

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

**February 6, 2003 7:00 pm
Green Woods Charter School**

REGULAR MEETING MINUTES #15

Board Members Present:

Elizabeth Bailey, Marti Trudeau, Gina Snyder, Joe Walker, Dana Lotkowski, and Norman Kinback
Tracy Kay (7:15 p.m.)

Board Member Nominee:

Theresa Lewis-King

Elizabeth Bailey, President of the Board, called the meeting to order at 7:06 p.m.

Ms. Bailey welcomed the Board and the audience to the meeting, presented the agenda, and gave the floor to Mr. Harold Kurtz, consultant from Foundations, Inc. for the Board swearing in ceremony. All Board members present stood and repeated the oath of office and were sworn in by Mr. Kurtz.

1. Election of Officers

Mr. Kurtz called for nominations for the office of President of the Board of Trustees. Mr. Walker nominated Elizabeth Bailey and Marti Trudeau seconded. Mr. Kurtz called for a motion to close nominations. Ms. Snyder motioned to close nominations.

The election of Elizabeth Bailey as President was approved unanimously by all Board members present.

Ms. Bailey called for nominations for the office of Vice President of the Board of Trustees. Ms. Snyder nominated Marti Trudeau and Mr. Kinback seconded. Ms. Bailey called for a motion to close nominations. Mr. Walker motioned to close nominations.

The election of Marti Trudeau as Vice President was approved unanimously by all Board members present.

Ms. Bailey called for nominations for the office of Secretary of the Board of Trustees. Ms. Trudeau nominated and Dana Lotkowski and Ms. Snyder seconded. Ms. Bailey called for a motion to close nominations. Mr. Kay motioned to close nominations.

The election of Dana Lotkowski as Secretary was approved unanimously by all Board members present.

Ms. Bailey called for nominations for the office of Treasurer of the Board of Trustees. Ms. Snyder nominated Norman Kinback and Ms. Trudeau seconded. Ms. Bailey called for a motion to close nominations. Mr. Kay motioned to close nominations. Ms. Lotkowski seconded.

The election of Norman Kinback as Treasurer was approved unanimously by all Board members present.

Meeting Minutes from the January 2, 2003 meeting were reviewed. Ms. Trudeau moved to approve the January 2, 2003 minutes and Mr. Kay seconded. All members in attendance unanimously approved the Minutes.

2. New Business

Mr. Kurtz explained that the GWCS Board needs to ratify every action that the Founding Board has taken to this point. All **Resolutions** items

- A. Ratification of all actions made, not specifically listed, by the Founding Board of the Green Woods Charter School.
- B. Adoption of Mission Statement
- C. Adoption of Meeting Schedule
- D. Resolution to Hire Staff
- E. Ratification of Lease Agreement
- F. Approval of Contract with Foundations for Professional Services
- G. Approval of School Calendar
- H. Approve resolution that the Green Woods Charter School is being registered with the Commonwealth of PA as a public, Non-Profit Corporation
- I. Designate Commerce Bank as the School Repository
- J. Approve the Resolution to adopt an Accounting Plan for the School that follows the Generally Accepted Accounting Principles (GAPP)
- K. Approve the Resolution for the CAO's Purchase Authorization with the Dual Signature

Ms. Snyder questions the ratification of the lease agreement for the full term as not all Board members have had an opportunity to review the lease agreement. Mr. Kurtz agreed that this item (E) should be ratified with modifications for the 2002-2003 school year only.

Deleted: as the terms of the lease need to be restructured

3/6/03 D.L.

Votes on the above resolutions were taken by roll call.

2/6/2003- 1 BE IT RESOLVED that the Board approve the Ratification of all actions made, not specifically listed, by the Founding Board of the Green Woods Charter School: Adoption of Mission Statement; Adoption of Meeting Schedule; Resolution to Hire Staff; Ratification of Lease Agreement (for the 2002-2003 school year only); Approval of Contract with Foundations for Professional Services; Approval of School Calendar; Approve resolution that the Green Woods Charter School is being registered with the Commonwealth of PA as a public; Non-Profit Corporation; Designate Commerce Bank as the School Repository; Approve the Resolution to adopt an Accounting Plan for the School that follows the Generally Accepted Accounting Principles (GAPP); Approve the Resolution for the CAO's Purchase Authorization with the Dual Signature.

The resolution was approved by a majority of the board members present.

Ms. Snyder	YES to all items
Mr. Kinback	YES to all items
Ms. Trudeau	YES to all items
Ms. Bailey	YES all items, except abstain from the Resolution to Hire Staff
Mr. Kay	YES all items, except abstain from the Ratification of Lease Agreement
Mr. Walker	YES to all items
Ms. Lotkowski	YES to all items

3. Board Member Nomination

Ms. Trudeau nominated Theresa Lewis-King as a member of the GWCS Board of Trustees and Ms. Lotkowski seconded. Ms. Bailey called for discussion. Ms. Trudeau motioned to close discussion.

The election of Theresa Lewis-King as a Board member was approved unanimously by all Board members present.

Ms. King and Mr. Kay take the oath of office and are sworn in by Mr. Kurtz.

4. Finance Committee Report

Ms. Snyder explains the current fiscal year's budget (attached) shows both actual and projected expenditure items. The 2002-2003 budget is balanced and shows a surplus balance. This budget is based on accurate projections and shows a healthy cash flow.

2/6/2003- 2 BE IT RESOLVED that the Board approve the Green Woods Charter School 2002-2003 budget.

