of the contract. Linda Bergeman seconded the motion. The motion passed unanimously. (Heidi commented that the CLC personnel did a great job in preparing for the hurricane.)

Personnel Committee: The ECO and Business Manager job descriptions were evaluated. Contracts were also evaluated for revision. The Teachers' Handbook was reviewed. The Handbook will have clarifications, but no changes for this school year. Any proposed future changes will be reviewed by the CLC staff prior to taking any action.

The Board offered sincere appreciation for Donna Fischer's creation of the first Teacher Handbook for CLC.

Julie will provide Mark with a copy of the teachers' contracts used by the Juniata School District.

The contracts used for staff will be reviewed with any suggestions for revision submitted to the Board after review by CLC staff. Heidi clarified that the Board is not going to revise the job descriptions, but that all job descriptions should be finished and submitted to the Personnel Committee for review. All job descriptions must be completed prior to contracts being completed. (Job descriptions are on pages 70 and 75 of the handbook.)

John Tucker made a motion to approve the ECO and the Business Manager job descriptions. The motion was seconded by Linda Bergeman. The motion passed unanimously. The Board sang Happy Birthday to Kosta.

Governance Committee: Heidi Fletcher reported that the Governance Committee will be meeting to finish the initial revisions for the proposed CLC By-Law changes.

Finance Committee: Kosta declared that the annual audit is underway. Results should be in by October 15, 2003. This should be in time for the Federal 990's to be completed prior to the end of October.

Library Committee: Karen Black has started the sales of Scholastic book sales at CLC.

Linda and Julie will get the students and teachers to make lists of the books they would like to see available in their classrooms. These books may be purchased "IN HONOR OF _____" to help build the library inventory.

Efforts will be made to get the Bookmobile to stop at CLC as part of their route.

Communications Committee: A discussion of who will be on the committee ensued. Barb Bliss and Julie Danna will work on the description of the committee and who the members are.

Fundraising Committee: Linda Bergeman will get a meeting of the committee and report on different fundraising options. One idea is the Krispy Kreme sale. In addition, we will still do the Box Tops.

Donna Fischer will be the CLC's Committee Coordinator. This proposal got a unanimous thank you from the Board.

New Business

Pat Hunt has accepted the position of ECO on "good faith" as the contract for employment will not be available prior to her starting on Wednesday, September 24, 2003. She will work with staff to negotiate what hours and days she will actual work. She will have the Annual Report ready for October 1, 2003 for PDE. She will definitely be here for 95 days this year. Negotiations will include a dental package.

Julie Danna will contact Darlene Fink regarding the Fall Fest to see if it can be held at her farm. She will also ask Darlene to check with Avis regarding helpers from the RSVP group for CLC.

The meeting was adjourned at 8:15 P.M. The next scheduled meeting will be 10/28/03 at 7:00 P.M.