

**Souderton Charter School Collaborative
Board of Trustees Meeting Minutes
7:00 p.m. – November 18,2003**

Board Members:

Carina Urbach	President
Lori Exley	Vice President
Kim Buchanan	Secretary
Joy Hunsberger	Trustee
Wendy McClanahan	Trustee
John Penny	Trustee
Jeff Whiteley	Trustee

Absent:

Pattie Guttenplan	Treasurer
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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 7:10 PM.

Roll called by K. Buchanan

Karen Keller, Trustee, entered at 7:11 p.m.

Reviewed 10/21/03 minutes. **Motion:** L. Exley made motion to accept minutes with changes. J. Hunsberger seconded motion. Motion passed unanimously.

Public Comment- none

Leadership Report – Presented by J. Arevalo. Submitted a report for review (reference Attachment I).

Financial Report -Presented by W. Ormsby. **Motion:** C. Urbach made a motion to approve the BVA as it stands. L. Exley seconded the motion. Motion passed unanimously.

L. Exley reviewed funding requirements for Basket Bingo. It would be open to the public, and a place needs to be secured. K. Buchanan motioned to authorize the proposed spending \$1500 for the purposed funding requirements for Basket Bingo. C. Urbach seconded the motion. Motion passed unanimously.

Finance Committee Report- W. Ormsby presented the financial report and that \$100,000 will be in the unreserved funds. In addition, she presented that the 990 IRS forms have been sent out.

Curriculum Committee Report- no report

Human Resources Committee Report – presented by K. Buchanan. Reviewing the outstanding requirements for by-laws.

Fundraising & Outreach Committee Report- no report

Properties Committee Report- J. Penny presented that the roof repair is complete. In addition, some bricks will need to be re-pointed.

Volunteerism Committee Report- K. Keller presented that there was no official report, but volunteers continue to support the school.

Old Business:

Cleaning Contract: W. Ormsby presented. Reviewed cleaning contract proposals.

Motion: L. Exley motioned to authorize W. Ormsby or J. Arevalo to contract with Vanguard, starting December 1, 2003 on a monthly basis contingent on flexibility with collaborative sessions and requirement of child abuse clearances. In the interim, contract with Dawn Mills Cleaning will stand until Vanguard contract goes into effect. C. Urbach seconded the motion. Motion passed unanimously.

AFLAC Insurance Policy: W. Ormsby presented. Reviewed the pre-tax employee and post tax employees' information from AFLAC.

Motion: C. Urbach motioned to approve offering the employee sponsored insurance policy through AFLAC on a post tax basis. L. Exley seconded the motion. Motion passed unanimously.

Master Agreement: Agreement with Department of Education: Presented By W. Ormsby. C. Urbach motioned to approve C. Urbach, Board President and K. Buchanan, Board Secretary, to sign the Pennsylvania Department of Education 2003-2008 Master Agreement. L. Exley seconded the motion. Motion passed unanimously.

Hiring: W. Ormsby and J. Arevalo presented.

Motion: C. Urbach motioned to hire Lisa Rhoads, on as needed basis and not later than December 22, 2003, as a part-time Special Education Teacher to fill-in during Janis Rindone's maternity leave for approximately 12 hours per week at \$25/hour; and to hire Stephanie Sienkiewicz as a part-time Learning Support Services to fill-in during Janis Rindone's maternity leave for 7-10 hours per week at \$10/hour, and to hire Annie Reek as a part-time Learning Support Services to fill-in during Janis Rindone's maternity leave for approximately 12-15 hours per week at \$11 per hour. W. McClanahan seconded the motion. Motion passed unanimously.

Teacher Gifts:

C. Urbach moved to remove the discussion of Teacher Gifts off the agenda. L. Exley seconded the motion. Motion passed unanimously.

New Business:

Distribution of the interview summaries from local schools related high school programs for review

Adjournment: Motion: L. Exley motioned to adjourn meeting. K. Buchanan seconded the motion. Motion passed unanimously. Meeting adjourned at 8:45 p.m.

Respectively submitted by,

Approved by,

Jennifer Arevalo, MEd
CAO

Kimberly A. Buchanan
Secretary