

**Souderton Charter School Collaborative  
Board of Trustees Meeting Minutes  
7:00 p.m. – December 21, 2004**

**Board Members:**

Carina Urbach	President
Jeff Whiteley	Vice-President
Kim Buchanan	Secretary
Pattie Guttenplan	Treasurer
Joy Hunsberger	Trustee
Wendy McClanahan	Trustee
John Penny	Trustee

Pattie Guttenplan entered the meeting at 7:12 pm  
Wendy McClanahan exited the meeting at 8:00 pm.

**Other Persons in Attendance:**

Wendy D. Ormsby, MS SCSC Director of Organizational Development  
Jennifer Arevalo, SCSC Director of Education

Board called to order by President, C. Urbach at 7:10 pm.  
Roll called by K. Buchanan.

Reviewed November 16, 2004 minutes. **Motion:** C. Urbach motioned to accept minutes with said changes.  
W. McClanahan seconded motion. Motion passed unanimously.

**Public Comment-** None

**Leadership Report** – Presented at the meeting by J. Arevalo. Reviewed Leadership Report presented at the meeting.

**Financial Report** - Presented by W. Ormsby. **Motion:** K. Buchanan motioned to approve the BVA for December as is. J. Hunsberger seconded the motion. Motion passed unanimously.

**Finance Committee Report** – Presented by P. Guttenplan. The committee met December 17, 2004 and discussed the New Business finance items.

**Human Resources Committee Report** – Presented by K. Buchanan. A meeting was held December 16, 2004. The focus of the meeting was to review proposed feedback forms and performance versus objectives. The next scheduled meeting was to be announced.

**Fundraising & Outreach Committee Report** – presented by J. Hunsberger. A meeting was held on December 6, 2004 at Indian Valley Library and reviewed the upcoming events. Basket Bingo is scheduled for January 29, 2005. Next meeting is scheduled for January 3, 2005 at the Indian Valley Library at 6:30 pm.

**Properties Committee Report** – no report

**Old Business:**

Approve final audit findings as presented by Baum, Smith & Clemens - Presented by W. Ormsby  
**Motion:** C. Urbach motioned to approve the final audit findings as presented by Baum, Smith & Clemens. P.  
*SCSC Board of Trustees Meeting*  
*December 21, 2004*

Guttenplan seconded the motion. Motion passed unanimously.

Approve additional funding for tuition reimbursement for Jennifer Arevalo to complete coursework for principal certification – presented by W. Ormsby

**Motion:** J. Whiteley motioned to approve the funding for tuition reimbursement for Jennifer Arevalo to complete her principal certification for all costs over \$7500. K. Buchanan seconded the motion. Motion passed unanimously.

**New Business:**

Approve the designation of \$30,000 to the Unreserved Designated Fund - presented by W. Ormsby

**Motion:** C. Urbach motioned to approve the designation of \$30,000 to the Unreserved Designated Fund. P. Guttenplan seconded the motion. Motion passed unanimously.

Approve revised conceptualization of salary administration and professional development process - presented by Human Resource Committee

**Motion:** J. Whiteley motioned to approved revised conceptualization of salary administration and professional development process. J. Hunsberger seconded the motion. Motion passed unanimously.

Approve hiring of Nancy Smith-Bayley as Occupational Therapist at \$70/hour – presented by J. Arevalo

**Motion:** C. Urbach motioned to approve the hiring of Nancy Smith-Bayley as Occupational Therapist at a rate of \$70/hour. J. Whiteley seconded the motion. Motion passed unanimously.

Approve the distribution of December salaries prior to the end of the month – presented by W. Ormsby

**Motion:** C. Urbach motioned to approve the distribution of December salaries prior to December 23, 2004. P. Guttenplan seconded the motion. Motion passed unanimously.

**Adjournment: Motion:** C. Urbach motioned to adjourn meeting at 8:10 pm. K. Buchanan seconded the motion. Motion passed unanimously.

Respectively submitted by,

Approved by,

Wendy Ormsby  
DOD

Kimberly A. Buchanan  
Secretary