

Gateway Lab School

Board of Directors Meeting



DATE: March 27, 2018 6:00 pm

LOCATION: 2501 Centerville Road, Wilmington DE

Come to Order and Attendance:

6:12 pm

Present: John Fletcher, Drew Keohane, Kenyatta Austin, Geoff Grivner, Tina Horgan, Joyce Henderson, Henry Clampitt

- **Public Comment-** Jamie Navone addressed the Board regarding recent fundraising efforts and the upcoming spring fiesta.
- **Approval of Minutes-** The Board unanimously approved the minutes from the January 16, February 20, and February 27, 2018 Board of Directors meeting.

Standing Reports

- **Administrato-** Dr. Harrison provided information to the Board regarding the formation and utilization of curriculum steering committees. She then noted that SBAC testing will take place April 16-27 and that everyone is in the process of preparing for the testing. She also stated that she sought to amend the school calendar to be more conducive to this testing, and that those changes were approved by Charter School Office. Dr. Harrison also reported on the formation of a committee to find ways and funds to add sensory items in each classroom. She also noted that 95% of teachers have returned intent to return forms to her. The Board then engaged in a discussion regarding student recruiting efforts.
- **Treasurer-** Mr. Clampitt reviewed the monthly website report with the Board. He noted that spending was consistent with budget targets. He further highlighted the \$50,000 in savings due to departures and less expensive replacements. Mr. Clampitt stated that GLS is no longer expecting to spend any one-time funds for this fiscal year. He also noted that the CBOC has met with GLS's outside accountant and all feel comfortable that GLS will meet its financial framework analysis for the year.
- **Chair-** Mr. Fletcher noted that he was recently made aware of a storage unit being rented by GLS and that he and Mr. Clampitt will be inspecting its contents and determining what to do with the lease going forward. Mr. Fletcher also reported on the process adopted to meet with and recommend for appointment two new candidates for the board.
- **OSC-** Mr. Grivner provided the Board with a report on the last OSC meeting. Mr. Grivner noted discussions regarding teacher retention, enrollment, and real estate matters.

Discussions and Approvals

- **Retention of Contracted Business Managers-** Mr. Clampitt provided information regarding the

proposed retention of Michelle Lambert to handle certain bookkeeping tasks for GLS. The Board reviewed Ms. Lambert's proposal and contract. Following discussion, Mr. Clampitt moved to approve the retention of Ms. Lambert on the terms enumerated in her proposal. Mr. Fletcher seconded the motion and all directors present voted to approve the retention of Michelle Lambert to provide certain bookkeeping tasks for GLS.

Mr. Clampitt then reported on discussions with Pam Draper regarding possibly retaining her on a part-time basis to fill certain business manager, administrative, and recruiting responsibilities. The Board engaged in a discussion regarding this proposal. Mr. Clampitt moved to authorize the Treasurer to negotiate a final agreement with Pam Draper to provide part-time managerial, administration, and recruitment services. Ms. Henderson seconded the motion.

Mr. Fletcher moved to enter executive session at 7:39 pm. Mr. Grivner seconded the motion. All directors present voted to enter executive session.

Post-Executive Session Motions and Approvals

- Mr. Clampitt moved to instruct GLS's attorney to proceed in the manner discussed in executive session regarding certain pending legal matter. Mr. Fletcher seconded the motion. All directors present voted in favor of the motion.
- Mr. Clampitt moved to consider at the next monthly board meeting matters regarding salary schedules and that the Principal and Treasurer will address additional issues on this subject as discussed in executive session. Mr. Grivner seconded the motion. All directors present voted in favor of the motion.
- Mr. Clampitt moved to authorize payment of retention bonuses to individuals identified in executive session. Mr. Fletcher seconded the motion. All directors present voted in favor of 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.
- Mr. Clampitt moves to postpone discussion of additional retention bonuses to the next monthly Board meeting. Mr. Fletcher seconded the motion. All directors present voted to approve the motion.
- Mr. Fletcher moves to add Ms. Hederson to the Operations Sustainability Committee. Mr. Clampitt noted that if this motion is passed, the OSC will have four members, but the OSC will not be authorized to act on behalf of the Board. Mr. Grivner moved to second the motion. All directors present voted to approve the motion

Meeting Adjourned: 9:40 pm

