

**Souderton Charter School Collaborative  
Board of Trustees Meeting Minutes  
7:00 pm – September 16, 2003**

**Board Members:**

Carina Urbach	President
Lori Exley	Vice President
Pattie Guttenplan	Treasurer
Kim Buchanan	Secretary
Joy Hunsberger	Trustee
Karen Keller	Trustee
Wendy McClanahan	Trustee
John Penny	Trustee
Jeff Whiteley	Trustee

**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: 06 PM.  
Roll called by K. Buchanan

Reviewed 08/19/03 minutes. **Motion:** C. Urbach made motion to accept minutes with changes. J. Whiteley seconded motion. Motion passed unanimously.

**Presentation of Audit Findings by Baum, Smith & Clemens (BSC):** Judy E. Smith and Greg Scheck presented the draft findings for the 2002-03 financial audit. Feedback- SCSC is in good financial shape. W. Ormsby has done a great job making it easy to do their job. The audit process was reviewed with the Board. The process includes the preparation and presentation of a tentative audit followed by the delivery of the final audit, concluding with the Board determining if additions are required to unreserved funds. The general rule is a fund balance that represent target 7-10% of revenue.

Suggestions made by BSC: 1. Develop a supply inventory system for higher end cost supplies. 2. Track of donated services (looking at what it really would have been the cost if we did not have donated services). – Discussion followed concerning what should be tracked and how cost estimates are made.

**Public Comment-** Mike Rocco asked for clarification regarding the amount of time it takes to conduct the audit & general questions. W. [Ormsby](#) responded to questions.

Deleted: Ormsby

**SCSC Volunteerism Committee wins Award** – K. Keller and C. Nixon received the Nicholas Cericola Memorial Award for their commitment and dedication to the success of SCSC Volunteerism. Their efforts have resulted in a 40% increase in parent participation at SCSC. There will be an awards presentation at the Family Involvement Conference in October.

**CAO Report** – J. Arevalo submitted a report for review, which highlights the music program, downstairs renovations, and math instruction. C. Urbach commented on her personal visit of a day at the school. It was well received. W. [Ormsby](#) commented that J. Arevalo has been serving as a model for teachers inside the classroom for more than 75% of the school day. Continued feedback is welcome.

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**Financial Report** – Presented by W. [Ormsby](#). **Motion:** C. Urbach made motion to accept the BVA. J. Hunsberger seconded the motion. Motion passed unanimously.

Deleted: Ormsby

**Finance Committee Report**– Presented by P. Guttenplan. Met today (9/16/03) at 2 pm. to review the BVA and audit findings.

**Curriculum Committee Report** – no report

**Human Resource Committee Report**- no report

**Fundraising & Outreach Committee Report**- Presented by J. Hunsberger- SCSC raised approximately \$11,000 last year through donations and fundraising events. 2003/2004 fundraising activities will focus on raising funds for the following four items:

- ? 12-passenger van (with customization)
- ? An Ellison Dye Cut machine
- ? 75 hard plastic classroom chairs
- ? A fund to support field work trips for low income students

The fall events will include the following: Walkathon, Book Sale, Hoagie Sale.  
The next meeting is scheduled for October 7.

**Properties Committee Report**- Presented by J. Penny. Discussion about the need for roof repairs that will be funded by landlord.

**Volunteerism Committee**- Presented by K. Keller. Met on Sept 11 and discussed the new family orientation.

**Old Business:**

**Approval for Lease addendum** for downstairs space – presented by W. Ormsby Motion- P. Guttenplan makes a motion to sign Lease Addendum as is. Seconded by L. Exley. Motion passes unanimously.

Deleted: Ormsby

L. Exley makes a motion to approve the application for Approval of the Charter School Lease Reimbursement Form. Second by P. Guttenplan. Motion passed unanimously.

Update on cleaning – Presented by J. Arevalo. No feedback yet received from the faculty. C. Urbach to investigate additional bids and will present this information in October.

**New Business :**

C. Urbach informed the board that contact information to follow soon.

**Adjournment: Motion:** C. Urbach made motion to adjourn meeting to executive session to discuss personnel matters. Seconded by P. Guttenplan. Motion passed unanimously. Meeting adjourned at 8:18pm.

Respectively submitted by,

Approved by,

Jennifer Arevalo, MEd  
CAO

Kimberly A. Buchanan  
Secretary