

Gateway Lab School

Board of Directors Meeting



DATE: January 16, 2018, 6:00 pm

LOCATION: 2501 Centerville Road, Wilmington DE [Room: 102]

Minutes

Come to Order and Attendance:

6:08 pm

Attending: Nate Schwartz, Jon Fletcher, Joyce Henderson, Geoffrey Grivner, Henry Clampitt, Drew Keohane, Tim Griffiths, Kenyatta Austin, and Tina Horgan

- **Public Comment-** Jamie Navone presented information to the board regarding 4 students attending a program at the University of the Arts and another group attending a program at Winterthur. The fees for these programs have been donated. The board engaged in a discussion of fundraising ideas.
- **Approval of Prior Meetings Minutes-** Mr. Grivner moved to approve the draft minutes of the December 19, 2017 meeting. Mr. Clampitt requested the minutes be revised to reflect that no technology plan was presented at the December meeting. Mr. Fletcher seconded. All directors present voted to approve the minutes, with the discussed revisions, of the December 19, 2017 meeting.
- **Amendment to Agenda-** Mr. Schwartz reported that Mr. Griffiths requested that his mid-year evaluation be discussed in open session. Mr. Schwartz moved to add discussion of Mr. Griffiths' mid-year evaluation to the agenda. Mr. Fletcher seconded the motion. All directors present vote to add discussion of Mr. Griffith's mid-year evaluation to the agenda

Workshop

- The meeting's order of business was tabled for the Board to engage in a workshop with John Carwell of the Delaware Department of Education.
- The meeting's order of business was resumed at 6:59 pm.

Standing Reports

- **Principal-** Dr. Harrison provided information regarding MAP testing that is occurring this week. She also reported that representatives of DASL were assisting with DPAS II goals for teachers. Dr. Harrison noted that quarterly meetings were held with teachers and a key takeaway was the need for more instructional coaching. She also reported on various student activities including basketball, cheerleading, chorus, and student government. Harrison also reported that there has been a decrease in student behavior issues and the entire staff is focused on serving IEPs with precision. Dr. Harrison reviewed the recent staffing audit and proposed a phased introduction of the recommendations.
- **Executive Director-** Mr. Griffiths addressed the financial impact of implementing the staffing audit. He then provided a cost-cutting analysis to the Board. The board engaged in a discussion

regarding budgeting and cost-cutting. Mr. Griffiths also presented information of a plan to pursue a Medical Billing Assistance plan that could lead to increased revenue for the school. Mr. Griffiths discussed current enrollment efforts. The board engaged in a discussion regarding enrollment and recruitment. Mr. Clampitt moved to set an enrollment target of 237 students, require the executive director to provide the board with weekly enrollment updates, and requiring the executive director to track student acceptance. Mr. Schwartz seconded the motion. All directors present voted to approve setting an enrollment target of 237 students, requiring the executive director to provide the board with weekly enrollment updates, and requiring the executive director to track student acceptance.

- Mr. Griffiths presented the board with a technology plan. The board engaged in a discussion regarding the technology plan and the need for additional information.
- OSC– Mr. Grivner reported on the January 9, 2018 OSC meeting. Mr. Grivner noted that the meeting focused primarily on budgeting, staffing, and enrollment issues. The committee also discussed the new p-card proposal drafted by Mr. Clampitt. The committee requested that the administration present a response to the staffing audit at this board meeting.
- Treasurer/CBOC- Mr. Clampitt provided a report regarding the previously held CBOC meeting. He noted that GLS may be in jeopardy of not satisfying the DOE financial framework. He also reviewed the website report and the accountant reports with the Board.
- Mr. Clampitt reviewed the p-card policy with the board. Following the report, Ms. Henderson moved to approve the p-card policy. Mr. Clampitt seconded the motion. All directors present voted to approve the p-card policy.
- Community Outreach- Ms. Austin noted that no committee meeting is scheduled for January, and that she has proposed February 5th as the next meeting date.
- Advisory Board- Ms. Henderson noted that the committee has put the alumni event on hold. Ms. Henderson presented the findings of exit interviews carried out by the committee.

Discussions

- Executive Director Mid-Year Review- This item was postponed, despite the executive directors request to review it in open session, due to the fact that the results of the review had not yet been shared with the Executive Director.
- Approval of Annual Budget- Mr. Clampitt presented information regarding the annual budget, which included expenditure of approximately \$87,000 in one-time funds. The board engaged in a discussion of the annual budget and directed the executive director to identify an additional \$87,000 in unspecified savings. Mr. Clampitt moved to approve the annual budget, with an additional \$87,000 in unspecified savings. Mr. Schwartz seconded the motion. All directors voted to approve the annual budget.

Executive Session- Mr. Schwartz moved to enter executive session to address potential litigation, negotiation of real property matters, and personnel matters. Mr. Grivner seconded the motion. All directors present voted to approve to motion to enter executive session. The meeting entered executive session at 10:01 pm. Executive session ended at 11:04 pm.

- Mr. Clampitt moved to direct board representatives to meet with GLS's landlord for the reasons discussed in executive session. Ms. Henderson seconded the motion. All directors present voted to direct board representatives to meet with GLS's landlord for the reasons discussed in executive session.
- Mr. Clampitt moved to direct GLS administration to carry out Phase I of the staffing audit on the terms discussed in executive session. Ms. Henderson seconded the motion. Mr. Keohane abstained. All other directors present voted to direct GLS administration to carry out Phase I of the staffing audit on the terms discussed in executive session.
- Mr. Clampitt moved to direct GLS administration to move forward with Phase II of the staffing audit on the terms discussed in executive session and to be presented for approval at the next Board meeting. Ms. Henderson seconded the motion. All directors present voted to direct GLS administration to move forward with Phase II of the staffing audit on the terms discussed in executive session and to be presented for approval at the next Board meeting.

Announcements- Mr. Schwartz announced that he would be resigning from the Board and as president . (Post-meeting note: Mr Schwartz delivered his notice of resignation to Mr Grivner on January 19, 2018.)

Adjourned 11:13 pm