

Gateway Lab School

Board of Directors Meeting



DATE: September 19, 2017, 6:00 pm

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

Minutes

Meeting called to order at 6:08 pm.

Attending: Nate Schwartz (presiding), Jon Fletcher, Pam Draper, Kenyatta Austin, Geoff Grivner, Alison Bredimus, Drew Keohane, Tim Griffiths

Absent: Tina Horgan, Henry Clampitt

- **Public Comment** – Mr. Schwartz provided an update of his recent visit to the school and his experience with various teachers and staff.
- **Approval of Prior Meetings Minutes** – Mr. Schwartz moved to approve the minutes of the August 2017 board meeting. Ms. Bredimus noted a correction needed in the minutes. Mr. Fletcher seconded the motion. All directors present voted to approve the minutes of the August 2017 board meeting.

Administrative Updates and Standing Reports

- Amanda Depta provided a report regarding the number of special education students currently enrolled and the various classifications of these students. Carriann Vandzura provided a report regarding plans for the special education department for the coming school year.
- Dr. Harrison provided an update regarding the beginning of the school year. She noted that she has conducted flash staff meetings on a daily basis, engaged in bully prevention program, and implemented new behavior and discipline procedures. Dr. Harrison further outlined her academic and behavior intervention plans for the coming weeks.
- Mr. Griffiths summarized new grants for which GLS will be applying. Mr. Griffiths also detailed new GLS marketing efforts, and future plans to increase enrollment.

Committee Updates

- Operational Sustainability- Mr. Grivner provided a report regarding the recent OSC meeting noting discussions regarding the preliminary budget, staffing, and enrollment issues.
- Treasurer – Mr. Schwartz provided an overview of the financial web report.
- Community Outreach – Ms. Austin summarized the September 11 Community Outreach Committee meeting. The committee discussed the size and membership of the committee, efforts to build relationships with key community members and groups, and plans to implement a high school shadowing program for students.
- Advisory Board- Ms. Draper noted that the advisory board plans to meet on September 28.

Old Business

- Enrollment & Budget Review Update – Mr. Griffiths provided a report regarding enrollment numbers, the current unit count, and efforts to evaluate students prior to September 30 in order to reflect an accurate unit count.

New Business

- Employee Handbook Update & Rollout – Mr. Griffiths reviewed his plans and progress in revising the employee handbook.
- Mr. Schwartz moved to add approval of the executive director grievance procedure to the agenda, Mr. Grivner seconded the motion. All directors present voted to add approval of the executive director grievance procedure to the agenda.
- Mr. Grivner provided an overview of the proposed executive director grievance procedure. Mr. Grivner moved to approve the executive director grievance procedure, Mr. Fletcher seconded the motion. All directors present voted to approve the executive director grievance procedure.
- 2017-18 Fundraising, Grants, and Corporate Sponsorship Plan- Mr. Griffiths provided a report regarding his plans for fundraising during the coming school year.
- New Board Member Candidate Discussion- Mr. Schwartz noted that Ms. Draper's term on the board will be ending at the time of the annual meeting next month. Mr. Schwartz introduced Joyce Henderson, a former board member, as a candidate for filling Ms. Draper's seat on the board.

Executive Session- Mr. Schwartz moved to enter executive session, Mr. Grivner seconded the motion. All directors present voted to enter executive session. During executive session, the board discussed pending litigation matters and a pending personnel issues.

Announcements – Annual Meeting October 7, 9:00-2:00.

Meeting adjourned 8:54 pm.