

Campus Community School
Board of Directors Meeting Minutes
June 19, 2018
Campus Community School Library 5:30 pm

A regular monthly meeting for the month of May of the Board of Directors of Campus Community School was held on June 19, 2018 in the CCS school library.

PARTICIPANTS:

CCS Board of Directors:

	Present	Absent
Harry Papaleo	X	
Lindsey Fitzgerald	X	
Lisa Weis	X	
Patti Sandy	X	
Sarah Zimmerman	X	
Annie Norman		X

CCC Staff:

	Present	Absent
Leroy Travers	X	
Heidi Greene	X	
Carolin Lyon	X	

I. Roll Call to Establish a Quorum

At 5:30pm the meeting was called to order by Harry Papaleo and a quorum was established with four members present. Lisa Weis entered the meeting at 5:37pm which made five members present.

II. Pledge of Allegiance & Moment of Silence

Led by Harry Papaleo

III. Approval of Agenda

A motion to approve the agenda was made by Sarah Zimmerman, seconded by Lindsey Fitzgerald.

Approved: 4/0

IV. Public Comment

None

V. Executive Session

A motion was made at 5:38 pm by Sarah Zimmerman and seconded by Lindsey Fitzgerald to go into executive session to discuss a legal matter.

Approved: 5/0

A motion was made by Lindsey Fitzgerald and seconded by Sarah Zimmerman to come out of executive session at 5:55 pm.

Approved: 5/0

VI. Approval of Minutes of Last Meeting

Motion to approve April minutes was made by Sarah Zimmerman and seconded by Lindsey Fitzgerald.

Approved: 4/0 Lisa Weis abstained.

VII. President's Report

There will be potential board members visiting next month.

VIII. Financial Report by Carolin Lyon

Financial Report- June is the end of the financial year. Revenue is slightly down but expenses are also down. Carryover should be \$164,293. Estimated carryover balance of unrestricted revenue as of 6/30/18 should be \$1,381,909.00. Mr. Travers acknowledged a job well done by Carolin Lyon, and board members agreed.

Enrollment Analysis- Fourth grade has six openings. If everyone accepts enrollment offers, we would be at 424 students. Leroy will make a call to all CCS families to tell about openings in 4th grade. Parents who do not return August 1st paperwork or attend Back to School Night will be contacted.

Budget- The proposed budget is based on 425 students. Revenue is budgeted flat and expenses are based on last years cost. Teacher and para salary increases would be \$1,000.00 annually and 12 month employee annual salary increases would be \$1,200.00. OEC rates have been updated. There would be \$87,214 contingency to meet 2% requirement.

A motion to accept the proposed budget was made by Lisa Weis and seconded by Lindsey Fitzgerald. Approved: 5/0

IX. Head of School Executive Report by Leroy Travers

Mr. Travers said that Heidi Greene would share current Smarter scores, although official scores would not be officially released until July of August. Heidi shared that as a school, CCS scores for ELA are ahead of state by 10 points. As a school, we are 4-5 points ahead of state math scores. We do not have a comparison to Capital scores at this time. Heidi will look at 4th and 5th grade math over the summer and during the school year to make any necessary adjustments. There are currently about 80 students in the summer school/tutoring programs.

Summer projects include:

1. Required orientation for new families (Two different sessions to choose from)
2. Required orientation for 6th grade parents
3. Teachers have a summer assignment of reading a book to help them grow professionally
4. Two teachers are going to Responsive Classroom training
5. Identify "big ticket item" project for fundraising

Staffing updates:

1. 1st grade- Deni Maguire (moving from 2nd grade)
2. 2nd grade- Brittany Robinson (new hire)
3. 5th grade- Vacancy
4. Middle School Science- Potential vacancy
5. Special Ed Coordinator- Vacancy
6. Spanish- Vacancy
7. Paras- Several vacancies

X. Voting Items

There was a first reading of proposed changes to the field trip policy and student handbook. Revisions will be sent out by July 11th and the vote will be at the July 23rd meeting. Staff handbook proposed revisions will be highlighted and sent out to board members soon. The attendance policy in the student handbook was looked at carefully in order to try and reduce chronic absences and tardies.

Proposed additions to the current student handbook policies-

1. Have a family member of a student with 7 absences come in for a conferences with Leroy and Heidi to sign an attendance contract
2. Five unexcused tardies each trimester will result in a family member talking with Leroy
3. Enforce policy of having parents sign in student in office when tardy
4. A daily automated phone call to parent when a child is absent

5. Students need to be 24 hour symptom free of diarrhea, vomiting and fever before returning to school

XI. Information Items

July 23- Next board meeting

July 25- Central Delaware Chamber of Commerce event- Sunset Business mixer that board members are encouraged to attend.

August 3- Charter School summit

XII. Adjournment

Motion to Adjourn was made by Lisa Weis and seconded by Lindsey Fitzgerald.

Approved: 5/0

Next Board meeting will be at 5:30 pm on Monday, July 23rd.

Minutes recorded by Patti Sandy