

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

**February 12, 2004
Green Woods Charter School**

MEETING MINUTES #9

Board Members Present:

Elizabeth Bailey, President	Dana Lotkowski, Vice President
Carol Spangenberg, Secretary	Emilie Nichols, Treasurer
Janet Castellini	Edison Freire
Theresa Lewis-King	Glenn Vickers

Board Members Absent:

Tracy Kay

Staff Present:

John DiLello, CAO
Annette Solarski

Parents Present:

Kim Birkmire	Marylou Finch
Marie Kinback	Paul Lotkowski
Diane Whalen	

CALL TO ORDER

Elizabeth Bailey, President of the Board, called the meeting to order at 7:25 p.m. in the school auditorium.

WELCOME AND COMMENTS BY BOARD PRESIDENT

Ms. Bailey reminded the board of the plan for a follow-up meeting with Harold Kurtz. The Board decided on Thursday March 18th from 5 p.m to 8 p.m. Ms. Lotkowski will contact Mr. Kurtz to confirm the date and time.

Ms. Bailey announced that the Baldrige training needs to be held before the end of school in June. It is two 6-hour sessions. Ms. Bailey will confirm dates by e-mail with the Board.

Ms. Bailey announced that the April Board meeting would be cancelled since it falls on Holy Thursday.

As of June we will have 3 vacancies on the Board. Ms. Bailey reminded the Board that they could choose to serve another term. Also, Ms. Bailey also asked everyone to submit their suggestions to her. Ms. Castellini expressed her interest in returning to the board.

Ms. Bailey announced that the parents of Green Woods Charter School will be having a staff appreciation day on Friday March 19th, starting at 7 am. They will be serving breakfast and lunch and the Board is invited.

A discussion ensued regarding the committee reports and minutes of each committee. Ms. Spangenberg sent out a sample format, designed by Mr. DiLello, for Committee Reports, to each Board member. The format is made up of all the necessary information that needs to be reported legally. It was decided that each committee can decide if they want to use this format for their minutes and reports or use a different format for minutes. We will review at a later date. Ms. Bailey will check with Ken Roos for the correct reporting format for committees (including work sessions).

REVIEW AND APPROVE MEETING MINUTES FROM JANUARY 8, 2004

Mr. Freire moved to approve the minutes. Ms. Lotkowski seconded. Ms. Castellini corrected the use of the word "motions" to be replaced with the word "moved". All board members present approved the minutes.

EXECUTIVE COMMITTEE REPORT

The Executive Committee met on Wednesday February 4, 2004 in the Schuylkill Center Library. Present were Emilie Nichols, Carol Spangenberg, Dana Lotkowski, Elizabeth Bailey, John DiLello and Harold Kurtz (from Foundations). The meeting started at 10:30 a.m. and ended at 12:00 p.m. Subjects discussed were the hiring policies, employee benefits, and hiring a technology specialist. (See attached report) Ms. Bailey presented the following resolutions to the board for approval:

2/12/04 – 1 – BE IT RESOLVED that the Green Woods Charter School Board of Trustees approve the creation of the position of "Technical Services Specialist" and that it approve and adopt the associated job description for same.

2/12/04 – 2 – BE IT RESOLVED that the Green Woods Charter School Board of Trustees, upon recommendation of the CAO, approve a contract for John Kirk to fill the position of “Technical Services Specialist” at the rate of twenty – five dollars an hour, effective February 1 to June 30, 2004; contract not to exceed \$12,000.

2/12/04 – 3 - BE IT RESOLVED that the Green Woods Charter School Board of Trustees, upon first reading of policies 401 Creating a Position (teaching /professional), 402 Definition and Hiring of Professional Employees, 403 Employment contract (professional employee), 501 Creating a position (Classified employee), 502 Employment of Classified Employees, and 503 Employment Contracts and Resolutions (classified employee), adopt the aforementioned policies as operational, on a temporary basis, pending the close review and revision of these policies, pursuant to their final adoption at the March, 2004 meeting.

Ms. Nichols moved to approve the resolution. Ms. Castellini seconded.

