

Gateway Lab School

Board of Directors Meeting



DATE: July 12, 2017, 6:00 pm

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

Minutes

Come to Order and Attendance:

6:00 pm

- Meeting called to order at 6:06 pm
- Attending- Nate Schwartz, Jon Fletcher, Pam Draper, Alison Bredimus, Drew Keohane, Geoffrey Grivner, Kenyatta Austin, Henry Clampitt
- Absent- Tina Horgan
- **Public Comment** – Cherish McMillan introduced herself and provided information regarding her new role overseeing GLS's social media campaign.
- **Approval of Prior Meetings Minutes**- Mr. Schwartz moved to approve the minutes from the June 20, 2017 board of directors meeting. Mr. Clampitt noted a spelling change in the minutes and seconded Mr. Schwartz's motion. All directors present voted to approve the minutes from the June 20, 2017 board of directors meeting.

Administrative Updates and Standing Reports

- Executive Director – Mr. Griffiths provided a report regarding GLS student recruitment efforts and enrollment goals and challenges. Mr. Griffiths also addressed recent staff hiring and school organization. Mr. Griffiths formally introduced Cherish McMillan who provided a report on the GLS social media campaign.
- Principal report- Dr. Harrison provided a report regarding her various meetings that have taken place since her hiring as principal. Dr. Harrison also reported on re-institution of the GLS dress code. Dr. Harrison then engaged the board in a discussion of alternative framework for testing standards and IDEA funding.

Committee Updates

- Operational Sustainability- Mr. Schwartz noted that matters discussed in the OSC meeting will be addressed in new business.
- Treasurer – Mr. Clampitt reviewed the June budget web report, noting that revenues for the 2016-17 school year have exceeded expenses. Mr. Clampitt also updated the board on the CBOC meeting held earlier in the day and new regulations governing the CBOC.
- Community Outreach- Ms. Austin reported 8 people attended the recent Community Outreach meeting, which addressed reorganization of the committee. Ms. Austin expressed interest in chairing the committee and Mr. Clampitt has offered to be secretary of the committee. The committee will meet the first Monday of every month at 5:30 pm. Mr. Grivner moved to

approve Ms. Austin as chair of the Community Outreach Committee. Mr. Schwartz seconded the motion. All directors present voted to approve Ms. Austin as chair of the Community Outreach Committee.

- Advisory Board- Ms. Draper noted that the Advisory Board has not met since the last board meeting and she had nothing new to report. The board engaged in a discussion of the Advisory Board collecting data regarding GLS alumni.

New Business

- Final Preliminary Budget and Staffing Update- Mr. Clampitt presented the final preliminary budget for approval. The board engaged in a discussion regarding factors effecting the budget and the importance of increasing enrollment, as well as the importance of consistency of staffing. Mr. Schwartz moved to approve to final preliminary budget. Mr. Fletcher seconded the motion. All directors present voted to approve the final preliminary budget.
- DASL Exit Interview Update –Mr. Schwartz provided a review of the exit interviews conducted by DASL of staff members who are not returning for the 2017-2018 school year. Mr. Schwartz noted several takeaways from the report including staff embracing GLS’s mission, challenges regarding student behavior issues, and the need for staff support and overall transparency within the administration.
- Executive Director Contract – Mr. Schwartz noted that he has appointed an ad hoc committee consisting of Tina Horgan, Jon Fletcher, Henry Clampitt, and Geoffrey Grivner to revise and negotiate the Executive Director’s contract. The board engaged discussion of the ad hoc committee’s role and membership.
- Executive Director and Staff Grievance Procedures – Mr. Grivner provided a report on the staff grievance procedure and executive director grievance procedure. The board engaged in a discussion regarding revisions to the executive director grievance procedure. Mr. Grivner agreed to revise the executive director grievance procedure and present the revised version at the August board meeting. Mr. Schwartz moved to approved the staff grievance procedure. Mr. Fletcher seconded the motion. All directors present voted to approve the staff grievance procedure. Mr. Clampitt addressed the need to revise the current GLS employee handbook. The board engaged in a discussion regarding necessary revisions to the employee handbook. Mr. Clampitt moved to direct the Executive Director to revise and finalize the employee handbook for the 2017-2018 school year. Mr. Grivner seconded the motion. All directors present voted to direct the Executive Director to revise and finalize the employee handbook for the 2017-2018 school year.
- August Workshop Agenda- Mr. Schwartz engaged the board in a discussion of topics to address at the board’s August workshop. The board agreed that Mr. Clampitt will lead a board orientation regarding the role and responsibility of charter school boards and that Ms. Draper will lead a discussion regarding the GLS’s history and charter.

Meeting Adjourned: 8:51 pm

Minutes Recorded by Geoff Grivner