

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

**May 13, 2004  
Green Woods Charter School**

**MEETING MINUTES #11**

**Board Members Present:**

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

**Staff Present:**

John DiLello, CAO	Krista Baker	Donna Dougherty
Allison Hart	Monica McCasland	Ruth Taylor

**Parents Present:**

Kim Birkmire	Joyce Clugston	Ro Gleason
Elena Harris	Ghasson Khaled	Ericka Wallace

**Guests present:**

Harold Kurtz, Synergy Educational Consultants

**CALL TO ORDER**

John DiLello, CAO, called the meeting to order at 7:17 p.m. in the school auditorium. John DiLello announced that he will be resigning as CAO of Green Woods Charter School, leaving at the end of the 2003/2004 school year.

Ms. Bailey, President of the Board, announced that she is in the process of forming a CAO Search team. Glenn Vickers and Janet Castellini will be representing the Board on the CAO Search committee. Ms. Bailey has contacted teachers and parents to also serve. She will keep everyone posted.

Ms. Bailey also announced that she is forming a teacher search committee. Theresa Lewis-King will represent the Board on the committee. Harold Kurtz has also agreed to be part of the committee. Faculty and staff have also been contacted.

Ms. Bailey also announced that the board held work sessions on Thursday April 29, 2004 and Thursday May 6, 2004.

Mrs. Bailey announced that there will be an Executive Session held this evening.

### **REVIEW AND APPROVE MEETING MINUTES FROM APRIL 22, 2004**

Ms. Lotkowski moved to approve the minutes. Ms. Nichols seconded.

Ms. McCasland asked that the minutes reflect that she was speaking on behalf of all the teachers. (Page 4, first paragraph) The minutes were approved as amended.

### **EXECUTIVE COMMITTEE REPORT**

The Executive Committee met on May 3, 2004. The meeting started at 10:00 a.m. and ended at 12:00 p.m. In attendance were Carol Spangenberg, Elizabeth Bailey, Dana Lotkowski and Harold Kurtz. Personnel issues were discussed.

### **FINANCE COMMITTEE REPORT**

Ms. Nichols reported that the Finance Committee met on May 3, 2004. The meeting started at 4:00 p.m.. Work will continue throughout the month in preparation of the budget meeting on June, 8, 2004. The meeting was adjourned at 5:30 p.m. (see attached report)

### **FUNDRAISING COMMITTEE REPORT**

Ms. Spangenberg reported that the Fundraising committee met on April 26, 2004. The meeting focused on the Auction, which is scheduled for November 5, 2004. Sub-committees are forming. (See attached report)

### **FACILITIES COMMITTEE REPORT**

Mr. Vickers reported that the Facilities Committee met on March 4, 2004 from 5:15 p.m. to 7:00 p.m. (See attached report)

### **CURRICULUM COMMITTEE REPORT**

Ms. Castellini reported that the Curriculum Committee met on May 6, 2004 from 5:00 p.m. to 6:30 p.m. (See attached report)

Mr. DiLello stated that one of the things Charter Schools do when they start up is state that they will be an Act 48 provider. We are not an accredited Act 48 provider yet due to some paperwork. Once we're an accredited Act 48 provider, the CAO is the person who assigns, teachers give in proposals and we approve or don't approve and it is put up on the website. The professional development that we do ourselves is written up and put in the files and teachers will get credit. The teachers have put in over 28 hours this year they will be able to get credit for all those ours since it is retroactive.

## **EXECUTIVE SESSION**

The Board went into Executive Session at 7:50 p.m. to discuss Personnel issues. They returned at 8:30 p.m.

## **CAO REPORT**

Mr. DiLello congratulated the 6 and 7<sup>th</sup> grades on their project building 4 boats.

Mr. DiLello announced that teacher Heather Smith will not be returning next year. He thanked her for her service to Green Woods Charter School.

Mr. DiLello announced that Carolyn Manzo resigned as lunchroom aide. He thanked Carolyn for her service to the school - she went beyond the call of duty many times.

Marie Seltzer is returning on a limited basis, filling the role as lunchroom aide, hopefully returning full time next year as classroom aide.

## **RESOLUTIONS**

**5/13/04 - 1 - BE IT RESOLVED** that the Board of Trustees authorize the transfer of funds from the General Fund to the Student Activity Fund for the purpose of funding school start up needs (uniforms, up-front costs for fundraising activities, etc.), in an amount not to exceed \$12,000. Funds are to be paid back to the General Fund within the 2004-2005 fiscal year.

**5/13/04 - 2 - BE IT RESOLVED** that the Board of Trustees authorize the acceptance of the engagement letter submitted by Larson Allen for the purpose of completing and submitting the annual audit for the fiscal year ending 6/30/04; contract shall not exceed \$9,500.

**5/13/04 - 3 - BE IT RESOLVED** that the Board of Trustees offer Krista Baker a teaching contract for the 2004-2005 school year; salary, position and other terms of this contract shall be determined at a later date.

