

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

**July 1, 2003 7:00 pm
Green Woods Charter School**

REGULAR MEETING MINUTES #1

Board Members Present:

Elizabeth Bailey, Dana Lotkowski, Theresa Lewis-King, Carol Spangenberg, Emilie Nichols, Lisa Boullion, Glen Vickers, Janet Castellini

Board Members Absent:

Tracy Kay, Edison Friere, Susan Clark

Staff Present:

John DiLello, CAO, Annette Solarski, Donna Dougherty, John Sole

Community Members Present:

Ken Roos, Attorney, Mary Lou DiLello, John Kirk

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

1. Swearing in of the Board

Ms. Bailey asked new Board members to rise and repeat the oath of office and swore in the new GWCS Board of Trustees.

2. Election of Officers

Ms. Bailey called for nominations for the office of Vice President of the Board of Trustees. Ms. Nichols nominated Dana Lotkowski and Ms. Spangenberg seconded. Ms. Bailey called for a motion to close nominations. Ms. Castellini motioned to close nominations.

The election of Dana Lotkowski 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. Lotkowski nominated Carol Spangenberg and Mr. Vickers seconded. Ms. Bailey called for a motion to close nominations. Ms. Lotkowski motioned to close nominations.

The election of Carol Spangenberg 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. Spangenberg nominated Emilie Nichols and Ms. Lotkowski seconded. Ms. Bailey called for a motion to close nominations. Mr. Vickers motioned to close nominations.

The election of Emilie Nichols as Treasurer was approved unanimously by all Board members present.

CAO Report

Facilities Update

Mr. DiLello reported to the Board that portables have been selected through the Resun Company and work is being done to secure permits and zoning with an expeditor. Portables are expected to be place on site by early August.

The architect drawings are completed and the contractor has submitted estimates for the bathroom renovations. SCEE is responsible for the project management. The new estimate for the renovation is \$180,000.00; a \$50,000.00 difference then earlier projected cost.

GWCS and SCEE will work to find a creative and legal way to finance the project and still be eligible to receive Lease Reimbursement monies through the PDE.

Architect plans and contractor estimates to renovate the 4/5 grade classroom into new administrative offices, multipurpose room, and faculty bathrooms as well as 2 access doors in the lower classrooms have been prepared by the Cicada architecture firm and Columby contractors respectively. This is at an additional cost of approximately \$37,000.00.

The draft budget, as proposed at this time, will support these renovation projects. Mr. DiLello proposes that the Board approve the resolutions for the proposed renovations.

Staffing

Job descriptions are now being prepared for the following positions: Project Resource Coordinator (formerly Director of Development), Coordinator of Instruction, and Special Education teacher.

Proposals for contract offers for every regular teacher currently on staff will be presented to the Board as well as more information on proposals for Art, Gym and Music at the next meeting. A 5% salary increase for all staff except for a few positions is proposed.

Curriculum Development

Mr. DiLello reviews with the Board the proposal to hire Foundations to provide GWCS a curriculum framework which will allow further development by members of GWCS's teaching staff as well as providing training and technical assistance to implement the curriculum.

Notification to 4th grade parents

Parents of the 4th grade students have been sent their acceptance letters now that the issue of space has been resolved.

Discipline Policy

Mr. DiLello provided the Board with a draft copy of the Discipline Policy for review and will address at the next meeting. Mr. Roos recommends that it be broken down into a statement of policy and an administrative policy.

Budget Overview

The draft budget was reviewed and except for a few variables, for example the cost increase in the health insurance and the cost of a mobile computer lab, the budget is complete. Mr. DiLello updated the Board on Larson Allen's financial consulting services.

Mr. DiLello introduced Mr. Kirk, web page developer, who briefly discussed the new GWCS website which he is currently developing.

