

# Gateway Lab School

## Board of Directors Meeting



DATE: October 17, 2017, 6:00 pm

LOCATION: 2501 Centerville Road, Wilmington DE

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### Minutes

**Attending- Nate Schwartz, Jon Fletcher, Joyce Henderson (arrived at 6:30 pm), Tina Horgan, Kenyatta Austin, Geoffrey Grivner, Alison Bredimus, Henry Clampitt, Tim Griffiths**

**Absent- Drew Keohane**

### Come to Order and Attendance:

**6:17 pm**

- **Public Comment** - Chris LoBelle, President and founder of student council introduced himself and reported on the bake sale that he has organized to raise money for student events. Heidi Shanus introduces herself to the Board.
- **Approval of Prior Minutes** - Mr. Schwartz moved to approve the meeting minutes from the September Board meeting, Mr. Grivner seconded. All directors present voted to approve the meeting minutes from the September Board meeting.

Mr. Schwartz moved to approve the meeting minutes from the Annual Board meeting, Mr. Grivner seconded. All directors present voted to approve the meeting minutes from the Annual Board meeting.

### Administrative Updates and Standing Reports

- Executive Director – Mr. Griffiths reported that he and the staff are focusing their work on building culture. They have recently created suspension committee that will make determinations regarding student suspensions, and also address issues surrounding bullying. Mr. Griffiths also explained that he and the staff are continuing to interview paraprofessionals. The student population include 26 complex students, up from 18 last school year, which has created a need for more paraprofessionals in the building. Mr. Griffiths also noted that GLS is set to receive a \$24,000 matching grant from Longwood Foundation , and also described effort to begin a tuition reimbursement program for staff.
- Principal- Dr. Harrison provided a report regarding new student clubs that will be added for this school year. She went on to note that results of MAP testing have been distributed to students, and that professional development related to testing is upcoming. Dr. Harrison also noted representatives from the Department of Education will be visiting to conduct Smarter Balance assessments. Additionally, DPAS goal setting will take place next week. She concluded

by noting that the September 30 count is complete, and that she and the staff are in the process of creating a needs-based proposal for staffing.

Tim notes that we are starting up a new Facebook page. DIAA middle school basketball application. Open House on 24<sup>th</sup>. Guest bartending at November 28. October 30 transportation eligible compliance report due to state. ESSA federal funding completed. Annual report due December 1.

### Committee Updates

- **Operational Sustainability-** Due to a change in schedule, the OSC committee will now meet on October 25.
- **Treasurer** – Mr. Clampitt reviewed the financial web report with the board, noting that there are no unexpected variances from budget. Based on the September 30 unit count, GLS is now using fewer one-time funds to meet budget expense than the Preliminary Budget assumptions. Overall, GLS has fewer students this year as compared to last, but similar revenue due to a higher proportion of special education units. Mr. Clampitt also provided a review of GLS's draft audit, which is to be finalized for the November board meeting. Mr. Clampitt concluded his report with an overview of the CBOC meeting held just prior to the Board meeting, including recommendations with respect to the review of P-Card transactions and new state regulations for CBOC membership.
- **Community Outreach** – Ms. Austin noted that the Community Outreach meeting is November 6.
- **Advisory Board-** Ms. Henderson noted that the Advisory Committee is looking to schedule its next meeting.

### Old Business

- **Enrollment Efforts-** Mr. Griffiths provided a report regarding GLS efforts to increase enrollment for next school year. He noted that open enrollment begins November 7 and closes January 15. Mr. Griffiths explained GLS's advertising campaign and plans for open houses. The Board engaged in a discussion regarding ideas for the enrollment campaign.
- **Fundraising-** Mr. Griffiths provided a report regarding this year's fundraising initiatives including the Guest Bartender Night, the Flapjack Fundraiser, the Spring Fiesta, and a possible 5k race.

### New Business

- **P-Card Procedures-** Mr. Griffiths noted that the Department of Education is conducting purchase-card reviews and audits, and has recommended that at least 2 purchase cards be issued per school, as well as implementing a transaction review procedure carried out by someone that the Executive Director does not supervise. Mr. Clampitt presented a motion in the form attached hereto. Ms. Henderson seconded the motion. All directors present voted to

approve the P-Card procedure in the motion attached hereto.

- **Board Calendar-** Mr. Schwartz noted that the OSC committee will work on developing a new board calendar.
- **Motion to Add Agenda Item-** Mr. Schwartz moved to add to the agenda a discussion of technology needs, Mr. Grivner seconded the motion, and all directors present voted to add a discussion of technology needs to the agenda.
- **Technology Needs-** Mr. Griffiths summarized key inadequacies with the current computers used by our educators and he reviewed a quote of approximately \$19,000 for the purchase of 20 computers and related warranties. The Board engaged in a discussion regarding the need for additional computers, the need to improve the planning cycle for technology, and a process to obtain the best price for the computers.
  - Mr. Grivner made a motion instructing and authorizing the Executive Director (i) to obtain additional quotes for the purchase of 20 new computers, (ii) to then consult with Nate Schwartz and Drew Keohane on the final recommended machines, and then (iii) authorize the Executive Director to purchase 20 new computers at an amount not to exceed \$19,000. Mr. Schwartz seconded the motion. All directors present voted to approve the motion.
  - Mr. Grivner made an additional motion to have the Executive Director prepare a high-level 3-5 year Technology Plan and present it to the board no later than the December meeting. The motion was seconded and approved unanimously

**Executive Session-** At 8:13 pm Mr. Schwartz moved to enter executive session to address legal and personnel matters. Mr. Clampitt seconded the motion. All directors present voted to enter executive session.

#### **Exit Executive Session 9:20 PM**

Reflecting on the personnel qualifications discussed in executive session, Mr. Clampitt moved to amend the currently authorized staffing plan to add two additional full-time paraprofessional positions and to offset this change with a reduction of two contract paraprofessional positions. Seconded by Geoff Grivner. Passed with unanimous support.

Mr. Clampitt moved to authorize GLS legal counsel – Buchanan, Ingersoll and Rooney PC -- to proceed with the act of seeking settlement of the case discussed in executive session within the terms and settlement limits discussed. Seconded by Tina Horgan. Passed with unanimous support.

#### **Adjourned- 9:22 PM**

(See attached motion regarding P-Cards)

**RESOLUTION (moved by Henry Clampitt)**

**Re: Purchase-Card (P-card) Matters**

**17-Oct-2017**

WHEREAS GLS was recently audited by the office of the DE Auditor of Accounts (the Auditor) regarding use of GLS' sole state purchase card (P-Card); and

WHEREAS the Auditor has not reported any adverse findings as a result of that audit; and

WHEREAS the Auditor has verbally asked GLS to institute a policy and process for P-card review to be conducted by a board member; and

WHEREAS such process should include a regular review of transactions for appropriateness; now therefore

**It is moved to have the GLS Board act as follows:**

- (i) To confirm the continuing authorization of the single P-card currently issued to Tim Griffiths, including the current credit limit until otherwise amended by the Board; and**
- (ii) To confirm that the Board knows of no other Pcards which are in-force with respect to GLS and that the Executive Director shall undertake diligent efforts to confirm this; and**
- (iii) To instruct the Treasurer to develop a policy and process for P-card issuance and review which shall be reviewed by the Operational Sustainability Committee and be considered for approval by the Board at a regular meeting no later than January 2018.**

(end of motion)