

Campus Community School  
Board of Directors Meeting  
Minutes  
April 27, 2016

A regular monthly meeting of the Board of Directors of Campus Community School was held on April 27, 2016.

Members present were Harry Papaleo, Annie Norman, Patti Sandy, and Jim Purcell. Others present were Leroy Travers, Heidi Greene and Carolin Lyon.

At 5:33 the meeting was called to order.

There was no public comment.

Motion by Annie Norman to approve the minutes. Patti Sandy 2<sup>nd</sup> the motion. Approved 4/0.

Presidents Report

Mr. Papaleo will be meeting with Allison McCowan, from Saul Ewing, LLP in regard to the bylaws for the Foundation. A draft will be forwarded to the Board, once they are available. Papaleo, Rosen & Chelf, P.A. will be filing the paperwork for a Federal Tax Identification number along with the application for 501 ( c ) ( 3 ) status. It was agreed that the name of the foundation will be "Campus Community School Foundation".

Mr. Papaleo recognized Leroy Travers for his first meeting, as Head of School. He stated that we also still need to actively recruit Board members. Harry Papaleo, Dr. Catherine Balsley, Leroy Travers and Carolin Lyon met with Paul Stock, from D.A.N.A. to create a professional development plan in regard to opportunities for growth for Mr. Travers. In addition, D.A.N.A. will be assisting us with Board Development. Once new Board members are in place, fundraising strategies will be a main focus.

Board member Dr. Annie Norman invited everyone to a partner's event that the Delaware Libraries is sponsoring with two of their partners, the Delaware Community Foundation and D.A.N.A. The open house will be held on June 2, 2016 at the Dover Public Library. Dr. Norman will forward more information regarding the event as it becomes available.

Financial Committee Report

Reviewed the March Financial Statement. No changes were made to budgeted revenue or expenses.

In April we received a portion of the Legal fees reimbursement. It will be reflected in the April report.

Enrollment analysis: Biggest opportunity in enrollment is still Kindergarten. Mr. Travers will be visiting Pre-Schools during the summer as a recruitment tool.

Our Fiscal Year 2016 audit has been scheduled. It will be completed by Haggerty & Haggerty, who we have used the last 2 years. They will be in house 2 days in June and 2 days in July.

Mr. Travers explained that due to the fact that Longwood has requested additional information in regard to the grant, in order to provide additional funding, we will be withdrawing our current application. We will submit a new application during the fall open grant cycle. Mr. DuPont is excited to fund our grant and would like us to request more than we had originally submitted the application for. The additional time will allow us to create a plan for a state of the art resource center. In addition, this will allow for the CCS foundation to be established. Dr. Norman also stated that the Statewide master plan for school libraries should be completed soon, which would be a good resource to aid in creation of the grant. Dr. Norman also offer her assistance with the grant and stated that Wilbur Elementary in the Colonial district is a good example of a modern facility. Mr. Travers will be attending the Longwood Grant training this summer as he will be the point person for the grant moving forward.

### Head of School Report

Calendar - The revised calendar was presented and approved by the board. The only change from the one presented in March was moving the 9/26/16 in-service day to 9/30/16.

Patti Sandy made a motion to accept the calendar presented. Jim Purcell 2<sup>nd</sup> the motion. Motion passed 4/0

Ms. Lyon will forward the 16-17 Hourly Attendance Survey and 16-17 calendar to DOE by the 4/30/16 due date.

It was also mentioned that we should include a note on the bottom of the calendars that are sent home to parents that the Board meeting are the 4<sup>th</sup> Wednesday of each month. In addition, we should research including a link on our website to a CCS events calendar.

### Human Resources

We currently have 4 open positions posted.

*RTI Coordinator* - newly created position – Aug Start date – have not started interviews as of yet.

*Student Support Coordinator* – newly created position – start date will be when we find the right candidate. (No later than August 2016) We are in the process of interviewing for this position.

*In School Suspension Support Para* – newly created position – start date ASAP – plan to interview next week.

