



BOARD OF TRUSTEES VOTING MEETING

MINUTES

October 18, 2018, 6:45 PM

Upper School Library

Attendees:

- **Board:** Mike Gahr, Janel Work, Monica Reynolds, Shawn Glick, Kent Wenger (via phone, then in person), Greg Scott, Anthony Bragoli, Eva Swymelar
- **School:** David Cosme, Carol Scheaffer, Gina Buli, Michelle Boyd, Harold Smith, Christine Herman, Craig Gibson
- **Public:** Diane Hope

Meeting:

1. **Call to order, attendance noted, sign-in sheet.**
Shawn Glick called the meeting to order 6:43 PM
2. **Opening statements – Kent Wenger - none**
3. **Review & accept minutes from September 20, 2018 Voting Meeting – VOTE**
Anthony move to accept the minutes, Monica 2nd, all approved.
The motion passed.
4. **Disciplinary hearing student A** – The board panel recommends that Student A not be expelled but was to complete the 10 day suspension with additional conditions. Anthony moved to approve, Michael second, all approved.
The motion passed.
5. **Academy Council Update - Student (if present) - n/a**
6. **Committees Meeting updates – Committee Chairs**
 - **Development Committee** – Denise Kozuch-Harakal / Dan Rufo
 - no major news outside of the emails
 - Giving Tuesday campaign will go to PBIS for priority
 - **Curriculum Committee** – Gina reported for Dan:
 - Looked at last year’s results and see where we are going to go to make improvements this year.
 - Galileo - departmentalize how it was going
 - Upper School- high expectations and PBIS going well
 - Focus- Fine Arts, standardized assessment
 - Math focus
 - **HR Committee** – Janel Work
 - Committee met via phone
 - We will meet via phone conference on the second Wednesday of every month
 - Meet with the rubric
 - Monica & Greg
 - CEO

- 4.5% Raise for the CEO - **VOTE**
Janel made a motion to approve a 4.5% raise for the CEO for the 2018-2019 School Year. Anthony second, all approved.

The motion passed.

- **Finance Committee** – Shawn Glick
 - Met Tuesday
 - Auditors doing the financials. Shawn to meet with the auditors on Monday, October 22.
 - Receivables just sent out, Carol & Shawn spoke about finances starting to come in for the first billing of the school year and we have been funding operations from the cash account.
 - Do we want to add an additional Kindergarten class for 2020- more next meeting
 - Apex initiative - Apex is going to have a conversation with Todd & then roll it out the report to admin, and then it will be available to everyone. Report will come eventually, will come to the board and present.
- **Business Manager's Report** – Carol – **VOTE**
 - All reports in the Drive- different report available to the Board thanks to Skyward
 - Motion - Anthony made a motion to approve the business managers report, Eva second, all approved.
The motion passed.
- **Strategic Planning Meeting** – N/A

7. Administration Reports

- **Lower School Principal Report** - Christine
 - Watch Dogs pizza kick off event went well
 - SLCs went well
 - Title One- Math & ELA - family game night Oct 24
 - Oct 25th- Open House
 - Halloween Parade- 31st
 - Career Day- Nov 7th- all speakers found & then the kids will choose
 - Veterans Day celebration on Nov 12
 - Nov 6- Eileen Keller PMEA Conference
 - Christine attended and will be attending Professional Development
 - PBIS activity- Next week- link provided to the board
- **Upper School Principal Report** – Michelle
 - Last week- PSAT Day- second time, went well
 - HS Homecoming & Spirit Week
 - Pep Rally for the high school tomorrow
 - LOL Improve Group October 19
 - Homecoming dance 9-12
 - Oct 25- all student Open House
 - Oct 26- Trip to Dorney “Haunt”
 - MS- Halloween Dance

- Instant Decision Day- for College acceptance - we have had this before but it has been a few years back
- Nov 16- End of Trimester celebration
- December- PD SAS Conference for Michelle, Keystones being delayed & Offer of other graduation requirements

