

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

April 3, 2003 7:00 pm  
Green Woods Charter School

**REGULAR MEETING MINUTES #17**

**Board Members Present:**

Elizabeth Bailey, Marti Trudeau, Dana Lotkowski, Gina Snyder, Norman Kinback,  
Theresa Lewis-King (7:20 p.m.)

**Board Members Absent:**

Tracy Kay

**Staff Present:**

J. DiLello, CAO, A. Solarski, D. Dougherty, R. Taylor, A. Hart

**Parents Present:**

C. Spangenburg, E. Nichols, N. DiGiovanni, J. Deswert

Elizabeth Bailey, President of the Board, called the meeting to order at 7:10 p.m. Ms. Bailey introduced and welcomed Mr. DiLello to the first of many GWCS Board of Trustees meetings.

Minutes from the March 6<sup>th</sup>, 2003 meeting were reviewed. Ms. Trudeau motioned to approve the minutes and Ms. Snyder seconded. All members in attendance unanimously approved the minutes with corrections. **Corrections: Addition of Theresa Lewis-King's name to "Board Members Present". Statement by Ms. Snyder from the 2/6/03 Minutes to read "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" instead of "Ms. Snyder questions the ratification of the lease agreement as the terms of this lease need to be restructured."** D.L. 4/3/03

The Board discussed that any corrections to the minutes should be amended within the subsequent minutes in order to keep track of corrections.

**1. CAO Report:**

Mr. DiLello addressed the Board.

- New school psychologist hired, Dr. Fernando Cavello as a consultant for special ed. to help GWCS provide services for students and also to streamline the process in order to provide these services. Also, Dr. Fran Newburg was hired as a consultant to provide consulting on special ed. concerns
- Title 1 application was submitted along with the rider information and Mr. DiLello will follow up within the next few weeks. GWCS will expect a visit from Mr. Arnold Lindley, from the Title 1 office, around September.
- State Charter School office monitor team visited and offered valuable information in order for GWCS to fulfill its charter and comply with the state's requirements.
- Crisis Plan is still in draft form and will be ready for approval soon. The Shelter in Place Plan has been created with practice with the students to take place within the next 2 weeks. The Fire Drill plan has been implemented and GWCS is recording the information.

Ms. Snyder discussed the need for an Incident Report form. GWCS and SCEE have been in discussion to coordinate evacuation plans and Mr. DiLello will follow up with SCEE.

- Technology plan is in development for next year with parts of the plan being implemented now. GWCS has moved its website to a new server, with the help of Mr. Kirk, and soon will be able to access more content pages and email accounts for teachers, staff, and board members. Mr. Kirk will provide these services at no cost to GWCS for 6 months.
- Due to power outages, no heat in the building and snow, GWCS has had to close school, thus extending the school calendar. Plans to recapture days will require making up time by making April 17<sup>th</sup>, originally a day off, a half-day and adding 3 days to the end of school – originally June 13<sup>th</sup> to June 18<sup>th</sup>. GWCS needs to coordinate with SCEE as they will be starting their summer program. The Board will vote on the school calendar at May's meeting.
- First grade teacher, Ms. Heather Smith, has delivered her baby – congratulations to Heather and John. Mr. DiLello has posted advertisements, via the internet, for a replacement teacher for this school year and one applicant from that advertisement has been subbing in the first grade and is working well with the students. Mr. DiLello recommends that we hire her as a long term sub at the per diem rate for the duration of the 2002-2003 school year.

Ms Trudeau motioned to approve the CAO report and Ms. Snyder seconded. All members in attendance unanimously approved the minutes with corrections.

## 2. Old Business:

### **Volunteer Hours Recording/Recognition:**

Ms. Lewis-King presents the Board with a sample Volunteer information form for the board to review. This includes volunteer application and a sheet to record volunteer hours. Ms. King asked the Board to review and offer any suggestions.

Ms. Snyder suggests that the form should reflect a sign off that the volunteer is in possession of a criminal background check and abuse clearance document as required.

### **Wisler-Pearlstine Contract:**

Ms. Lotkowski reviewed with the Board the hiring of the Wisler-Pearlstine Law firm to help GWCS with the revision the by-laws.

Ms Lotkowski motioned to approve the resolution to hire the Wisler-Pearlstine for consulting services and Ms. Trudeau seconded. The Board discussed modifying the resolution to define how GWCS will use the services of the law firm in order to avoid overlap with other contracts and agreements for professional services already existing and also to add a financial limit for these services.