Ms. Snyder motioned to adopt this budget as presented. Mr. Walker seconded. The resolution was approved by a majority of Board members present: YEAS: Gina Snyder, Norman Kinback, Elizabeth Bailey, Marti Trudeau, Joe Walker and Dana Lotkowski
ABSTENTIONS: Tracy Kay, Theresa Lewis-King.

2/6/2003- 3 BE IT RESOLVED that the Board approve the contract for FOUNDATIONS-Inc to provide technical assistance consulting services at a rate of \$750 per 8 hour consulting day up to a cap of \$10,000.

Mr. Kurtz explained the services that Foundations could provide, such as Governance Training and a support services for the CAO. This contract is approved for services on an as needed basis; GWCS is not under any obligation to fulfill this contract.

Ms. Trudeau motioned to adopt the resolution. Mr. Kay seconded. The resolution was approved unanimously by all Board members present.

5. Interim CAO Report

Dr. DiBlasio reported on:

- 501 (c)(3) Status: Additional information was requested by the IRS and the information was completed and submitted before the February 6, 2003 deadline.
- Start-up funds from the State have arrived. The entire balance was deposited into GWCS bank account.
- Lease Reimbursement PDE 418 and 419 forms were filed and GWCS is waiting for final approval for quarterly installments.
- Membership in the Coalition of Charter School Organization. Membership dues of \$1,000 were paid, as approved by the Board at an earlier meeting. As charter school coalition member the state will reimburse GWCS \$5,000.
- Enrollment issues for the upcoming school year were discussed.

- Terra-Nova test assessment scores have arrived and Dr. DiBlasio has reviewed them. The scores are very good and provide valuable baseline information. Dr. DiBlasio has met with Lead Teacher about the scores.
- Dr. DiBlasio informed the Board on the No Child Left Behind legislation.
- Dr. DiBlasio informed the Board on GWCS's eligibility for state grant money for tutoring students in grades 3 through 6 in Math, Reading and Language Arts through the Classroom Plus program.

6. Executive Session

The Board went into executive session at 8:10 pm to discuss personnel issues. The Board came out of executive session and the Board meeting resumed at 9:05 pm.

7. Open Session

Mr. Kurtz read the 7 resolutions on the Personnel Action items list for a Board vote.

2/6/2003- 4 BE IT RESOLVED that the Board of Trustees approve the hiring of John DiLello as CAO effective on or before March 1, 2003 at an annual salary of \$85,000. (This will be pro-rated for the balance of the 2002-2003 school year). All benefits provided as per the contract document.

Mr. Walker motioned to adopt the resolution. Ms. Trudeau seconded. The resolution was approved unanimously by all Board members present.

2/6/2003- 5 BE IT RESOLVED that the Board of Trustees approve the hiring of Krista Baker as a 6th grade teacher with a start date of January 30, 2003 through June 30, 2003 at the annual salary of \$31,500 pro-rated.

Ms. Snyder motioned to adopt the resolution. Ms. Trudeau seconded. The resolution was approved unanimously by all Board members present.

2/6/2003- 6 BE IT RESOLVED that the Board of Trustees approve the contract of Lead Teacher, Donna Dougherty Sole as a 10-month employee from September 1, 2002 through June 30, 2003 at an annual salary of \$55,000.

Ms. Snyder motioned to adopt the resolution. Ms. Lotkowski seconded. The resolution was approved by a majority of Board members present. YEAS: Gina Snyder, Norman Kinback, Joe Walker, Tracy Kay, Theresa Lewis-King, Marti Trudeau, and Dana Lotkowski
ABSTENTIONS: Elizabeth Bailey

2/6/2003- 7 BE IT RESOLVED that the Board of Trustees approve the contract of Secretary, Annette Solarski as a 10 month employee from September 1, 2002 through June 30, 2003 at an annual salary of \$30,000.

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

2/6/2003- 8 BE IT RESOLVED that the Board of Trustees approve the contract of Program Coordinator, John Sole as a 10 month employee from September 1, 2002 through to June 30, 2003 at 3.5 days per week at a salary of \$40,000.

Ms. Snyder motioned to adopt the resolution. Ms. Lotkowski seconded. The resolution was approved by a majority of Board members present. YEAS: Gina Snyder, Norman Kinback, Joe Walker, Tracy Kay, Theresa Lewis-King, Marti Trudeau, and Dana Lotkowski
ABSTENTIONS: Elizabeth Bailey

2/6/2003- 9 BE IT RESOLVED that the Board of Trustees approve a stipend of \$5,000 to cover work completed during the summer of 2002 completed by John Sole.

Ms. Snyder motioned to adopt the resolution. Ms. Trudeau seconded. The resolution was approved by a majority of Board members present. YEAS: Gina Snyder, Norman Kinback, Joe Walker, Tracy Kay, Theresa Lewis-King, Marti Trudeau, and Dana Lotkowski
ABSTENTIONS: Elizabeth Bailey

2/6/2003- 10 BE IT RESOLVED that the Board of Trustees approve the hiring of Stella Bredin as a part-time nurse at a rate of \$30 per hours/ 8 hours per week effective February 11, 2003 for the balance of the 2002-2003 school year.

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

8. Public Comment

Ms. Bailey asked the audience if there was any public comment. There being no public comment, the Board moved to adjourn.

9. Adjournment

Ms. Snyder motioned to adjourn the meeting and Ms. Trudeau seconded. The meeting was adjourned at 9:11 pm.

Attachments:
Agenda
Final 2002-2003 Budget

Respectfully Submitted,

Dana Lotkowski