

Gateway Lab School

Board of Directors Meeting



DATE: **June 19, 2018 6:00 pm**

LOCATION: 2501 Centerville Road, Wilmington DE

Come to Order and Attendance:

6:00 pm

Present: Drew Keohane, Jon Fletcher, Geoffrey Grivner, Joyce Henderson, Tina Horgan, Sherlock Hack, Kenyatta Austen, Henry Clampitt (participating telephonically).

- **Public Comment-** Father Hynes from St. Catherine of Siena addressed the board regarding the church's relationship with GLS and pending real estate negotiations. Dick Burnett, a member of St. Catherine of Siena's budget committee, also addressed the board regarding real estate negotiations. Nate Schwartz addresses the board regarding resignation of Cariann VanDzura and the hiring process for her replacement. Regina Jones provided an update of the School's RTI program and noted various successes. Ms. VanDzura provided an update on GLS' special education program and statistics.

Standing Reports

- **Interim Head of School-** Ms. Dolan provided an update of her first few weeks in the school. She noted that she has conducted numerous one-on-one interviews with staff, and has begun to make connections with Delaware DOE representatives. She has also begun to review the Alternative Route to Certification program.
- **Treasurer-** Mr. Clampitt reviewed the May web report with the Board. Mr. Clampitt noted that the school should expect to finish the year with an approximate \$400,000 surplus, although certain June expenses may effect the final figure.
- **OSC-** Mr. Grivner provided the Board with a report on the last OSC meeting. Mr. Grivner noted discussions regarding administrative structure, enrollment, real estate, and a search process for a full time Head of School were addressed in the meeting.
- **CBOC-** Mr. Clampitt reviewed the last CBOC meeting held earlier in the month. The CBOC discussed the current budget, changes to the structure of administration, and enrollment.

Discussions and Approvals

- **Staffing Plan and Charter-** Ms. Dolan presented the board with her recommendations for a staffing plan for the 2018-19 school year, with a specific emphasis on certain changes to enhance the School's arts integration curriculum and certain philosophies regarding student behavior. Ms. Dolan raised her concern that the school is not adhering to its charter in its current structure and approach. Ms. Dolan also summarized the changes in cost and budgeting that her proposed staffing plan would provide. The Board engaged in discussions regarding the staffing plan and adherence to the School's charter. Ms. Henderson made a motion to adopt an arts integration curriculum to conform to Gateway Lab School's charter. Mr. Fletcher seconded

the motion. A discussion ensued regarding the need for such a motion. Following discussion, the motion was withdrawn. The Board then decided to call a special meeting for June 22, 2018 to further discuss this matter.

- **Summer Hours-** Ms. Dolan provided the board with a recommendation that staff and administrators working in the building during the summer be required to work 37.5 hours per week over 5 business days, with certain flexibility allowing for those hours to be fulfilled in a flexible manner. The board concurred with this recommendation without motion.
- **School Calendar-** Ms. Dolan presented the board with the academic school calendar for the 2018-19 school year. She noted that this calendar has previously been submitted to DOE.
- **Preliminary Budget-** Mr. Clampitt presented the board with the proposed preliminary budget for the 2018-19 fiscal year. In light of discussions regarding a proposed modified staffing plan, the board determined to table this matter until the June 22, 2018 special meeting.
- **Compensatory Time Policy-** Mr. Grivner introduced a resolution regarding employee compensatory time, providing that GLS will not offer employees compensatory time for time worked beyond the normal work day. Mr. Grivner further noted that this policy would not effect EPER time paid to staff for additional work responsibilities. Mr. Grivner moved to adopt the resolution. Ms. Henderson seconded the motion. All directors present voted in favor of the motion to adopt the Compensatory Time Policy resolution.
- **Board Membership and Documents-** The Board engaged in a discussion regarding board member's terms and a depository of board documents. Ms. Henderson noted that she will be circulating a chart of board member's terms, and Mr. Clampitt noted that he is now in possession of a thumb drive of board documents
- **Enrollment-** Ms. Draper provided an update regarding enrollment, noting that the current enrollment for the coming school year is currently 178. She also provided a summary of recruiting efforts that will take place in the coming weeks and months.
- **Head of School Search Committee-** The board determined to table this issue until the next regularly scheduled board meeting

Mr. Fletcher moved to enter executive session at 8:32 pm. Mr. Grivner seconded the motion. All directors present voted to enter executive session.

Post-Executive Session Motions and Approvals

- The board authorized, without motion, Mr. Clampitt, Mr. Grivner, and Ms. Dolan to pursue real estate matters as discussed in executive session.
- Mr. Fletcher moved to approve modification to the principal's salary as discussed in executive session. Mr. Grivner seconded the motion. Mr. Fletcher, Mr. Grivner, and Mr. Keohane voted to in favor of the motion. Ms. Henderson and Ms. Horgan voted against the motion. Mr. Hack and Ms. Austen abstained. The motion carried with a vote of 3-2.

Meeting Adjourned: 9:52 pm