

**CAMPUS COMMUNITY SCHOOL  
BOARD MEETING MINUTES**

June 24, 2019  
CCS Library ~ 5:30pm

**Minutes-**

CCS Board of Directors:

<b>Name</b>	<b>Present</b>	<b>Absent</b>
Harry Papaleo	x	
Lindsey Fitzgerald		x
Sarah Zimmerman		x
Annie Norman	x	
Sylvia Lopez		x
Jennifer Boland	x	
Laura Axtell		x
<b>CCS Staff :</b>	<b>Present</b>	<b>Absent</b>
Heidi Greene	x	
Carolin Lyon	x	

**Roll Call to Establish a Quorum- quorum was not established.**

**Pledge of Allegiance & Moment of Silence-** Led by Harry Papaleo

**Approval of Agenda-** rearranged based on need for vote on 2019-2020 budget

**Public Comment-**Wafa Hozien from DOE – Charter school office was in attendance and introduced herself.

**Approval of Minutes of Last Meeting** – will be approved on July 22

**Update by Jennifer Boland on Japanese exchange program-** Teachers and students left today for Japan. They will be returning Wednesday July 10.

**President’s Report –**

Mr. Papaleo is looking into refinancing bond with a different bank. Carolin will help with paper work for this inquiry.

**Finance Report (Moved to the end of the meeting)**

- a) Budget overview - (for current year we have spent 92.5% of budget with 92% of the year complete.)
- b) Enrollment – we currently have waiting list for all grade levels with a projection of 420-425 students attending in the coming year. We have 405 students currently registered for the coming school year.

- c) All in attendance approved proposed budget for the coming year based on enrollment and budget overview from May meeting.
- d) Annie Norman motioned to approve budget for fiscal year 2020 budget and Harry Papaleo 2<sup>nd</sup> the motion. All in attendance approved. Carolin then stated that the rest of the board would be e-mailed for full approval.
- e) The fiscal year 2020 budget has been approved by every Board member with seven yes votes. (3 in person at the 6/24/19 Board meeting and 4 via email) Completed on June 26, email confirmation sent by Carolin.

### **Head of School's Report**

- f) Student Handbook – 1<sup>st</sup> review (to be voted on in July)
- g) Staff Handbook - 1<sup>st</sup> review (to be voted on in July)
- h) Staff pay scale inquiry
- i) Hiring new staff

**Note highlighted areas are recommended changes by the board during the June meeting.**

Summary of Proposed Handbook Changes for 2019-20  
Presented by Heidi Greene

#### STUDENT HANDBOOK:

- **Update staff list**
- **Update Board member list**
- **Remove after-school program**
- **Attendance**
  - Excused absences – Add a note about required documentation of a contagious disease within the student's home
  - Add: "If a student is ill during school hours, the school nurse will decide if the child needs to go home, and will inform the parent. Students are NOT allowed to contact their parents and ask to go home. (change wording) If the proper procedure is not followed, the student's absence/early dismissal will be UNEXCUSED."
- **Transportation Rules**
  - Add: "Parents (add unauthorized personnel) should not go on to a bus without prior approval (this can be considered trespassing), and should never attempt to discipline other children."
  - Add a note that there will be assigned seats.
  - Add: "When a student is suspended from the bus, parents may be asked to report for a meeting with school officials before a student can resume school transportation."
- **Dress Code**
  - Remove wording about specific styles of pants that are not allowed.

- Add: "Clothing should not contain rips, tears, or excessive stains."
- Right now only white button down shirts are allowed. Include red and navy.
- Revise wording about field trip attire. Instead of needing a shirt with a CCS logo, just require a specific color. (Navy, K-5; Red, 6-8). Continue to sell the CCS logo shirts but not as a requirement.
- **Field Trips** – Add: "Refunds will not be issued without medical documentation and/or HOS approval."
- **Code of Conduct**
  - Include copy of school-wide expectations matrix
  - Update list of level one, two, and three behaviors. Add cell phone use and dress code infractions to level one. Add walking out of class to level two. Add possession of alcohol/drugs, possession of a deadly weapon to level three.
  - Add a section on lost or damaged school property: "In the event that a student loses or damages school property (library books, furniture, electronic equipment, etc), the parent will be notified and the student will be required to pay to repair/replace the item."
- **Include the school wide expectations matrix and school touchstone.**

#### STAFF HANDBOOK:

- Include new Parental Leave Policy (Board approved 3-25-19; effective 4-1-19)
- Include Delaware Sexual Harassment Notice (effective 1-1-19)
- Revise Tuition Reimbursement Policy, section d:

Current: For contracted employees, the employee must remain employed at CCS for four (4) months after completion of the course. For at-will employees, the employee must remain employed at CCS for twelve (12) months after completion of the course. CCS will deduct the full amount of the reimbursement from the employee's final paycheck(s) when an employee does not meet the employment requirements stated herein, except in the circumstances where any employee, at no fault of his/her own is laid off by CCS.

Revised: The employee must remain employed at CCS for twelve (12) months after completion of the course. CCS will deduct the full amount of the reimbursement from the employee's final paycheck(s) when an employee does not meet the employment requirements stated herein, except in the circumstances where CCS decides to terminate employment. (employment is terminated.)

- Include Delaware Sexual Harassment Notice from Delaware Department of Labor.

Recommended changes and full student and staff handbooks will be e-mailed prior to next board meeting and will be voted on for approval on the July 22 board meeting.

- Ms. Greene reported that the administration is currently looking at the current pay scale comparison to Capital school district. Not just a general study but of individuals based on years, education and other pay factors.
- We are currently in the interview process for Middle School ELA teacher, Science teacher and have contracted services with an in-person speech therapist for the coming school year.

### **Executive Session – No executive session**

#### **Information Items**

Summer School – June 17-July 26

July Meeting – Monday, July 22

August Meeting – Monday, August 19

**Adjournment-** Motion to adjourn the meeting made at 7:15 PM by Harry Papaleo and 2<sup>nd</sup> by Annie Norman.