

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

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

REGULAR MEETING MINUTES #16

Board Members Present:

Elizabeth Bailey, Marti Trudeau, Dana Lotkowski, Gina Snyder, Norman Kinback, Tracy Kay, Theresa Lewis-King, and Joe Walker (7:40 p.m.)

Staff Present:

Annette Solarski, Donna Dougherty, Dr. R. DiBlassio, Interim CAO

Parents Present:

Carol Spangenburg, Emilie Nichols

Elizabeth Bailey, President of the Board, called the meeting to order at 7:10 p.m.

Minutes from the February 6th, 2003 meeting were reviewed. Ms. Trudeau motioned to approve the minutes and Mr. Kay seconded. All members in attendance unanimously approved the minutes with corrections: **Correction noted 4/3/03 - Statement by Ms. Snyder from the 2/6/03 Minutes to read "...for the full term as not all Board members have had an opportunity to review the lease agreement." instead of "..as the terms of this lease need to be restructured..".** D.L. 4/3/03

1. New Business

Establishment of Nominations Committee:

Ms. Trudeau reviews the establishment of the Nominations Committee to bring forward a slate of candidates in preparation for GWCS's Annual Meeting to be held at the end of May. Committee members are Elizabeth Bailey, Annette Solarski, Gina Snyder, Martha Valchiukas, and Marti Trudeau. All Board members are asked to provide names of potential candidates for consideration.

3/6/2003- 1 BE IT RESOLVED that the Board approve the establishment of the Nominations Committee.

Mr. Kay motioned to approve the resolution and Mr. Kinback seconded. The resolution was approved by a majority of Board members present.

Establishment of By-laws Review Committee:

Ms. Lotkowski discussed with the Board the need to review and amend the existing GWCS by-laws. Establishing a By-laws Review Committee was suggested and also requested that all Board members review the by-laws and offer any changes. These will be reviewed by the committee and presented to the consultant the Board hires to help in this process. This

process is to start now with a vote to amend the by-laws likely take place by September 2003.

Ms. Lotkowski asked the Board to review the proposal from the Wisler-Pearlstine Law Firm as a possible consultant. The Board suggested that the committee contact a few organizations for comparison.

Committee members include Ms. Lotkowski and Ms. Snyder, with help from Ms. Trudeau and Ms. Bailey.

Volunteer Hours Recording/Recognition:

Ms. Lewis-King spoke about documentation of volunteer hours and recognition. Accounting for these volunteer hours can help GWCS identify actual hours of service that would otherwise be paid through the budget. Also, it is a way for GWCS recognize and value those who spend their time in service to GWCS. A rewards program – gift certificates -can be established to recognize volunteers. Also, volunteer hours can be reflected as in-kind donations when writing grants.

Ms. Lewis-King volunteered to work on this volunteer service recognition/recording effort.

Accountant:

Finance Committee will meet with Mr. DiLello about securing a new accountant or bookkeeper.

3/6/2003- 2 BE IT RESOLVED That the Board authorizes the Finance Committee to work with the CAO to secure the services of a bookkeeper/accountant within the budget.

Mr. Kay motioned to approve the resolution and Ms. Trudeau seconded. The resolution was approved by a majority of Board members present.

2. Old Business

Ms. Trudeau requests that we return the phrase "...administrative, or supervisory experience at the elementary level." to the CAO position description.

3/6/2003- 3 BE IT RESOLVED That the Board approve the addition - **administrative, or supervisory experience at the elementary level** - to the CAO position description Experience section to now read **Experience: A minimum of five years of certificated experience in public or private schools is required, and preference will be given for additional elementary school teaching experience, administrative, or supervisory experience at the elementary level.**

Ms. Snyder motioned to approve the resolution and Mr. Kay seconded. The resolution was approved by a majority of Board members present.

3. Personnel Items

Dr. DiBlassio requests approval by the Board to hire Ms. Gardner as a Title 1 Reading Specialist to be funded by Title 1 funds. The Board reviews the Title 1 budget.

3/6/2003- 4 BE IT RESOLVED That the Board of Trustees approve the hiring of Terri Gardner as a Title 1 Reading Specialist with a start date on or before March 18th, 2003 thru the conclusion of the 2002- 2003 school year at the rate of \$15.00 per hour for 4 hours per day, 5 days a week; total salary not to exceed \$4,000.00 for the 2002 -2003 school year.

Ms. Snyder motioned to approve the resolution and Ms. Trudeau seconded. The resolution was approved by a majority of Board members present.

4. Interim CAO Report:

- Title 1 Review -- narratives and e-grant forms have been submitted.
- School Violence Prevention & Response Plan – Dr. DiBlassio reviewed these policies with the board. This should be an agenda item for next board meeting for a board vote and once adopted, implement a staff development. Dr. DiBlassio suggested that the Board look at the school evacuation plan and bring a policy to the next meeting for Board approval. The Board discussed the current fire drill procedures and ways to improve the procedure.
- PDE 2104 Form – Form was completed and filed with the PDE.
- Revised Employee Contract – Dr. DiBlassio asked the Board to review the revised contract which may or may not be adopted by the board.

Dr. DiBlassio thanks the Board, staff and parents for allowing him to work along with the GWCS community and with that he hands over the keys to the Weil House to the Board President, Ms. Bailey. The Board thanks Dr. DiBlassio for his invaluable service to Green Woods.

Mr. Kay proposes that the Chair write a letter of thanks to Foundations for all the work that Dr. DiBlassio has done for the school.

5. Facilities Committee Report:

Mr. Kinback, Facilities Chair, proposed that the Board attend a Facilities Committee work session to present information and discuss facilities issues. All Board members have a copy of the lease and are advised to look at the lease before attending the meeting. The Board agreed to meet on Saturday, March 22nd at 3:00 pm for further facilities discussions with a follow-up meeting scheduled for Thursday, March 27th. Enrollment number needs to be discussed before the April 15th Lottery as it relates to the issue of facilities.

Mr. Kay advises the Board that the building has not been re-alarmed a few times in the past few months and advises that GWCS personnel must be present with after-hours visitors to the building to lock and alarm the building. If the alarm is tripped after GWCS personnel have entered the building, ProTech Alarm Company should be called immediately.

6. Enrollment Committee Report:

Ms. Bailey updated the Board on the 2 enrollment meetings. The Board reviewed the enrollment packets prepared for those meetings. Approximately 140 applications were

handed out and approximately 40 spots are available. Applications are required to be returned by March 25th and the lottery will be on April 15th.

The Enrollment Committee has discussed a policy for enrollment and will present this written policy for the Board to review at the March 22nd meeting and adoption of the policy at next April's meeting.

7. Public Comment

Ms. Bailey asked the audience if there was any public comment. Mrs. Emilie Nichols spoke about the lunch monitors and asked if there are plans to create paid positions for the lunch monitors next year.

The Board recognizes and appreciates the parent group who organized the Staff Appreciation Day. Thank you.

8. Adjournment

Ms. Snyder motioned to adjourn the meeting and Ms. Trudeau seconded. The meeting was adjourned at 8:55 pm.

Attachments:

Agenda

School Violence Prevention and Response Plan

Revised Contract

Title 1 Budget

Lease Agreement

Enrollment Packet

Respectfully Submitted,

Dana Lotkowski