7/1/2003- 1 BE IT RESOLVED that the Board enter into an agreement, in a form approved by the Chief Administrative Officer and Board President, with Foundations Inc. to provide technical assistance consulting services at a rate of \$ 750 per eight (8) hour consulting day for up to \$10,000 for the 2003-2004 school year. These services will be provided on an as needed basis; Green Woods Charter School is under no obligation to purchase any specific amount of services. These services will include, but not necessary be limited to: support services for the CAO, professional development for staff, educational planning, technical consulting for Board members and leaders.

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

7/1/2003- 2 BE IT RESOLVED that the Board enter into an agreement, in a form approved by the Chief Administrative Officer and Board President, with Foundations Inc. to develop, in collaboration with GWCS staff, a Green Woods curriculum. The cost of these services shall not exceed \$12,000. The K-8 curriculum shall include standards, benchmarks, assessments and correlations to GWCS core programs for Reading/ English/ Language Arts, Mathematics, Science and Social Studies. Included in the fee will be four full days of training for Green Woods staff on understanding and implementing the new curriculum.

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

7/1/2003- 3 BE IT RESOLVED that Green Woods Charter School enter into an agreement, in a form approved by the Chief Administrative Officer and Board President, with Larson Allen for financial consulting services not to exceed \$ 7,000 for the 2003-2004 school year. These services will include, but not necessarily be limited to:

- Making financial presentations to the board quarterly
- Filing of the Annual Budget Report 2028 with the Pennsylvania Department of Education-\$500
- Creating an Annual Financial Report for the State- \$1,000
- Ad Hoc general consulting services

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

7/1/2003- 4 BE IT RESOLVED that Green Woods Charter School enter into an agreement, in a form approved by the Chief Administrative Officer and Board President, with Larson Allen to conduct an annual audit required by State Charter Law. Fees for this audit are not to exceed \$ 7,500.

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

7/1/2003- 5 BE IT RESOLVED that the Board enter into an agreement, in a form approved by the Chief Administrative Officer and Board President, with the Schuylkill Center for Environmental Education (SCEE) to pay 50% of the total renovation of cost of the \$180,000 necessary to create two sets of restroom facilities in the space that currently houses the boy's and girl's room in the Widener Wing of the SCEE. The impact of this renovation will be a new set of boy's and girl's rooms for GWCS separate from the SCEE. The SCEE agrees to undertake all aspects of project management to make this

renovation possible. The SCEE will agree to accept a payment of 1/3 or less of the 50% (\$90,000) GWCS obligation in the first year; GWCS will make the remainder of the (\$90,000) payment monthly, over 36 months, at no more than 5% interest.

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

7/1/2003- 6 BE IT RESOLVED that the Board enter into agreement, in a form approved by the CAO and Board President, with W.S. Cumby and Cicada for the development of plans and specifications for the renovation and conversion of the volunteer room into administrative offices, multipurpose conference room, teacher restroom and other work described in accordance with the specifications developed by Cicada. This may through client contracts with W.S. Cumby and Cicada or by contracting through the SCEE.

Ms. Castellini motioned to adopt the resolution as amended. Ms. Spangenberg seconded. The resolution was approved unanimously by all Board members present.

3. Public Comment:

No public comment.

4. New Business:

The Board established a July meeting date for July 29th at 7:00 P.M.

The Board established a tentative meeting schedule for every 2nd Thursday of the month at 7:00 P.M. and will approve it at the next meeting.

The Board established the Finance Committee and Emilie Nichols, John DiLello, Janet Castellini, and Dana Lotkowski were appointed as committee members.

The Board recessed at 9:00 P.M. and returned at 9:10 P.M.

Mr. Roos, Attorney for GWCS, reviewed with the Board both the proposed Bylaws revisions draft and the Board Policies draft and asked that the Board read through and both documents. Any suggested revisions to the bylaws should be forwarded to Elizabeth Bailey or Dana Lotkowski by August 1.

5. Adjournment

Mr. Vickers motioned to adjourn the meeting and Ms. Spangenberg seconded. The meeting was adjourned at 9:40 pm.

Respectfully Submitted,

Carol Spangenberg

Attachments:

Agenda

Discipline Policy - Draft

Budget – Draft

