

Gateway Lab School

Board of Directors Meeting



DATE: May 15, 2018 6:00 pm

LOCATION: 2501 Centerville Road, Wilmington DE

Come to Order and Attendance:

6:00 pm

Present: Drew Keohane, Jamie Navone Williams, Jon Fletcher, Geoffrey Grivner, Joyce Henderson, Tina Horgan, Sherlock Hack, Henry Clampitt, and Pam Draper.

- **Workshop** – Denise Stouffer (DOE) led a discussion regarding charter renewal. The workshop ended at 6:36 pm
- **Public Comment**- Doreen Rathmell provided the Board with update on the Wilson Reading program and its success in improving reading skills. Jaime Navone provided an update on a Grotto Pizza fundraiser. Heidi Shanus communicated her appreciation to the board and Ms. Navone for her fundraising efforts.

Standing Reports

- **Principal**- Mr. Keohane read Dr. Harrison's report in her absence. The report covered an update on academics, DPAS evaluations, enrollment, graduation, and ESY.
- **Treasurer**- Mr. Clampitt reviewed the March and April web reports with the Board. Mr. Clampitt noted that GLS is slightly over-budget with respect to transportation costs, but the overall budget indicates that GLS is financially healthy.
- **Enrollment**- Ms. Draper provided the Board with a report on GLS's enrollment efforts. The current enrollment for the 2018-2019 school year is 170. Ms. Draper and the board engaged in a discussion regarding recruitment efforts and plans.
- **OSC**- Mr. Grivner provided the Board with a report on the last OSC meeting. Mr. Grivner noted discussions regarding administrative structure, employee compensation, enrollment, and real estate matters.
- **CBOC**- Mr. Clampitt reviewed the last CBOC meeting held earlier in the month. The CBOC discussed the current budget and planning for next school year's budget.
- **Community Outreach**- Mr. Keohane reported that the Community Outreach Committee met last month and focused their work on assistance with the arts festival and fundraising fiesta. Ms. Navone noted that the fiesta raised approximately \$750. Mr. Keohane also noted that they received a great deal of help from student council.

Discussions and Approvals

- **Ad hoc committee regarding organizational structure**- Mr. Hack provided a report on the ad

hoc committee tasked with recommending an organizational structure for GLS. Mr. Hack explained that the committee considered a structure with co-equal lead administrators and a structure with a single head of school, acting as lead administrator, and a principal, responsible for academic oversight, who shall report to the head of school. Ultimately, after multiple meetings, the committee recommended the head of school structure, with the principal reporting to the head of school, as the preferred administrative structure of the school. The board engaged in a discussion of the recommendations of the ad hoc committee and a search process to fill the head of school on a permanent basis. Mr. Fletcher moved to approve the recommendation of ad hoc committee regarding organizational structure and implement an organizational structure utilizing a head of school, to whom the principal shall report. Mr. Clampitt seconded the motion. All directors present voted to approve the motion

- **FY2018 Employee Compensation-** Mr. Clampitt presented a proposal for a step increase for certain teacher compensation, and that the total cost of these increases will be \$85,894. The board noted that this proposal will be discussed in executive session, as it relates to specific GLS employees.
- **FY2019 employment matters-** Mr. Clampitt presented a new form of terms and conditions of employment to present to GLS employees for the new school year. The board engaged in a discussion of the form of employment terms and conditions and employment practices generally. Henry moves to adopt the form terms and conditions to be presented to all employees for the 2018-19 school year. Ms. Henderson seconded the motion, contingent upon the terms and conditions also being provided in the employee handbook. All directors present voted to approve the form terms and conditions to be presented to all employees for the 2018-19 school year, and to include such terms and conditions in the employee handbook.

Mr. Fletcher moved to enter executive session at 8:39 pm. Mr. Grivner seconded the motion. All directors present voted to enter executive session.

Post-Executive Session Motions and Approvals

- Mr. Clampitt moved to approve compensation payments as discussed in executive session. Mr. Grivner seconded the motion. All directors present voted to approve the motion.
- Mr. Clampitt moved to honor year to date accumulate of comp time and that Mr. Grivner will prepare a resolution with respect to comp time. Mr. Fletcher seconded the motion. All directors present voted to approve the motion.
- Mr. Clampitt moved for Mr. Fletcher and Ms. Henderson to pursue the engagement of an interim Head of School. Ms. Henderson seconded the motion. All directors present voted to approve the motion.
- Mr. Clampitt moved to approve the offer to settle issues regarding final compensation with a former employee. Mr. Fletcher seconded the motion. All directors present voted to approve the motion.

Meeting Adjourned: 10:35 pm