There was no public comment.

All Board members present approved the resolution.

FINANCE COMMITTEE REPORT

Ms. Nichols reported that the Finance Committee met on February 9, 2004 at GWCS. The meeting started at 4:05 and ended at 6:00 p.m. Those attending were Janet Castellini, Vickie Clugston, John DiLello, Dan Flickinger, Harold Kurtz, Dana Lotkowski, Emilie Nichols and Ruth Taylor. (see attached report) Items discussed were District reduction in funding, transfer of accounting responsibilities to Anthony Repice, Title I update, the hiring of two new aides, setting up a 501 c (3), beginning the capital search, compensating teachers for extracurricular special projects, funding for Bladridge Training, a grant nomination from Recreational Equipment, Inc., financial services providers and retroactive reimbursement to employees who opted out of medical benefits.

2/12/04 – 4 – BE IT RESOLVED that the Green Woods Charter School Board of Trustees authorize the Finance Committee to identify a professional consultant to create a 501 (c) 3 for the purpose of setting up a foundation for fundraising. Fees for this service should not exceed \$2500.00.

Ms. Nichols moved to approve the resolution as read. Mr. Vickers seconded.

There was no public comment.

All Board Members present approved the motion.

2/12/04 – 5 – BE IT RESOLVED that the Green Woods Charter School Board of Trustees give the CAO the authority to participate in the Pennsylvania Department of Education's Lease Reimbursement Program for the 2003-2004 fiscal year.

Ms. Lotkowski moved to approve the resolution as read. Ms. Nichols seconded.

There was no public comment.

All board members present approved the motion.

FUNDRAISING COMMITTEE REPORT

Ms. Spangenberg reported that the Fundraising Committee separated into two sub-committees and held separate meetings. The Auction committee met on Monday Feb. 2, 2004 at Anita Quain's house. The meeting started at 7:00 p.m and ended at 8:45 p.m. Those attending were Carol Spangenberg, Anita Quain, Sue Mobly, Sue Spada, Wes Somerville, Annette Solarski, Ellen Gucciardi, Carolyn Manzo, Dana Lotkowski, and Nannette DiGiovanni. (See attached report) The plan is to hold an Auction in the fall that will be the main fundraiser for our school. Plans were made to scout out a place to hold the Auction. A date will depend on the availability of places.

The Bingo committee met on Tuesday Feb. 3, 2004 at Carol Spangenberg's house. The meeting started at 7:05 p.m. and ended at 8:30 p.m. Those attending were Kim Birkmire, Emilie Nichols, Annette Solarski, Elizabeth Bailey, Dana Lotkowski, Joan Carr, Joyce Clugston, Carol Spangenberg. (see attached report) Plans were made to have a Family Bingo night on Saturday April 17th. Ideas were discussed on how to proceed.

FACILITIES COMMITTEE REPORT

The Facilities Committee met on Tuesday February 10, 2004 at the School from 5:15 to 6:30 p.m.

They reviewed the proposed amended lease. John DiLello presented them to Ken Spang, one of our lawyers and it will be forwarded to the Schuylkill Center. Mr. Vickers will be contacting John Howard, Facilities Chairman of the SCEE to discuss several issues, which include the road conditions, possible new trailers, and other facility issues.

CURRICULUM COMMITTEE REPORT

Ms. Lewis-King reported that the Curriculum committee met two times since the January Board meeting. They met on January 13, 2004 from 5 p.m. to 6:30 p.m. In attendance were Donna Dougherty, Janet Castellini, John DiLello, John Sole, Mary Lou Finch, and Theresa Lewis-King, Chair. (see attached report)

The Committee also met on February 5, 2004 from 5:00 to 6:30 p.m. In attendance was John DiLello, Donna Dougherty, Janet Castellini, Mary Lou Finch, Mai Kahled, John Sole and Theresa Lewis-King, Chair. A working meeting is scheduled for Sunday February 8, 2004 at the Sole's house. (See attached report)

2/12/04 – 6– BE IT RESOLVED that the Green Woods Charter School Board of Trustees give the CAO the authority to purchase Full Option Science System (FOSS) Kits, a researched-based science curriculum for grades K-7. The purchase of these kits shall provide one kit per class K-7 at a purchase price not to exceed four thousand five hundred dollars.

