

Montessori Regional Charter School  
Board of Trustees Meeting  
April 11, 2007

**Board Members Present:**

Laura Mott	Stephanie Taylor	Lees' Warren
Charlie Witchcoff	Mary Burrows	Mary Comierty
Marty Maly	Tracy Wilczynski	Richard O'Dell
	Alison Scarpitti	

Board members not in attendance: Rob Petro, Gerry Barron, Beth Iadeluca

Also in attendance: Anthony Pirrello, Torn Pendleton, Heidi Sheehan, Jill Duncan

**Call to Order:** Laura Mott, President, called the meeting to order at 6:05 by leading the Pledge of Allegiance.

**Public Comment:** None

**Committee Reports:**

**PTO Committee:**

No report, this committee reports quarterly.

**Policy Committee:**

No report.

**Finance Committee; Treasurer's Report:**

The report was presented by Heidi Sheehan in Beth Iadeluca's absence

- Our cash flow is currently in good shape
- The line of credit has paid back in full
- All outstanding bills have been paid/current with accounts receivable
- The check detail was reviewed without question
- Bills to be paid were presented, reviewed without question and signed
- @007-2008 school year budget will be presented at the May board meeting

**Motion to approve bills paid.**

**Moved by: Laura Mott**

**Seconded by: Marty Maly**

**Yes: 10**

**No: 0**

**Buildings and Grounds Committee:**

No report.

**Administrators /CEO Report;**

Presented by Anthony Pirrello (Principal/CEO)

- Current enrollment total; 163, three new students from Florida have enrolled
- A new kindergarten student play date (meet/greet) is scheduled for 4/17/07 @ 5:30; 36 families have been invited
- A modified Phase - In will begin in August
- PSSA testing is complete
- Reviewed website data/hits
  - A. Discussion regarding website updates
  - B. Suggestions include updating individual pages, adding current pictures, and adding enrollment information
  - C. Discussed the tardy policy availability on the website
  - D. Discussed using the web site to post job openings

### **Human Resources;**

Committee report presented by Anthony Pirrello (Principal/CEO)

- Presentation/Discussion of Administrative Organizational Flow Chart

**Motion to approve the Administrative Organizational Flow Chart as recommended by the HR committee.**

**Moved by: Stephanie Taylor**

**Seconded by: Leel Warren**

**Yes: 10**

**No: 0**

- Discussion regarding the addition of two new positions:
  - A. Student Services Coordinator
  - B. Curriculum Coordinator
- Discussed current and future needs for these positions, roles and responsibilities of these positions as well as the additional expense and if there are fluids in the budget, (an annual stipend of \$500.00 was suggested)
- Suggestion that these positions work hours be recorded and closely monitored and adjustments be made accordingly. Discussed method of recording time spent
- Discussed staffing issues, flexible schedules and other issues that would impact the day to day operation MRCS
- Presentation/review of Curriculum Coordinator job description

**Motion to approve the addition of a Curriculum Coordinator position with the proposed job description as recommended by the HR committee.**

**Moved by: Stephanie Taylor**

**Seconded by: Richard O'Dell**

**Yes: 10**

**No: 0**

- Discussion regarding a Comp Study. This study would look at local comparables for administrative staff/salary structure. Discussed who would do the study and what expectations the Board has regarding the presentation of findings. Discussed costs involved. Also discussed a timeline. Two recommendations were made:

A. Hire Ali Samuels (parent) to complete the study

B. Recommend spending up to \$250.00 for the study

**Motion to approve an HR Comp Study to be completed by an HR professional who would be paid a fee up to but not more than \$250.00.**

**Moved by: Stephanie Taylor**

**Seconded by: Marty Maly**

**Yes: 10**

**No: 0**

**Motion to accept the resignation of Maureen Schraven (TA) and approve the temporary hire of Nick Ross (TA) to fill the vacancy in the 9-12 classroom until the end of the 2006-2007 school year (6/07).**

**Moved by: Stephanie Taylor**

**Seconded by: Richard O'Dell**

**Yes: 10**

**No: 0**

**Enrollment Committee;**

This report was presented by Anthony Pirrello during the Administrators/CEO report

**New Business;**

- Distribution of cmTent MRCS Board members and their terms
- Discussed nominations/elections of new board members, potentially there would be 7 openings on the Board.
- The executive committee would review all nominees resumes
- Reminder to return the financial statement form; due by May

**Old Business:** None

**Motion to adjourn:**

**Moved by: Tracy Wilczynski**

**Seconded by: Leesi Warren**

**Yes: 10**

**No: 0**