*4<sup>th</sup> Grade teacher* – Current position – start date next school year. Interviews planned for 5/10/16. We have both in house and external candidates.

Mr. Travers and Ms. Lyon attended a University of Delaware Teacher Recruitment Fair on 4/20/16. We have a good pool of candidates from this event.

Sarah Hayes, an office staff member, who's main responsibility is the lunch program will be leaving mid-June, due to an out of state move. We are currently exploring re-structuring the office to ensure for maximum effectiveness and efficiency.

End of the year meetings are being scheduled with all employees in May. The conversations will be more structured in regard to the expectations for next year and growth opportunities for employees. We want to ensure that employees understand the expectations prior to signing a letter of intent for the upcoming year.

A payroll compensation committee needs to be formed to create a new pay structure for the 2017-2018 school year.

### SMARTER Balance Testing

This is the second year of SMARTER Balance testing. April had been focused on ELA testing and May will be Math testing.

We will not have the results of the tests for a few months and the results will be released in cycles, based on the date the test was given.

In addition, we recently received teacher ratings based on last year's testing for review. This was not and will not be included in the teachers' overall evaluation at this point. It is for data review only. The same will be true to this year's teachers' results.

### Special Education

Two years ago we contacted with the University of Delaware to review all of our special education practices and employees. (With the exception of paperwork) We contracted with UD

again this month to come in and complete and updated review. We should have the results by the next Board meeting.

In addition, DOE completed a Special Education audit on 2/19/16. For any errors that may have been found and we were given a date of 4/29/16 to be in compliance with all IEP's. In addition, Jill Scannell from DOE has been available to provide professional development to our staff to ensure that our special education department is well educated as to what is needed in order for an IEP to be in compliance.

Our new RTI position, along with ensuring that our staff obtains professional development in areas as needed, should provide greater success to the department.

Legislation This is a new item added to our agenda. Items will be reports as information becomes available. There are no new items for this month.

Early Learning Center This will be another new item added to our monthly agenda. We are exploring what is required to open an early learning center. Still in the infancy stages.

Social Media In the last month Mr. Travers has put a major focus on maintaining an active Facebook page. It is a great marketing tool. In addition, for a small fee, it will target posts toward a specific demographic. (Such as families who may have kindergarten age children) Jim Purcell mentioned that it may be a good idea to have a social media plan that includes monthly themes that could be addressed. Instagram and Twitter are more focused toward the younger demographic. Be on the lookout for CCS Instagram which will be launching soon.

Governor's Visit Mr. Travers thanked Mr. Papaleo for setting up the Governor's visit. He came to visit on 4/14/16. He interacted with several kindergarten through second grade classrooms. Mr. Travers mentioned that we would like to include an early learning center in our options for students and he seemed genuinely excited about this possibility. In collaboration with his visit, the Delaware State police provided an informative, relationship building question and answer session with our 7<sup>th</sup> and 8<sup>th</sup> grade students.

In an effort to form relationships with our local government, Mr. Travers next step is to meet with the Mayor of Dover. Mr. Purcell stated that there is a "Meet the Mayor" event which is being held on 5/5/16 at the Duncan Center. Mr. Purcell will forward the information to Mr. Travers. Mr. Purcell also stated that next year we should coordinate a Legislative Hall day with our students. He offered his assistance with planning the project.

Information Items were reviewed.

Next meeting agenda items

The proposed student handbook changes were reviewed. Mr. Travers asked everyone to review the handbook over the next week and provide any additional feedback. It was mentioned that we may need a section in the handbook that relates to school property and its misuse or loss, such as library materials. A draft of the revisions will be sent out prior to the next board meeting. The student handbook will be voted on next month.

The Staff handbook will be reviewed at the next meeting, along with any board policies that may affect the handbook.

In addition, we will start reviewing a few Board policies at each meeting to ensure that all policies are reviewed on an annual basis.

Dr. Norman made a motion to adjourn the meeting at 7:13 PM. Jim Purcell 2<sup>nd</sup> the motion.

The next meeting will be 5/25/16 at 5:30 PM