

# Gateway Lab School

## Board of Directors Meeting – **MINUTES**

DATE: November 14, 2017

LOCATION: 2501 Centerville Road, Wilmington DE

### **Call to Order and Attendance @1815**

Board Members Present:

Quorum @1815 – Nate Schwartz (Presiding), Alison Bredimus, Tina Horgan, Henry Clampitt, Drew Keohane

Arrive @1830 – Joyce Henderson

Arrive @1930 – Jon Fletcher, Geoff Grivner

Board Members Absent – Kenyatta Austin

Staff Present -- Tim Griffiths (Executive Director), Gina Harrison (Principal)

Guests Present:

Dorcell Spence – GLS Financial Consultant

Pam Draper – GLS Advisory Committee

Tim Sawyer & Robert Yarmueller(sp?) – Barbacane Thornton

**Public Comment:** None

### **Approval of Prior Meetings Minutes**

- Motion to approve by Mr. Schwartz, second by Mr. Clampitt
  - October 17 Minutes (Regular Meeting) with corrections
  - Unanimous approval
- Motion to approve by Mr. Schwartz, second by Mr. Clampitt
  - November 1 Minutes (Special Meeting) as submitted
  - Unanimous approval

### **Report from GLS Auditor: Barbacane Thornton (starting @1818)**

- Tim Sawyer presented a summary of Audit Results for FY2017; highlights include
  - Clean audit, unmodified
  - No adverse findings on financial controls
  - Final Draft was submitted to DOE on-time by end-September
  - Recommended to revise capitalization threshold to \$5000 (up from \$1000)
  - Reminder to be sure that all financial training of board members is kept up to date.
  - Recommended to enhance documentation of p-card transactions; GLS will review documentation and implement a board-approval policy for p-card transactions
  - Reminder that DOE wants to see employment contract and annual evaluations on file for the Executive Director; GLS has these on file.

Ms. Henderson also noted that job descriptions should be kept on file for all GLS employee positions; in response, there was general consensus among board members.

**Administrative Updates and Standing Reports (starting @1840)**

- Executive Director – Tim Griffiths report
  - Review of Alternate Academic Framework
    - We have met all expectations (i.e., five stars) in:
      - Growth
      - On-Track to Graduation
    - We need to improve our outcomes in:
      - Academic Achievement (math and science)
      - College & Career Preparation
  - Review of Annual Report template (with data) for FY2017
    - We need to clarify (with DOE) the basis for Academic Performance Expectations versus the Performance Agreement
      - Shared documentation of the 2014 Renewal Criteria
    - Mr Griffiths and Mr Clampitt to collaborate on draft of report, including section which describes fidelity to Mission.
  - Other highlights
    - PTA to make presentation for possible GFF conversion
    - “Guest Bartender” fundraiser Nov-28; need more Silent Auction items
    - Open House event Dec-9 10:00 to 14:00

At 1940 pm, Ms Henderson moved that our MAP growth results (Fall 2017) be reported and reviewed at the December board meeting. General unanimous consent by the board.

- Principal– Gina Harrison report (starting @1945)
  - Working on DPAS-II goals
  - October PD: SBAC Interim Assessments
  - Evaluating possible add of Allied Health program for grades 6-8
  - Updates on basketball teams, Tech Club, Chorus, Lego Club, Dance Club, Cheerleading, Student Council elections, and Open House (Dec-9)
  - PIC to visit GLS on Dec-5 to present “Communicating Effectively with School Staff” – signups to-date are 31 parents “yes” and 17 parents “maybe”

**Committee and Officer Updates**

- Operational Sustainability (OSC) - Jon Fletcher
  - No committee meeting since last board meeting of Oct-17
- Treasurer – Henry Clampitt
  - Review of website report
  - Review of Highlights Report from Dorcell Spence
    - 189 students in Sept-30 Count @ 25.95 earned Units

