



## BOARD OF TRUSTEES VOTING MEETING

### Meeting Minutes

November 16, 2017 6:30 PM

Lower School Flex Space

#### Attendees:

- Board Members: Dan Rufo, Kent Wenger, Monica Reynolds, Kathy Drennan, Anthony Bragoli, Sean Glick, Martha Summers, Peggy LaGarde
- Staff and Public: Gina Guarino-Buli, Michelle Boyd, Christine Gehring, Carol Schaeffer, David Cosme, Craig Gibson, Sarah Pilacik Harold Smith, Diane Hope, Janelle Work, Juliana Escobar

#### Meeting:

1. Kent Wenger called the meeting to order at 6:30 PM
2. **Opening statements – Kent Wenger – None**
3. **Review & accept minutes from October 19, 2017 Voting Meeting – VOTE**
  - a. M. Summers made a motion to accept the minutes and K. Drennan seconded. The motion passed.
4. **Academy Council Update –**
  - a. Dorney Park Trip
  - b. Pep Rally
  - c. Sock Drives
  - d. Operation Gratitude – Candy for Troops
  - e. School Store in the works
  - f. RA Snapchat – Communications to students
  - g. Tables for Bathrooms – help from Board?
  - h. Yankee Candle fundraiser
  - i. Hypnotist Assembly scheduled
5. **10/19 Executive Meeting on CEO Rubric**
  - a. Guidance to HR committee for CEO Rubric
6. **Committees Meeting updates–Committee Chairs**
  - a. Development Committee – Denise Kozuch-Harakal/Dan
    - i. Giving Tuesday – Options: Art, Band, Choir, Music, PE, Dance, Drama
    - ii. \$4030.47 – Designer Bag Bingo
  - b. Curriculum Committee – Dan Rufo
    - i. Reviewed Achievement data from David
  - c. HR Committee – Stacy Smith/Sean Glick
    - i. CEO Rubric/Evaluation
    - ii. Criteria to measure – 20 points/Self-evaluation/Goal Achievement
    - iii. SG made a motion to approve the CEO Rubric as presented as a pilot program for the 2017-18 School Year and PL seconded. The motion passed.
  - d. Finance Committee – Shawn Glick
    - i. Finances are in order
    - ii. Enrollment is above expectations

- iii. Committee members will schedule Special Meeting to review Franklin Commons Finances and dues
- iv. School Districts (except 1) have all paid money owed. The one pays monthly once numbers are verified.
- e. Business Manager's Report – Carol –
  - i. Four interviews are scheduled
  - ii. M. Summers made a motion to accept the Business Manager's Report and A. Bragoli seconded. The motion passed.
- f. Legislative Awareness Committee – Eva
  - i. PA Budget approved.
  - ii. PA Coalition of Charter Schools – New Executive Director is working very well and is very involved.
  - iii. School Choice Week
    - 1. January 22 – Meeting in Harrisburg
    - 2. January 24 – Students to Philadelphia
- g. Strategic Planning Meeting – Dan Rufo
  - i. Legality – Board members must decide how to proceed before deciding how each board member will participate
  - ii. Insight from other schools –
  - iii. Focus Groups – perhaps Board Members will want to begin groups with parents.
  - iv. Volunteers – to be Core Strategic Plan Committee – Dan, Eva

## **7. Administration Reports**

- a. Lower School Principal Report – Christine
  - i. Playground Opening
  - ii. Anti-bullying presentation
  - iii. 43 Veterans for Veterans Day Luncheon
  - iv. 125 Bingo players for Designer Bag Bingo
  - v. Special Ed Forum –
  - vi. EOT Celebrations
  - vii. Kinder-feast
  - viii. EOT Awards – November 29<sup>th</sup>
  - ix. WATCH DOG in full effect
  - x. PBIS continued training
  - xi. ELA training for First Grade
- b. Upper School Principal Report – Michelle
  - i. Open House – well attended/well received
  - ii. Mini College Fair – 6 schools visited RA – looking to have larger event in spring
  - iii. Powder Puff Game next week – Fundraiser to Pancreatic Cancer
  - iv. Awards Assembly
  - v. Nutcracker – December 8-9
  - vi. Winter Concerts
  - vii. Day of Madness – Dodge ball Tournaments and Alumni Day
- c. Dean of Students' Report – Harold
  - i. PBIS ongoing training for staff –

- ii. QVC Program – Big Brothers/Big Sisters
- iii. FLT – Future Leaders Today – Public Speaking/taking risks
- d. CEO Report – Gina
  - i. LTS Spanish position has been filled
  - ii. Open House was well attended and discussions were in depth and quality.
- e. Accept updated staff roster by Business Manager – VOTE
  - i. S. Glick made a motion to accept the updated staff roster as presented and A. Bragoli seconded. The motion passed.

**8. Old Business**

- a. Employee Bonus release
  - i. D. Rufo made a motion to approve the Employee Bonus plan as presented and A. Bragoli seconded. The motion passed.
- b. Third Reading of OCR Compliance Policy
  - i. K. Drennan made a motion to accept the OCR Compliance Policy as presented and P. LaGarde seconded. The motion passed.
- c. Employee handbook and policy review – Eva
  - i. Finalization for review is forthcoming.
  - ii. Meeting scheduled for first week of December

**9. New Business**

- a. Open Board Positions
  - i. Executive Session on Nomination process

**10. Public Comment**

- a. None

**11. Adjournment –**

- a. A. Bragoli made a motion to adjourn the meeting and M. Summers seconded. The motion passed. Meeting adjourned at 7:32.

**12. Executive Session – Board Vacancy and Nomination process and Real Estate Matter**