

Campus Community School
Board of Directors Meeting Minutes
July 23, 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 July 23, 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 5:32 pm the meeting was called to order by Harry Papaleo and a quorum was established with six 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 Annie Norman, seconded by Lindsey Fitzgerald.

Approved: 6/0

IV. Public Comment

None

V. Executive Session

A motion was made at 5:38 pm by Patti Sandy and seconded by Annie Norman to go into executive session to discuss a legal matter.

Approved: 6/0

A motion was made by Lisa Weiss and seconded by Sarah Zimmerman to come out of executive session at 5:53 pm.

Approved: 6/0

VI. Approval of Minutes of Last Meeting

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

Approved: 5/0 Annie Norman abstained.

VII. President's Report

None

VIII. Financial Report by Carolin Lyon

Budget Report- June 30 was the end of the financial year. Updated revenue to EOY Actual increase of \$3,593 to May 18 updated budget. Updated expenses to EOY Actual (Unrestricted). Decrease of \$23,952 compared to May 18 updated budget.

Enrollment Analysis- There is a waiting list in most grades. Leroy will do another round of advertising in social media about openings in 4th grade. He will make sure to say that we are a tuition free school. We would also like to increase the waiting lists for the elementary grades. Annie Norman shared about the Delaware Readiness teams, supported by RODEL, to enroll Kindergarten students. Carolin Lyon shared how the home districts do not register students quickly.

IX. Head of School Executive Report by Leroy Travers

Leroy Travers introduced Ms. Pabon as a potential board member. He discussed working on the Consolidated Application. Summer packets will be mailed to parents around August 1st. A Meet the teacher visit to classrooms and Back to School BBQ will be held from 5-7 pm on Aug.

22. CCS has been going through the annual audit. Shawn Beecher and crew have been cleaning the school this summer in preparation for the new school year. This is the last week for summer school. Administration has especially been happy with the new K/1 tutoring this summer. Most students in summer school are ready to move on to the next grade. The parents of students who teachers are concerned about will be called in for a conference.

Staffing updates:

1. Science- Brianna Reeves
2. 5th grade- Farrah Brown (Math and Science), Renata James (ELA, Social Studies)
3. Spanish- interviewing candidates
4. Special Educ. Coordinator- will interview candidates on August 1st
5. Paraprofessional- There are 5-6 vacancies
6. After school program- Several vacancies

X. Voting Items

There was a second reading of proposed changes to the field trip policy, student handbook, and faculty handbook. Revisions were sent out on July 11th.

Proposed additions to the current policies-

1. A family member of a student with multiple tardies and/or absences may be required to come in for a conference with Leroy and/or Heidi to sign an attendance contract
2. Parents must sign in student in office when tardy
3. A daily automated phone call to parent will be made when a child is absent
4. Students need to be 24 hour symptom free of diarrhea, vomiting and fever before returning to school
5. A sick student needs to be picked up immediately, so contact info on emergency cards must be current and include the number/phone number of a local person
6. Students are encouraged to wear a field trip shirt/blue shirt on trips
7. Chaperones need to be parents or legal guardians of a student unless otherwise approved by administration
8. Chaperones may not bring any other children on the trip
9. Chaperones will be required to show their license, which automatically screens them through child protective services

Motion to accept changes to student handbook as discussed was made by Annie Norman and seconded by Lisa Weiss.

Approved: 6/0

Motion to accept changes to field trip policy as discussed was made by Annie Norman and seconded by Sarah Zimmerman.

Approved: 6/0

Motion to accept changes to faculty handbook was made by Annie Norman and seconded by Lisa Weiss.

Approved: 6/0

XI. Information Items

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

July 27- Summer school ends

August 3- Charter School summit

Aug. 8-10- New teacher orientation

Aug. 20-23- Teacher Inservice

Aug. 22- 5-7 pm Meet the teacher and Back to School BBQ

Aug. 24- Building closed

Aug. 27- First student day

Aug. 27- Next board meeting

Leroy will send out a resume for Ms. Pabon and she will attend the next board meeting for a potential vote to become a board member.

Leroy will look at Chamber of Commerce for potential new board members

Annie Norman left the meeting at 6:57 pm

XII. Adjournment

Motion to Adjourn was made at 7:10 pm by Lisa Weis and seconded by Sarah Zimmerman.

Approved: 5/0

Next Board meeting will be at 5:30 pm on Monday, Aug. 27th.

Minutes recorded by Patti Sandy