Mr. DiLello will review the budget as it relates to how much has been spent to date on legal services and make a recommendation to the board if more is required.

**4/3/2003- 1 BE IT RESOLVED** That the Board of Trustees enter into a contract with the law firm of Wistler-Pearlstine to provide consulting services for modifications to the by-laws and Board related issues in an amount not to exceed \$3,000.00 dollars.

**4/3/2003- 2 BE IT RESOLVED** That the Board of Trustees enter into an agreement for legal services to provide legal services for matters pertaining to legal issues, special education issues or other areas requiring a high level of expertise in an amount not exceed \$3,000.00 and subject to approval of the Executive Committee.

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

**3. Facilities Committee Report:**

Mr. DiLello asked the Board to review and discuss the resolution to provide supplementary cleaning services to meet a school level standard of cleanliness. GWCS needs supplementary services to thoroughly clean in order to maintain the level of cleanliness required for a school.

Ms. Bailey notes that the amount in the resolution for supplementary cleaning services is already a line item under Maintenance and Repair in the budget. The Board discussed that GWCS should provide the supplementary cleaning services now, but when the lease is renegotiated, make SCEE aware that GWCS will expect and make explicit GWCS's standard of cleanliness to be better for the following years.

**4/3/2003- 3 BE IT RESOLVED** That the Board of Trustees enter into an agreement with Mr. Bruce Izzi to provide special cleaning services at the rate of \$15.00 per hour, not to exceed \$3,000.00, for the period from April 7, 2002 through June 27th, 2003. Mr. Izzi will provide an invoice weekly to Green Woods Charter School.

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

Mr. DiLello updated the Board on ongoing discussions and important agreements with Mr. Kay of SCEE about the facilities. The need for repurposing space, adding space, and bringing in modulars to make appropriate class and office spaces is seriously being looked into with an aggressive schedule to be implemented. A joint SCEE/GWCS strategic planning consultant should be looked into. The Board arranges for a full facilities committee meeting for April 10<sup>th</sup> at 7pm.

**4. Enrollment Committee Report:**

Ms. Bailey updated the Board on the applications and lottery policy. More than 100 applications were received and the lottery will be held on April 15<sup>th</sup>.

The Board discussed the lottery procedure and Admission Policy. It was discussed that this policy should be a special procedure for this year (see attached). Notification letters, by regular mail, will be sent to parents on or about the 26th of April. The Confirmation of Acceptance form is to be signed and returned within 2 weeks to GWCS. If GWCS is not in receipt of this letter within 10 days of GWCS's mailing, then follow up phone calls will be made. Details about all other documents required to be submitted by parents in order to register their children will be determined by the Enrollment Committee.

**4/3/2003- 4 BE IT RESOLVED** That the Board of Trustees approve the Admission Policy for 2003 – 2004 school year.

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

**5. Nominations Committee:**

Ms. Trudeau reviewed the current slate of nominees for the 2003/2004 Board of Trustees (see attached list). She also stated that there will be a full slate of candidates (community members) for the Board to vote on at the next Board meeting, May 1st.

**6. Executive Session:**

The Board went into executive session to discuss personnel issues at 9:20 pm and returned at 9:40pm to vote on 2 resolutions discussed in Executive Session.

**4/3/2003- 5 BE IT RESOLVED** That the Board of Trustees approve the hiring of a primary classroom aid at a rate of \$15.00 per hour through the end of the 2002-2003 school year.

**4/3/2003- 6 BE IT RESOLVED** That the Board of Trustees approve the extension of Mrs. Ruth Taylor's service by 1 hour through the end of the 2002-2003 school year.

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

**7. Public Comment:**

Ms. Bailey asked the audience if there was any public comment. Annette Solarski commented that Mr. DiLello, CAO has been a "breath of fresh air" for GWCS and thanked him for joining GWCS.

Mrs. Deswert asked if the Philadelphia School District is committed in supporting GWCS. Mr. DiLello explained that technically they are our management overseer, but they can't secure or guarantee our success - we do.

**8. Adjournment**

Ms. Snyder motioned to adjourn the meeting and Ms. Trudeau seconded. The meeting was adjourned at 9:50 pm.

Respectfully Submitted,

Dana Lotkowski

Attachments:

Agenda

Sample Volunteer application/hours recording information form

Nominations Committee report - proposed slate

Admissions Policy – school year 2003-2004