2/12/04 – 7– BE IT RESOLVED that the Green Woods Charter School Board of trustees approve the purchase of theme-related, (reading) leveled literature, to support the themes of Diversity Change. This order will be placed with Amazon and shall not exceed twelve hundred dollars; 80% of this order paid for through Title I funds, 20% will be paid through operating funds.

2/12/04 – 8 – BE IT RESOLVED that the Green Woods Charter School Board of Trustees approve the purchase of theme-related, (reading) leveled literature, to support the themes of Diversity and Change. This order will be placed with National Geographic School publishing and shall not exceed fifteen hundred dollars; 80 % of this order for through Title I funds, 20 % will be paid through operating funds.

2/12/04 – 9– BE IT RESOLVED that the Green Woods Charter School Board of Trustees approve the purchase of theme-related (reading) leveled literature, to support the themes of Diversity and Change. This order will be placed with Scholastic Books and shall not exceed seven hundred dollars; 80% of this order paid for through Title I funds, 20 % will be paid through operating funds.

Ms. Lotkowski moved to approve resolutions 7 to 9. Mr. Freire seconded.

There was no public comment.

All board members present approved the motion.

CAO SCHOOL REPORT

Mr. DiLello reported that Mr. Troy resigned. He reported that we still need aides in the 1st and 2nd grades. Mr. DiLello announced that the downstairs space has been completed making a space for the Teachers lounge and 2 offices. There is still a need for storage cabinets.

2/12/04 –10- BE IT RESOLVED that the Green Woods Charter School Board of Trustees give the CAO authority to hire, on an interim basis, one additional classroom aide to support the acquisition of basic skills in the primary grades. Ninety percent of this position to be funded by Title 1, and 10% by general operating funds; the position will be effective 2/17/04, or sometime after, through 6/30/04. The job candidate being recommended by the CAO will be approved by the Executive committee and will then begin working on an interim basis, pending the approval of the entire Board at the following Board meeting.

2/12/04 – 11- BE IT RESOLVED that the Green Woods Charter School Board of Trustees give the CAO the authority to hire, on an interim basis, a classroom/lunchroom aide to replace the vacancy created by the resignation of Troy Layne. Be it further resolved that this position will be expanded from four hours to 7 hours a day. Ninety percent of this position will be funded by Title 1 and 10 % by general operation funds; position will be effective 2/17/04, or sometime thereafter, through 6/30/04. The job candidate being recommended by the CAO will be approved by the Executive committee and will begin working on an interim basis, pending the approval of the entire Board at the following Board meeting.

2/12/04 –12- BE IT RESOLVED that Green Woods Charter School Board of Trustees give the CAO approval to spend up to \$2000 for the purpose of purchasing storage cabinets for educational materials.

Ms. Lewis-King motioned to approve resolutions 10 to 12. Ms. Spangenberg seconded.

There was no public comment.

All board members present approved the motion.

PUBLIC COMMENT/BOARD COMMENT

Ms. Mary Lou Finch, parent of 1st grader, said that her daughter doesn't have enough time to eat lunch. Mr. DiLello will investigate it. She also asked if it would be possible to have a uniform swap? Mr. DiLello, Annette Solarski and Mary Lou Finch will coordinate it.

Mr. Freire moved to adjourn the meeting. Ms. Castellini seconded. The meeting was adjourned at 8:47 p.m.

The next Board meeting will be held on Thursday March 11, 2004 at 7 p.m.

Respectfully submitted,



Carol Spangenberg
Secretary

Attachments:

Executive Committee Report
Finance Committee Report
Curriculum Report
Fundraising Committee Report
Facilities Committee Report
Policy Drafts – 401, 402, 403, 501, 502, 503
FOSS kits information sheets
Amended lease agreement
Technical Services Specialist Job description
General Fund Budget Format