**5/13/04 - 4 - BE IT RESOLVED** that the Board of Trustees offer Donna Dougherty a teaching contract for the 2004-2005 school year; final approval of this contract will be subject to acceptance by Ms. Dougherty of the conditions defined by the Board of Trustees on 5/6/04. Salary, position and other terms of this contract shall be determined at a later date.

**5/13/04 - 5 - BE IT RESOLVED** that the Board of Trustees offer Allison Hart a teaching contract for the 2004-2005 school year; salary, position and other terms of this contract shall be determined at a later date.

**5/13/04 – 6 – BE IT RESOLVED** that the Board of Trustees offer Barbara Mail a teaching contract for the 2004-2005 school year; salary, position and other terms of this contract shall be determined at a later date.

**5/13/04 – 7 – BE IT RESOLVED** that the Board of Trustees offer Monica McCasland a teaching contract for the 2004-2005 school year; salary, position and other terms of this contract shall be determined at a later date.

**5/13/04 – 8 – BE IT RESOLVED** that the Board of Trustees offer Maritza Price, a teaching contract for the 2004-2005 school year; salary, position and other terms of this contract shall be determined at a later date.

**5/13/04 – 9 – BE IT RESOLVED** that the Board of Trustees offer Ashley Vandegrift a teaching contract for the 2004-2005 school year; salary, position and other terms of this contract shall be determined at a later date.

**5/13/04 – 10 – BE IT RESOLVED** that the Board of Trustees offer a contract as school nurse with MaryFrancis Wainwright for the 2004-2005 school year; salary, position and other terms of this contract shall be determined at a later date.

**5/13/04 – 11- BE IT RESOLVED** that the Board of Trustees approve a contract with Citro Communications for the purpose of expediting the permitting and zoning processes related to the installation of a new trailer to provide additional classroom space; contract not to exceed \$2,500.

**5/13/04 – 12 – BE IT RESOLVED** that the Board of Trustees approve the expenditure of funds to acquire the requisite permits for placement of a portable classroom trailer on the school grounds; total expenditure for zoning, building and foundation permits shall not exceed \$2,000.

**5/13/04 – 13 – BE IT RESOLVED** that the Board of Trustees approve the revised Professional Development Plan Summary for submission to the State for the purpose of becoming an approved Act 48 provider.

**5/13/04 – 14 – BE IT RESOLVED** that the Board of Trustees authorize Wistler Pearlstine be authorized to proceed with the incorporation of the Green Woods Charter School Educational Foundation in accordance with the bylaws submitted to the Secretary. Wistler Pearlstine will be providing this service at no charge, with the exception of the filing fee.

**5/13/04 – 15 – BE IT RESOLVED** that the Board of Trustees approve a contract with Synergy Educational Consultants for professional services at a rate of five hundred dollars per day, not to exceed \$18,000, effective May 1, 2004 to June 30, 2005.

**5/13/04 = 16 = BE IT RESOLVED** that the Board of Trustees approve the return to service of Marie Seltzer at the hourly rate of ten dollars an hour from 5/17/04 to 6/11/04 for the purpose of providing aid support during student lunches.

Mr. Vickers moved to approve the resolutions. Ms. Lotkowski seconded.

There was no public comment on resolutions.

Roll call for voting:

Elizabeth Bailey:	yes to all except "abstain" on Resolution # 4
Dana Lotkowski:	yes to all
Carol Spangenberg:	yes to all
Emilie Nichols:	yes to all
Janet Castellini:	yes to all
Edison Freire:	yes to all
Theresa Lewis-King:	yes to all except "no" on Resolution # 4
Glenn Vickers	yes to all

The resolutions were approved.

### **PUBLIC COMMENT**

Ms. Baker, teacher, asked if grade assignments will be known before the end of the year. Mr. DiLello said yes.

Kim Baker, parent, asked if parents will know what teacher their child will have next year before the end of this school year. Mr. Kurtz said that the goal is for the end of the year, but we are still interviewing for teachers and the budget needs to be approved, which will have an impact on the decisions. We will let parents know as soon as possible.

Ms. Bailey stated that the Board and staff will be working over the summer. There will be mailings sent out during the summer to keep families informed. Ms. Nichols suggested that we work on a directory over the summer with e-mail addresses so communication could be better throughout the school.

Ms. Hart asked that the parents also receive results from the surveys so they can learn from them.

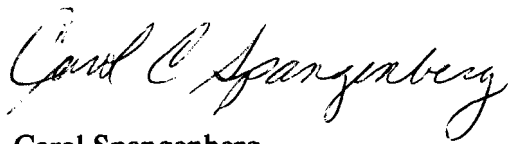
### **ADJOURNMENT**

Mr. Vickers moved to adjourn the meeting. Ms. Spangenberg seconded. The meeting was adjourned at 8:43 p.m.

The next Board meeting is Thursday June 24, 2004 at 7:00 p.m. at the school

Green Woods Charter School      Meeting Minutes # 11  
Board of Trustees                      05/13/04

Respectfully submitted,



**Carol Spangenberg**  
**Secretary**

**Attachments:**

**Executive Committee Report**  
**Finance Committee Report**  
**Fundraising Committee Report**  
**Curriculum Committee Report**  
**Facilities Committee Report**