

Gateway Lab School

Board of Directors Meeting

DATE: August 15, 2017, 6:00 pm

LOCATION: 2501 Centerville Road, Wilmington DE

Meeting Minutes

Call to Order and Attendance @18:06

Present - Jon Fletcher (Presiding), Alison Bredimus, Tina Horgan, Henry Clampitt, Pam Draper, Kenyatta Austin, Drew Keohane, Tim Griffiths (Executive Director)

Absent – Nate Schwartz, Geoff Grivner

Approval of Prior Meetings Minutes - Minutes were approved as follows:

- July 12 Minutes were approved with a correction for attending Directors
- August 12 Special Meeting Minutes were approved as submitted
- August 12 Workshop Minutes were approved as submitted, with board training slides

Reports from Invited Guests

- Special Ed/Behavior – Ms VanDzura, introduced herself to the board
- Arts Integration - Ms Navonne and Ms Higgins discussed plans for this school year:
 - Chorus will be an after-school activity rather than during the school day
 - Looking to start an orchestra this year
 - Will get started early in planning for the Spring Festival with parent workshops
 - Planning for a “guest bartender night” to raise funds for the music program
 - Considering performance uniforms or dress code

Administrative Updates and Standing Reports

- Principal – Gina Harrison report.
 - Gina handed out a written Principal’s Report
 - New staff orientation held today
 - Met with DOE on our academic goals. We are projected to move from one to three stars in rating system.
 - DOE training to be held this coming Friday, on SBAC interim assessments
 - Have confirmed this year’s Bullying Prevention committee, procedures and reporting
 - Have also confirmed this year’s Suspension Committee
- Executive Director – Tim Griffiths report
 - Recent focus on contractors, HR systems, and getting started for this year
 - Facility: Working to organize for first day, with classroom furniture, supplies etc.

- Henry asked about ownership of classroom furniture, landlord versus GLS. Pam suggested that a record might be kept by Randy London or Keron Edwards.
- Website: Working on updates with staff
- Cafeteria Services: With approval from the Aug-12 Special Meeting, have proceeded with Red Clay for services this year. Red Clay personnel visited GLS today.
- Consolidated Grant: Increase of \$45K versus last year

Public Comment – The order of business was amended by vote, to postpone public comments until after the arrival of the GFF President. Comments were heard from Rebecca Zedan.

Committee Updates

- Operational Sustainability - Jon Fletcher report, discussion at meeting included:
 - ED contract
 - ED grievance procedure
 - Jon summarized the current draft
 - Agenda for the Aug-12 workshop
 - GLS org chart and staff updates
 - GLS behavioral issues
 - Attendance at Movie Night and expected enrollment feedback
 - Exit interview procedures
 - Special Ed department plans
 - Red Clay cafeteria services
 - Officer succession planning
 - Jon mentioned that Nate might not want to serve as President but he wants to remain on board. Jon mentioned that Geoff has expressed interested in serving as President. Kenyatta also nominated Henry to be considered, noting that we would need continuity for Treasurer role.
- Treasurer – Henry Clampitt report
 - Planning budget for July is based on 206 students and 23.04 Units. This is still aspirational, since we continue to work on enrollment. We will use our best available basis of know enrollees for the August planning budget.
- Community Outreach – Kenyatta Austin report
 - The August meeting was canceled
 - The next meeting will be on Sep-11 (not the first Monday)
 - Ms Navonne and Ms Higgins have expressed interest in joining, Kenyatta will follow up
- Advisory Board - Pam Draper report
 - Two members of the Advisory Board attended the Aug-12 board workshop
 - Next meeting is Sep-14 @6-pm at the YMCA Newark offices
 - Upcoming actions include Alumni Families Survey and Parent Survey

Old Business

- Fundraising
 - Tim will put prospective events for this year on the GLS website.
 - Will need active committees for each event to be successful
 - USEED – Tim is working with USEED on messaging, will circulate to board.
 - Longwood Foundation deadline is Sep-1 for matching grant, Tim will ask about an extension.

New Business

- Enrollment
 - Making progress. Four (4) new commitments today, bringing us to 192.
 - Recent front office staff changes caused some missteps in responding to family interest over the summer, we probably missed some opportunities
 - Aug-16 will be our FacebookLive open house event
 - Aug-19 will be attendance at Wellness Day at Stubbs Elementary
 - Aug-20 will be a Channel 28 spot
 - Aug-27 will be participation in a local festival
 - Searching for additional event to promote GLS enrollment
 - Doctors and related service providers
 - Will handle next year's spring open enrollment period much differently, with a goal to be full with a lottery waiting list by the end of January
 - Learning that Facebook gives us more traction than do Twitter and Instagram
 - Will try to learn ways to use YouTube for next year.
- Administrator Hiring Policy Development
 - We have a history of policies covering teachers and specialists, but not for administration.
 - Pam noted that we need to articulate how salary policy should inform administrator hiring.
- Exit Interviews
 - We will use DASL going forward (affordable), including recent departures.
 - Tim will procure all terms and conditions for the engagement(s)
 - OSC will discuss this further

Executive Session – In @19:53 and out @20:38

Meeting Adjourned – @20:39

Minutes prepared by Henry Clampitt