

Approved

January 9, 2013  
The Compass School Council  
The Compass School  
537 Old North Road  
Kingston, RI  
AGENDA

**6 PM Call to order:** Elizabeth Allen, Council President, calls the meeting to order at 6:02 pm

**Members Present:** Elizabeth Allen (EA), Cyrus Beasley (CB), Dina Mandeville (DM), Drew Virbila (DV), Hilary Downes-Fortune (HF), Michelle Clifford (MC), Marisa Gallagher (MG)

**Members Absent:** Rick Rhodes (RR)

**Also present:** Diane Barzaghi, Lauren D'Ambra

**Also present:** Allen Zipke (AZ), Director, Kaleen Harrington (KH), Business Director

**Approval of minutes:**

Changes to the November 14<sup>th</sup> minutes:

- Change Hilary Downs-Fortune from being absent to present
- Include the treasurer report
- In the director's report edit the LEAP Grant to REAP Grant

**EA motions to approve the amended November 14<sup>th</sup> Council Minutes and the November Executive Session Minutes.**

Motion carries

**Committee Reports (Consent Agenda)**

**Co-op Report**

- There was no December meeting of the Co-op
- The Box Tops for Education has been coordinated and they are beginning to be tallied and entered
- Since there is Ski Club scheduled for January, there will be no other clubs/activities for this month
- The February Break ice skating gathering at URI has been successful and will be planned again.

**Treasurer Report:**

1. Bank Statements and financials in compliance with covenants.
2. School Audit completed, government reporting filed.
3. Michelle Clifford headed the start up of a new after school child care program. We hope the demand for this program will grow over time and prove to be not only beneficial to the children, but also additional funding for other student activities.

**Learning** – No report submitted

**EA motions to accept the committee reports.**

Motion carries

**Requests from community for agenda items and comments**

**Director's report (AZ)** - See Attached

Allen described the details of the staff meeting. A need for communication via intercom was discussed. Getting better locks for the building was also discussed.

We have received some transportation quotes from two different vendors. At the moment it is cost prohibitive. MG has a few recommendations for other transportation vendors.

AZ stated that we have used the church for testing and project shares. Council discussed a way to compensate them for allowing us to use their space.

A math tutor position has been posted on School Spring. It would amount to about four hours a week.

**DM motions to approve a math tutor position as to be determined by school administration and staff.**

**EA seconds.**

In favor: 5    Opposed: 1    Abstain: 1

Motion Carries

**School Calendar:** vote on amended calendar (all)

We would be amending the calendar to make the professional day on Monday 20<sup>th</sup> (The day after the Eco Fair) a regular school day.

**EA motions to approve the amended calendar.**

**HD seconds**

In favor: 7    Opposed: 0    Abstain: 0

Motion Carries

**Land Use Sub-committee:** Update on progress (CB)

1. No committee meetings during the month of December.
2. Continue to update our Compass School website with information and pictures in order to improve community awareness.

Site Report 12/9/13

1) Bids are in from all contractors on modified project item list

Two bids are under review.

2) Modified item list:

Approved

**COMPASS FARMHOUSE PROJECT  
Scope of Work**

1. All structural work specified by Firetower Engineering.
2. ADA requirements
  - a. Increase door widths
  - b. Entry ramp
  - c. Nurse's bathroom remodel (add bath fan vented outside)
3. Replace Boiler and surround with fire rated structure
4. Vapor barrier/concrete floor over dirt basement floors
5. Radon mitigation
6. Lead remediation:
  - a. Replace old windows in old porch area
  - b. Strip doors
  - c. Strip painted floor areas
  - d. Encapsulate everywhere else
7. Build required steps to bring all entryways to code
8. Bring Electrical system up to code
9. Vent kitchen hood properly
10. Remove asbestos heat shields from above boiler and fireplace area
11. Fire Alarm
12. Paint and plaster
  - a. Paint full interior
  - b. Patch or cover plaster where needed
  - c. Paint to seal or remove rotten timbers (air quality)
  - d. Refinish all floors

**EA motions to authorize the land use sub-committee to accept either of the two bids.**

**CB seconds**

In favor: 7    Opposed: 0    Abstain: 0

Motion Carries

**Business Manager Report:** Financial update. (KH)

KH plans to have a year to year spreadsheet that highlights the expenses and revenue from the Celebration of Local Foods.

The audit is complete. The audit had no substantial findings.

Council reviewed the budget.

**Policy:** Policy Development Guidance and Admissions Policy are discussed. (EA and MC)

**EA motions to include The Compass School Council Policy Development Guidance as an action item for the February 2013 council meeting.**

**HD seconds.**

In favor: 7    Opposed: 0    Abstain: 0

Motion Carries

Council discussed the Admissions Policy. We will ask our attorney for clarification on some of the wording in the policy. We will vote on the policy at the February council meeting.

Approved

**EA motions to include The Compass School Council Admissions Policy as an action item for the February 2013 council meeting.**

**MC seconds.**

In favor: 7    Opposed: 0    Abstain: 0

Motion Carries

**Requests from community for agenda items and comments**

**Announcements**

EA received a checklist of recommended records to be maintained in the personnel files and will work with KH to make sure we are still in compliance with these recommendations.

EA will attend a conference in February 5<sup>th</sup> at 8:00 am “Transitions for Non-Profits”

The Charter School Conference is on March 12<sup>th</sup> from 4:00-7:00pm.

Meeting adjourns at 7:54 pm