

Gateway Lab School

Board of Directors Meeting – **MINUTES**

DATE: February 20, 2018

LOCATION: 2501 Centerville Road, Wilmington DE

Call to Order and Attendance @1815

Board Members Present:

Quorum @1815 – Jon Fletcher, Henry Clampitt, Joyce Henderson, Tina Horgan

Board Members Absent – Kenyatta Austin, Drew Keohane, Geoff Grivner

Staff Present -- Tim Griffiths (Executive Director), Gina Harrison (Principal), Jamie Williams (Art Teacher), Caririann VanDzura, Special Education Director

Guests Present:

Denise Stouffer from Charter School Office

Approval of Prior Meetings Minutes—No prior meeting minutes

Public Comment:

- Denise Stouffer was there will to provide handouts and follow-up from the office regarding Gateway's Organizational Framework Report and Financial Framework Report.
- Jamie Williams presented an update on donations for the Spring Fiesta in May.

At 18:21, the Board members went into a separate room for Executive Session to discuss personnel issues with names.

At 18:46, the Board members returned and continued the agenda.

Administrative Updates and Standing Reports

Gina Harrison, Principal

- MAP data for the winter
 - Math data: All grades except 5th grade met their projected growth. It is noted that one of the 5th grade classes has had a substitute and that was a variable.
 - Reading growth: Only 4th and 5th grade did not meet their projected growth.
- Recap of building activities in her Principal Report
 - New 5th grade teachers with more than 20 years of teaching experience.
 - Student Government community service activities
 - Special Education Department activities
 - Teachers and related services staff are submitting a plan for sensory rich classroom per request at the CBOC meeting on 2/15/18.
 - Professional Development activities with the Delaware Early Initiative Program and DASL
 - Staff recruitment will occur at Wilmington University on March 22nd from 2-4pm
 - There will be a Prospective Teacher Open House @Gateway Lab School on March 26th at

5:30 pm.

- Phase One Staffing Audit that was voted on at the January meeting may not occur on February 16th as planned according to Mr. Griffiths.
- Joyce Henderson asked Gina if she knew which staff members were coming back. She responded that the letters of intent to return will be out in March.

- Jon Fletcher informed the audience that just before the board meeting, Jon and the Secretary, Geoff Grivner, notified via email of Tim Griffiths' resignation. He read the heading of Tim's letter:
 - "This letter is inform you that I, Tim Griffiths, am resigning from my position as Executive Director of Gateway Lab School. Unless the bullet points listed below are addressed in their entirety, my resignation will be effective immediately.
 - As a quorum, the board decided the full board needs to be taken into consideration. We could not address the assertions tonight. Several members were just told the news.

Actions taken after Executive Session

- Therefore, the board acting as a quorum accepts the resignation effective immediately in form of paid administrative leave.
- Any of school assets will be left here and if there are any at home, they will be turned in tomorrow morning.
- The administrative leave relieves all duties.
- At 19:06, Henry Clampitt moved to accept Jon's statement. The Board members unanimously agreed.
- Henry asked Tim to leave his school assets in his office.

Board Business (starting at 19:07)

Committee Reports

- OPS Committee-Jon Fletcher
 - Jon Fletcher commented on a mediation between the Executive Director and Principal that he attended. It was a very effective meeting. Problems continued, however.
 - Jon met with a staff member who filed a grievance against the Executive Director
 - There is still one grievance against the Executive Director pending.

- Treasurer's Report-Henry Clampitt
 - Henry Clampitt distributed a budget package.
 - In January, final budget was approved.
 - Some positive variances this month.
 - Henry explained the format of the report.
 - School is in good managerial shape, but still will be in a deficit
 - Henry explained Dorcell's report
 - Current year funds vs. prior year funds
 - Final balances are listed
 - Favorable for this month, but some of the expenses are back-loaded.
 - Grant fund report

- Longwood grant—part of it needs to go to sensory classroom
- Crystal fund-expanding capital money or sensory classroom
- New Castle County Grant-tuition reimbursement
- Henry requested the GLS-Wilmington University partnership program information.
- Sensory classrooms for 4th and 7th grade and want to expand to other grades

At 19:28, Henry moved to immediately suspend dispersment of any grant money. All members voted in favor.

Committee and Officer Updates

- Advisory Board-Joyce Henderson
 - The alumni get-together has been put on hold; it will probably occur in the fall.
- Community Outreach (COC)-Tina Horgan
 - The committee has not met this month
- Citizen’s Budget Oversight Committee(CBOC)-Henry Clampitt
 - Denise Stouffer attended
 - Nate Schwartz is still a member, as a community/parent member
 - Most of the time spent was with Dorcell Spence explaining the school’s financial position
- Operational Sustainability (OSC) - Jon Fletcher and Henry Clampitt
 - Minutes are not available
 - Jon, Henry, and Tim attended
 - They worked on preparing the agenda for the board meeting

Old Business—Discussion and Approvals

- **Staffing Audit**
 - Since Tim was not present, Gina was asked to comment. Instead, the discussion was summarized from the previous meeting.
 - The approved recommendation from the previous meeting was for one position to be eliminated and one position to move from full-time to part-time. After that meeting it was revealed that there was some risk associated with one of the moves. Request was made at the CBOC meeting to retract the proposal.
 - Based on the CBOC meeting comments, it was asked at this board meeting to consider a reversal of both decisions.
 - Gina is concerned because they relied on the staffing audit for the earlier recommendations. However, one position change is of higher risk than the other.
 - Motion at 19:45 to amend previous decision to make the part-time individual full-time. Unanimous approval.
 - The elimination of the other position still stands.
 - With the information we were given, the board made the best decision it could

- Executive Director review did not occur due to earlier events.
- Enrollment status
 - Henry shared information about the enrollment trends with Choice Applications.
 - 15% attrition is the usual for Gateway, year-over-year
 - Target goal is 237 students.
 - Also have to consider that students have other choices.
 - Gina helped comment on the following:
 - Letter going out to families who have applied encouraging them to attend Open House on March 8th (2-4) and (6-8)
 - YMCA event where 3 families signed up and more signed up as an interest
 - Walk-Thru Wednesdays occurring
 - Jon and Henry commented that the Board would like to see a more proactive approach in regards to enrollment.
 - Also, reaching out to current families to find out their enrollment preferences as soon as possible.

Wrap-up

- Special meeting for next Tuesday, 2/27. At 7pm with a back-up of 2/28. An email to all board members will be sent.
- No spending of grant money until further review.
- Discussion about STEP increases for staff

Executive Session

- At 19:55, Mr. Clampitt moved to go into executive session to discuss litigation matters, personnel, and real estate negotiation matters
- At 20:50, the board came out of executive session

No ACTIONS Following Executive Session

Meeting Adjourned – @2050

Minutes prepared by Tina Horgan