

**GREEN WOODS CHARTER SCHOOL  
BOARD OF TRUSTEES MEETING**

**January 2, 2003 7:00 PM  
Green Woods Charter School**

**REGULAR MEETING MINUTES #12**

**Board Members Present:**

Elizabeth Bailey, Marti Trudeau, Norman Kinback, Joe Walker, Gina Snyder, Tracy Kay and Dana Lotkowski

**Staff Members Present:**

John Sole, Donna Dougherty, Allison Hart, Annette Solarski

**Parents Present:**

Carol Spangenberg, Emilie Nichols, Diane Brumble

**Invited Guest:**

Theresa Lewis -King

Marti Trudeau, Vice President of the Board, called the meeting to order at 7:10 p.m.

Ms. Trudeau introduced Ms. Theresa Lewis-King to the GWCS Board. Ms. Lewis-King was invited to sit in on the meeting as a Board member nominee. Her nomination to the Board will be voted on at GWCS's next Regular Meeting scheduled for February 6, 2003.

Minutes from the December 15<sup>th</sup>, 2002 meeting were reviewed. It was noted that a correction to the minutes should read "12/15/2002 -1 Resolution that Ms. Bailey motioned to adopt and Ms. Snyder seconded". Ms. Snyder moved to approve the December 15<sup>th</sup>, 2002 minutes and Ms. Bailey seconded. All members in attendance unanimously approved the Minutes with the noted correction.

**1. Interim CAO Report**

Dr. DiBlasio reported on:

- Form PDE 4034 – state form for percentage of low income families was completed. The state provides funds based on this percentage.
- 501 (c)(3) additional information requested by the IRS was completed before the December 26<sup>th</sup>, 2002 deadline and the IRS received our documentation before the deadline.
- Lease Reimbursement Form 418 – form has been filled out using the state's formula for reimbursement of a portion of GWCS lease payments. This form needs to be voted on by the Board and signed by the secretary of the board.

**1/2/2003- 1 BE IT RESOLVED** that the Board approve of the Lease Reimbursement PDE Form 418 as completed to allow the state to reimburse a portion of GWCS's lease payments.

Ms. Snyder moved to adopt the resolution and Ms. Lotkowski seconded. The resolution was approved unanimously by all Board members present.

Dr. DiBlasio provided, for the Board's review, a Dissolution Statement to be added as an amendment to the GWCS bylaws. This statement is requested by the PA Department of Revenue to further GWCS's PA Tax Exemption Status. As per GWCS bylaws, the amendment to the bylaws to include this Dissolution Statement was reviewed at this meeting and needs to be voted on by a 2/3rds majority to amend the bylaws at a Special Board Meeting to be held 7 days from today.

The Board discussed that every attempt will be made to contact all Board members in order to vote on the amendment to the bylaws.

Dr. DiBlasio updated the Board on the ESL (English as Second Language). This needs to be developed and implemented to comply with PA state law. A language survey should be a part of GWCS's application process and kept as a permanent part of each child's record.

Ms. Bailey reviews the art prep teacher's schedule and projects outlined for each class. Ms. Cotter will provide each class one extended period of art instruction every other week.

**1/2/2003- 2 BE IT RESOLVED** that the Board approve the Art Prep Teacher contract not to exceed \$5,000.00.

Mr. Walker moved to adopt the resolution and Ms. Snyder seconded. The resolution was approved unanimously by all Board members present.

The Board discussed the CAO Position description to be approved by the Board.

**1/2/2003- 3 BE IT RESOLVED** that the Board approve the Draft #6 of the CAO Position Description as the final copy.

Ms. Bailey moved to accept the resolution and Mr. Kinback seconded. The resolution was approved by a majority of the Board members present. Yeas: Elizabeth Bailey, Marti Trudeau, Norman Kinback, Joe Walker, Tracy Kay, and Dana Lotkowski.; Abstained: Gina Snyder.

Dr. DiBlasio reported that there is a mandatory charter school meeting in Harrisburg, January 9 and 10, 2003. Dr. DiBlasio will go as GWCS's representative.

**1/2/2003- 4 BE IT RESOLVED** that the Board approve the expenditures for 2 people to attend the charter school meeting in Harrisburg on January 10 and 11, 2003 and have expenditures reimbursed.

Ms. Snyder moved to adopt the resolution and Mr. Walker seconded. The resolution was approved unanimously by all Board members present.

## **2. Personnel Committee Report**

Ms. Trudeau outlines the CAO search process and the duties of the Search Committee in response to the December 29, 2002 Search Committee meeting minutes (see attachments). Ms. Trudeau recommends that early applicants and those recommended by Foundations should be the only interviews scheduled.

The Search Committee and the Board discussed the search process and that Ms. Trudeau as Personnel Committee, chair, would be the liaison between GWCS and Foundations and she

will contact Mr. Kurtz from Foundations to establish timeframe for which Foundations will supply resumes for the Search Committee to review and also give their recommendation for candidates to interview. Interviews for those candidates, which were received by GWCS, will proceed as planned.

### **3. Facilities Report**

Mr. Sole reported on long term and short term facilities issues. Short term issues are major and pressing issues and may require the committee to plan for next year at a different site. The committee is looking into alternative sites.

Mr. Kay would like to state that Ed Kirkbride's "minutes", which were distributed to the Board, from the Facilities and SCEE Board representatives Dec. 19, 2002 meeting should be referred to as notes.

Parents from the volunteer survey will be identified and invited to become members of the Facilities Committee. Ed Kirkbride, former board member, will remain on the committee as an advisor. Ms. Bailey will also join the committee.

### **4. Miscellaneous**

#### **Enrollment**

Ms. Bailey has suggested that GWCS establish an Enrollment Committee to establish enrollment procedures for the 2003- 2004 school year. Ms. Solarski was suggested as a valuable member of this committee as she has had prior enrollment procedure experience. Dr. DiBlasio will offer advice in the enrollment process and states this process should happen in January as it is a 4-6 week process.

#### **Invitation**

Ms. Allison Hart, Kindergarten Teacher invited Board members to her classroom to read to her kindergarten students.

### **5. Adjournment**

Ms. Snyder moved to adjourn the meeting and Mr. Kay seconded. The meeting was adjourned at 9:45 pm.

#### **Attachments:**

Agenda  
501(c)(3) information  
Dissolution Statement – Draft  
CAO Job Description  
Personnel Committee Report  
Search Committee Minutes 12/29/02  
Facilities Committee Notes and letter from Ed Kirkbride about facilities  
Invitation letter to the Board from Teacher, Ms. Allison Hart

Respectfully Submitted,

Dana Lotkowski