

Gateway Lab School

Board Meeting 1/20/15

**Present**: Joyce Henderson; Nate Schwartz, Devie Smith, Pam Draper, Steve Clark; Mary Teeter; Dorcell Spence; Catherine Dolan, Rachel Anderson

**Absent**: Kecia Blackson and Anne Budishak

Meeting brought to order at 7:03pm

*Motion to Approve December Minutes made by Joyce Henderson. Seconded and Approved.*

*Motion made by Pam Draper to move the Treasurer’s Report to the first item on agenda. Seconded and Approved.*

**Treasurer Report & Update by Dorcell Spence (Accountant)**

Dorcell Spence provided an overview of monthly reports for December. Noted that 50% of academic year is now complete; 45.3% of all funds budgeted have been dispersed. New category – before care – which is providing revenue and disbursements; required to project forward this area as well as cafeteria revenues. Also provided overview for salary policy for FY16. Noted that 13 of 26 pays have been dispersed as of December 31, this is accounting for the 26 month structure of the state bi-weekly pay. GLS has a potential savings in this area, including health care expenses that have not started to accrue for newer staff, there is a 90 delay in benefit enrollment for new state employees.

It was noted that the school is responsible for plowing of parking the lot; which is a huge cost savings. Question posed by Joyce Henderson about regarding the OPS committee budget and the remaining balance of the year. Pamela Draper, Treasurer, will provide Joyce with an update.

Discussion about Salary Policy. Dorcell worked with school to develop a salary schedule which was implemented over a two year period. The schedule used a “slid in approach” and teachers did not “step up” over that two years. Now, teachers are fully on the schedule after the implementation but have not “stepped up.” Important to look at the fact that the school will not be growing in size of students, so revenue is staying the same. Step ups for current teachers would not be fiscally responsible. Recommendation is to provide a one-time bonus to compensate teachers, using the one-time carry over funds from FY14 (which is unlikely to occur again). The recommendation is to avoid making a decision based on a one-time revenue situation which is not sustainable.

Salary schedule is still useful because it provides GLS with a good baseline for new teachers, but current teachers cannot utilize to predict their future pay until the school can budget for the amount based on an increase in revenue, which is not projected for the near future.

CBOC Committee (made by Pam Draper), makes recommendation to add a 6.5% one-time bonus (dispersed over 3 pays to reduce tax burden on the individual) to the FY14-15 budget, beginning the second pay period of February.

Dorcell also noted that there are $145,786 in unallocated funds. With the prospect of a strategic plan, it is a good idea to reserve these funds as a strategic planning contingency. The funds would be transferred to a new line and be available once strategic directives are identified. Will be labeled as Strategic Contingency.

Pam Draper pointed out on the expenditure budget to pay attention to the “planning” column to understand the balance for this year.

*Motion made to approve final FY15 budget by Pam Draper to approve the planning budget for 2015 with additions for salary policy (bonus) and strategic contingency as noted above. Seconded and Approved.* (Teacher Board Members abstained from vote).

**Head of School Report**

* Special Education Board Report distributed by Catherine Dolan noting 60% of Gateway students classified as a special education population (or 127 students). Question and discussion about the high number of IEP’s listed and the classification process (as referenced at the due process training that board members participated in last week)
* Thanks to Board Members for attending Winter Fest
* The GLS Lottery begins on Saturday for 4th, 5th, 7th and 8th grade students. Currently have 60 student applications. There are openings in 3rd grade. Follow up question about comparison to last year and Catherine noted that last year we did not need to complete a lottery for each grade, only 5th-8th.
* Current enrollment is 94% of the goal
* Joyce attended the most recent PAC and GFF meeting
* Request from Newman University to send student teachers to GLS again this year
* DASL Training will take place on 2/7/15 at 1:30pm
* Metro Kids ad will begin in February and continue for three months (coupled with summer camp ads)
* School choice event will be featuring dance this year
* At the last GFF meeting, Ellen Cooper attended to present the Parent Involvement Forms – many forms signed that evening by parents

**Principal Report**

* Conducted professional development for instructional focus upon returning for New Year
* Map testing begun this month
* DASL Professional Development with instructional leadership team was productive; DASL team provided training to a staff member of the GLS team who can now conduct peer teaching/coaching moving forward to other GLS staff
* Critical to align with DOE on alternative framework and ask clarifying questions about Smarter Balance
* Confirmed that our charter is renewed; if we do not meet the alternative framework in FY16; we would go under review
* Some questions still not clarified – how will MAP testing link to framework; how to develop base line with tests changing year to year – DCAS; Smarter Balance, etc.
* Meeting with staff to discuss their feedback on recommendations

**Old Business**

Minor Modification– discussion about re-visiting minor modification request to increase to 240 students. The updated recommendation to stay at 216 students (guidelines allow GLS to enroll up to 105% of student base; which would be 226); Second part of recommendation is to consider 1st and 2nd grade addition. Would alleviate the concern of the higher number of students in each grade level (e.g. 18 students in 4th grade). Recommendation is to reduce middle school to class size of 12 (total of 36 – 3 cohorts on 12).