- Income and Expenditures are on track with Budget
- Planning Budget (October) shows use of \$258K in one-time funds
- Community Outreach (COC) – Henry Clampitt
  - No quorum at Nov-6 meeting
  - Need to review committee plans with Executive Director
- Advisory Board – Joyce Henderson report
  - No committee meeting since last board meeting of Oct-17
  - Need direction from board President about role of Advisory Committee in conduct of employee exit interviews

### Old Business

- Paraprofessional Analysis Update
  - General clarifying discussion of staffing status: 24 paras
    - Full time at-will: 3 now, with up to three more already authorized
    - Contracted: 21 now, move to 18 if three more full time are added
- Organizational Structure Discussion
  - Extensive discussion of positions authorized on Oct-17 and Nov-01, and additional need for Instructional Coach and Dean of Students
  - Role descriptions discussion
  - Cash balance discussion (i.e., affordability of adding positions)
  - Mr Clampitt moved as follows:
    - Authorize GLS to implement the reassignments discussed tonight which will fill two new positions with existing GLS employees: (i) Instructional Coach; and (ii) Dean of Students
    - Authorize GS to implement reassignments discussed tonight which will backfill the above-mentioned reassignments with other existing GLS employees: Educational Diagnostician
    - Authorize GLS to hire one additional classroom paraprofessional to backfill vacancy cause by the above-mentioned reassignments
    - All such reassignments shall be subject to internal posting to ensure that eligible GLS employees have an opportunity to express interest in such reassignments.
    - Request of Dorcell Spence to deliver “ASAP” a revised total budget overview of all authorized reassignments and hiring;
    - Request of Gina Harrison to deliver “ASAP” job descriptions for Principal, Dean of Students, Instructional Coach and Educational Diagnostician
    - All of the above-mentioned authorizations are subject to the following:
      - Non-objection from Mr Schwartz after his review of the net cash impact of all hires and reassignments authorized on Oct-17 and Nov-1 and Nov-14, based on revised budget from Ms Spence
      - Non-objection from Ms Henderson after her review of position descriptions provided by Ms Harrison and the suitability of such

descriptions for the envisioned reassignments.

- Both of the above-mentioned non-objections shall be deemed as received by 3-pm Friday Nov-17 unless a *bona fide* objection is otherwise received by the board prior to such deadline
- In the case of Mr Schwartz's review of cash impact, he shall consult with Mr Griffiths and Mr Clampitt
- In the case of Ms Henderson's review of the suitability of the named job descriptions, she shall consult with Ms Horgan , Ms Bredimus, and Mr Keohane
  - This motion was seconded by Mr Fletcher and unanimously passed
- Ms Henderson moved to procure proposals for external review of our staff planning for the 2018-2019 school year. The motion was seconded by Mr Schwartz, it passed unanimously.
- Computer Purchasing Plan Update
  - Mr. Griffiths noted that quote-reviews and purchase plans are underway
- Employee Handbook
  - Mr. Griffiths noted that a draft copy has been delivered to the OSC for review
- Executive Director Review Procedure
  - Postponed to a future meeting, by general consensus of the board

#### **New Business**

- DIAA Status and Requirements for Participation
  - Postponed to a future meeting, by general consensus of the board

#### **Executive Session**

- At 2145, Mr Clampitt moved to go into executive session to discuss litigation matters and real estate negotiation matters
- At 2200, the board came out of executive session

#### **ACTIONS Following Executive Session**

- Mr Clampitt moved to revise the limit on authorized settlement authority for GLS counsel for the case discussed in executive session, to the new amount discussed in executive session
- Mr Clampitt moved for board recognition of a plan for Mr Griffiths and Mr Clampitt to initiate a real estate negotiation within the framework discussed in executive session.
- Both motions were simultaneously seconded by Mr Schwartz, following by unanimous approval of both motions by the board.

#### **Meeting Adjourned – @2201**

*Minutes prepared by Henry Clampitt*