- **Dean of Students' Report** - Harold
 - Been in Upper School every Wednesday to support Skyward
 - Alice Training - going to training in Reading
- **CEO Report** - Gina
 - Staff Roster- in the folder for your review
 - Current vacancies- need some subs, but no full teacher positions
 - One maternity currently that is new
 - Reviewed ideas at HR - for Staff feeling supported & they can reach out, feedback would like to see more Wellness activities. They are looking to see if they can expand
 - Carol & Gina attendance Charter Conference- under new administration, but useful workshops. Keynote speakers from both sides for different perspectives.
- Accept updated staff roster by Business Manager – **VOTE**
Anthony motion to approve the updated staff roster, and Monica second, all approved.
The motion passed.
- Motion to approve enrollment report- Anthony made a motion to approve enrollment report, Eva second, all approved.
The motion passed.

8. Old Business

- Monica asked about Bus Discussion- Business Manager from Norristown came to meet with CEO & Carol. They are looking to own the safety aspects, but wanted to talk more about the after school bus. They offered a list of websites for grants and were willing to partnership if funds were available. Gina then followed up with the parents.
 - Greg mentioned that the School Board President called him saying this is a line item on the next agenda. A parent also was concerned because of the potential buying “used” buses and the longevity in the timing of this financing.
 - Kent questioned about the After School Bus and the research process of the grants. The price of an after school bus is \$65k a year- provided by Carol. Monica discussed that Norristown does provide them for their student but the law does not require them to send one to us because we are outside of the district. There is no obligation to bus outside of the “school day schedule”. Monica said from the law standpoint only Philadelphia & Pittsburgh are the only school districts required to do this. Shawn questioned - Would the charter school advocates be willing to take this up? Gina expressed a concern about this not being a norm and possibly providing an inequity.

- Issues RA would have if an after school bus is provided is if we let the kids stay this would change the supervision aspects of the school as parents often call RA an hour or so after the bus has left school. What if a child is not picked up or left at school? What if students activities are finished, but other students activities are not finished as some clubs end at 5 and others at 5:30. What if an activity runs late? What would qualify as an after school activity ... clubs, sports, detention? How would students get home from the bus transfer station?
- Any update on the insurance- No new information. Monica crafted an email to send to the broker, but have not heard anything. Kent proposed an RFP to Broker & bidding out insurance and asked Carol to see if we can shop around and find an answer. RA recently selected the broker and our current agreement with the broker ends August 2019. Make the change next year.

9. New Business

- A. Eva- Board Openings- Board Openings Post will be put out tomorrow for 2 weeks in the RA email blast and on the RA website.**
- Three applicants have already completed application for an interview.
 - When are we doing those interviews- November.
 - Process- Resume with application sent to Eva and she will collect them, invite appropriate candidates to interview and then ranked.
- B. Staff Bonuses- Vote to allocate, and release the amount- Gina gave an update on the bonus structure. She discussed the protocols for this selection**
- Shawn said everything is in budget, pay out for November 2018
 - VOTE
- Greg made a motion to approve the 2017-2018 School Year Bonus Payout for November, Kent second, all approve.
The motion passed.
- C. Acceptance of Board Resignations**
- Peggy LeGarde is resigning from the board due to health reasons. Kent motioned to approve the resignation of Peggy LaGarde and Anthony seconded, all approved.
The motion passed.
 - Gina suggested that Peggy would be able to sit in on committee meetings if she is interested and willing when she is feeling better. Greg made a motion to approve the board purchase a \$500 Visa gift card to send to Peggy, Janel - second, all approved.
The motion passed.
Greg will get everything & submit receipt to Carol.
- D. Discussion of old board members- and protocols for removing access.**

10. Public Comment

- None

11. Adjournment

- Anthony made a motion to adjourn the meeting, Monica second, all approved.

The motion passed.

The Meeting was adjourned at 7:30PM.