*Motion made to withdraw prior approval to submit minor modification, per discussion to align to original vision for school. Seconded and approved.*

Teen Dating Violence Policy- approved by the Oversight Council after the Board Meeting in December.

Recommendation from Counsel (Ellen Cooper) is to approve the policy.

*Motion made to adopt the Teen Dating Violence Policy. Seconded and Approved.*

**New Business**

Evaluation Policy- seeking permission to draft new policy to support evaluation for teachers and administrators. There is no law or regulation requiring performance evaluation for support staff, however, there is a gap for paraprofessionals, that under the employee handbook says will be evaluated under DPAS2R, and this is not appropriate (more fitting for support staff like secretarial). Recommendation made to draft a policy that would be reviewed at next meeting.

*Motion made that Ellen and Catherine draft a policy for paraprofessionals and bring to February Meeting. Seconded and approved.*

Student & Staff with HIV Policy (2 Policies) – not as prevalent as when first went into State Law, but are required by law. Language in the policy closely mirror the State law language. Recommendation from Counsel (Ellen Cooper) to approve these two policies.

*Motion made to approve the Student and Staff HIV Policies. Seconded and Approved.*

**Committee Updates**

No Instruction and Learning Committee Report.

Community Outreach Committee

* Update on ads, printed material (5x7 card)
* Anne Marie Taylor- Graphic Designer was invited to attend meeting and generated good ideas with reasonable cost model
* Goal is to convey via an ad – why we are “different”
* Focus on big events to tap base for fundraising, marketing efforts, etc.
* Committee recommends to rotate pictures on front page of web, not static pages
* Use Facebook to push page – which was completed
* Nate Schwartz recommends we choose a future date and secure a New Castle County Grant to fund the event
* Comment made about placing younger age students on the print items – right now we show middle school age youth, but the future push will be to recruit earlier grades

Operational Sustainability Committee Report

* Letter distributed to teachers to provide feedback for Head of School performance evaluation, due back to OPS committee members 1/29/15
* Head of School Self-evaluation is due back to Ops committee meeting 1/29/15
* 2/18 scheduled evaluation for Head of School
* Contacted Donna Johnson about when meeting with Terry Quinn Grey will take place
* Joyce Henderson also reached out to Lamont Brown and Ed Emmit to schedule appointments to meet
* Discussed data collection needed to prepare for next Charter review.
* Recommendation made to re-start the advisory board, previously existed. Summary distributed. Recommend to recruit from prior participants and to also recruit new members. Encourage to seek community members who can lend expertise to our school. Former members included Ashley Biden, Representative from JP Morgan Chase.

*Motion made to add the Advisory Board Overview and Alternative Performance Framework Review Team Approval to the agenda. Seconded and Approved.*

*Motion made to establish this task force to track progress towards meeting framework. Seconded and Approved.*

*Motion made to re-establish the advisory board. Seconded and Approved.*

\*Nate Schwartz presented Alternative Framework Review Task Force proposal. Recommended he include teachers and other relevant staff members to the task force, as well as parents.

*Announcements*

* *Financial Training to take place in mid-April (required for board members)*
* *February 23rd or 24th Due Process Training will take place – location TBD*
* *Board Training recommended by Rachel for March 3rd. Plan to include Sue Francis in meeting to discuss governance*
* *Soc Hop rescheduled to March 6th (canceled for Jan 30th)*
* *Joyce Henderson visiting Patti Dimieri’s class on 1/21*
* *GFF is on board with splitting cost for refreshments (peanut free cupcakes and cookies). Total cost $193 – ordering for 250 people. Recommended to up to 300. Mini bottled waters will be available too.*
* *Board members to be present to cover tables and hallway. GFF to do set up and clean up.*
* *Invitation distributed; Spreadsheet was sent to Board Members to add invitees*
* *Red Clay will be going to referendum vote on 2/24 – asking for support from parents (suggested robocall and facebook page)*
* *Pictures are needed for website*
* *Recommended to add board members to robo call list*

Meeting adjourned 9:55pm