

**Souderton Charter School Collaborative  
Board of Trustees Meeting Minutes  
7:00 pm -19 August 2003**

**Board Members in Attendance:**

Carina Urbach	President
Joy Hunsberger	Trustee
Karen Keller	Trustee
John Penny	Trustee
Jeff Whitely	Trustee

**Board Members Absent:**

Pattie Guttenplan	Treasurer
Kim Buchanan	Secretary
Wendy McClanahan	Trustee
Lori Exley	Vice President

**Other Persons in Attendance:**

Wendy D. Ormsby, MS	SCSC Director of Organizational Development
Jennifer Arevalo, MEd.	SCSC CAO/DOE

Board called to order by President, C. Urbach, at 7:03 PM.  
Roll called by J. Hunsberger.

Reviewed 06/17/03 minutes. **Motion:** C. Urbach made motion to accept minutes with changes. J. Penny seconded motion. Motion passed unanimously.

Announcement by C. Urbach - An Executive Committee meeting was held on July 8, 2003 to approve the hiring of Keri Muller as the 1-2 teacher at \$32,000/year for the 2003-2004 school year.

Update on Annual Report presented by W. Ormsby - In order to comply with new federal annual report requirements, we have requested a filing extension until October.

**Financial Report** - Presented by W. Ormsby. **Motion:** J. Penny made motion to accept the BVA. K. Keller seconded motion. Motion passed unanimously.

**Finance Committee Report** - No report.

**Curriculum Committee Report** - No report.

**Human Resources Committee Report** - No report.

**Fundraising and Outreach Committee Report** -Presented by J. Hunsberger. The last meeting of this committee was held on Aug. 5th. A 2003-2004 school year calendar for fundraising is being finalized.

**Properties Committee Report** - Presented by J. Penny. Downstairs renovations for the school are ninety percent complete, and all painting is finished.

**Volunteerism Committee Report** - Presented by K. Keller. This committee met on July 8th and August 14th, 2003. The committee worked to develop PiE packets, volunteer surveys, new family orientation, and identified two coordinators for Work Days.

**Old Business:**

Recommendation to approve engagement letter for Baum, Smith and Clemens for annual audit. - W. Ormsby

**Motion:** C. Urbach made motion to authorize J. Arevalo to sign engagement letter with Baum, Smith and

Clemens, for payment of \$6,500 to complete annual audit IRS990 and AFR. J. Hunsberger seconded motion. Motion passed unanimously.

Recommendation to approve lease addendum presented by W. Ormsby - Tabled until September meeting.

Recommendation to accept copier contract with Sharp presented by W. Ormsby - **Motion:** C. Urbach made motion to accept new contract with Sharp for leasing of digital copier at \$169/month for 36 months, with service and supplies at .01 per copy, and end of lease \$1 buyout option. K. Keller seconded motion. Motion passed unanimously.

Recommendation to approve hiring of Lynn M. Prontnicki, BSN, RN as school nurse at \$25/hour for 4 hours a day, 5 days a week - W. Ormsby. **Motion:** J. Hunsberger made motion to approve the hiring of Lynn M. Prontnicki, BSN, RN as recommended. J. Whiteley seconded motion. Motion passed unanimously.

Recommendation to approve updates to student handbook - W. Ormsby. **Motion:** C. Urbach made motion to approve changes in Student Handbook. K. Keller seconded motion. Motion passed unanimously.

J. Arevalo presented cleaning contract with Dawn Mills for approval. **Motion:** C. Urbach made motion to approve cleaning contract with Dawn Mills at \$116/day, through October 21, 2003, with initial cleaning done by September 12, 2003, a progress report at September's board meeting, and a re-evaluation at October's board meeting. J. Hunsberger seconded motion. Motion passed unanimously.

**New Business:** None

**Public Comment:** None

**Adjournment: Motion:** C. Urbach made motion to adjourn meeting. J. Hunsberger seconded motion. Motion passed unanimously. Meeting adjourned at 7:58pm.

Respectively submitted by,

Approved by,

Jennifer Arevalo, MEd  
CAO

Kim Buchanan  
Secretary