

**Souderton Charter School Collaborative
Board of Trustees Meeting Minutes
7:00 p.m. – July 19, 2005**

Board Members:

Carina Urbach	President
Jeff Whiteley	Vice-President
Pattie Guttenplan	Treasurer
Heather Calarco	Trustee
Kristin Davenport	Trustee
Lisa Kern	Trustee
Wendy McClanahan	Trustee

Absent:

Kim Buchanan
John Penny

Other Persons in Attendance:

Jennifer Arevalo, SCSC CAO/Director of Education

Board called to order by President, C. Urbach at 7:00 pm.
Roll called by C. Urbach.
Notes taken by W. McClanahan

Reviewed June 21, 2005 minutes. **Motion:** C. Urbach motioned to accept minutes with said changes. P. Guttenplan seconded motion. Motion passed unanimously.

J. Whiteley entered meeting at 7:07 pm.

Public Comment-None

Leadership Report-No formal report presented. J. Arevalo shared her experiences and reflections of the Aspiring Principal Program and her focus on leadership style, collaborative culture and school data. C. Urbach thanked Jennifer for completing the program and bettering the school. P. Guttenplan pointed out that by continuing on her own educational journey, Jennifer set a good example for the rest of the school community.

Financial Report-No report

Finance Committee Report- presented by P. Guttenplan. A meeting was held to discuss the process for the annual audit.

Human Resources Committee Report-No report

Fundraising and Outreach Committee Report-No report

Properties Committee Report-presented by J. Whiteley. Work is in progress for the teachers' lounge and the tile/carpet in the intermediate area is done.

Old Business:

P. Guttenplan presented information on the Kompan Galaxy line playground. She met with a representative in June and then again last week. It is all ADA accessible equipment. C. Urbach has

experience with this type of equipment and says it is high quality. Two schematics were presented as examples. Price ranges from 25-32K.

Jeannine Youngers, Middle School Math Teacher entered meeting at 7:21pm. C. Urbach moves ahead to items on agenda relating to J. Youngers.

New Business:

Approval of Jeannine Youngers' use of the school building from June 20, 2005-August 15, 2005 for summer camp at a rate of \$750 to cover electricity and use of space costs. Presented by J. Arevalo.

Motion: C. Urbach motioned to approve Jeannine Youngers' right to use the school from 6/20 thru 8/15/2005 for summer camp at a rate of \$750 to cover space and electricity. P. Guttenplan seconded the motion. Motion passed unanimously.

Approval of signing of contract with Apangea, an artificial intelligence math tutoring software, and payment of \$2500 for a one year contract. Presented by J. Arevalo and J. Youngers. This tutorial program can be used for both accelerated and low level students. J. Youngers expects the program to be used to both introduce a topic of study as well as provide reinforcement and individualized practice. The program can be programmed by teacher and focuses on problem solving in keeping with SCSC's approach to education. J. Arevalo has seen it used as a remedial tool. This is a customized package and will allow five students at a time to use the software.

Motion: J. Whiteley motioned to approve the signing of contract with Apangea, an artificial intelligence math tutoring software, and payment of \$2500. C. Urbach seconded the motion. Motion passed unanimously.

Old Business:

Updates from working groups:

Laws, Regulations, and other-No report

Board Development & Public Relations-presented by J. Whiteley. W. McClanahan, C. Urbach, K. Buchanan, and J. Whiteley met this week. Reviewed the board orientation manual. Discussed how to manage the manual from here on out. Discussed the development of a quarterly newsletter-type publication to be sent out to politicians and community leaders providing information about the school and highlighting program successes.

Institutionalization & Succession Planning-No report

New Business:

Approval of merit pay recommendations for faculty. Presented by J. Arevalo. J. Arevalo described the history and process.

Motion: P. Guttenplan motioned to approve the merit pay increases for teachers for the 2004-2005 school year as presented. J. Whiteley seconded the motion. Motion passed unanimously.

Approval of merit pay recommendations for school leadership tabled until after executive session.

Approval of payment of \$27,000 for new HVAC systems with total expenditure to be deducted from lease payments over the next 11 months. Presented by J. Whiteley.

Motion: C. Urbach motioned to approve payment of \$27,000 for a new HVAC system with total expenditures to be deducted from lease payments over the next 11 months. P. Guttenplan seconded the

motion. Motion passed unanimously.

Approval of Annual Report to be submitted to Pennsylvania Department of Education and local school districts. Presented by J. Arevalo.

Motion: K. Davenport motioned to approve the annual report to be submitted to PDE and local school districts. L. Kern seconded the motion. Motion passed unanimously with 1 abstention by W. McClanahan as she had not had an opportunity to read the report.

Confirm membership for all committees. Presented by C. Urbach.

J. Whiteley--property committee, liaison to fundraising committee, executive
L. Kern--finance committee, volunteerism
P. Guttenplan--executive, finance committee, property committee, HR committee
C. Urbach--executive, HR, grievance committee
W. McClanahan--fundraising committee
K. Buchanan--executive and HR committee
J. Penny--properties committee

Adjournment to executive session at 8:50 pm.

Motion: C. Urbach motioned to adjourn for a brief recess of 10 minutes to be followed by an executive session to discuss performance related issues. W. McClanahan seconded the motion. Motion passed unanimously.

Meeting called back into session at 9:02 pm.

Approval of merit pay recommendations for school leadership. Presented by C. Urbach.

Motion: C. Urbach motioned to approve \$1000 merit pay for W. Ormsby and \$1250 merit pay for J. Arevalo. P. Guttenplan seconded the motion. Motion passed unanimously.

Adjournment: Motion: C. Urbach motioned to adjourn meeting at 9:05 pm. J. Whiteley seconded the motion. Motion passed unanimously.

Respectively submitted by,

Approved by,

Carina Urbach
Board President

Wendy Ormsby
DOD