



# Green Woods Charter School

THE WORLD IN OUR HANDS

**GREEN WOODS CHARTER SCHOOL  
BOARD OF TRUSTEES MEETING  
JULY 10, 2002 7:00 P.M.  
Schuylkill Center for Environmental Education  
MEETING MINUTES**

**Board Members Present:**

Elizabeth Bailey, Norman Kinback, Dana Lotkowski, Marti Trudeau, Gina Snyder and Joe Walker — Tracy Kay — (corrected 8/1/02 Dana Lotkowski)

**Board Members Absent:**

Ed Kirkbride

Ms. Trudeau called the meeting to order at 7:20 p.m.

**1. Introduction of Board of Trustee Members**

Introductions of the Board of Trustees were given. Each member went through what they could bring to the board.

- Marti Trudeau – founding member, 2 children, Assistant Director at the Veteran's Administration Center for Health, Equity, Research and Promotion
- Gina Snyder – Executive Director – East Falls Development Corporation, Attorney
- Dana Lotkowski – founding member, 2 children, owns business with husband
- Joe Walker – Community Representative, President Civic Association and 21st Ward involvement, professional educator
- Norman Kinback – father of three, works for the Philadelphia Stock Exchange for 27 years
- Tracy Kay – Executive Director, Schuylkill Center for Environmental Education
- Elizabeth Bailey – founding member, 3 children, currently homemaker, president of her local civic association, lifelong resident of Roxborough

**2. Nominations and Elections of Officers**

Slated Officers nominated and unanimously approved for Initial Term through May 2003.

President – Elizabeth Bailey  
Vice President – Marti Trudeau  
Treasurer – Norman Kinback  
Secretary – Dana Lotkowski

The Board of Trustees will consist of 3 founding members, 5 community representatives and 3 parent representatives as stated in our Bylaws. However, since the timing of the approval was not adhered to, the three parent representatives will be appointed once the student population is confirmed. Additionally, because of timing issues the Executive Committee and Board of Trustees will be evaluated and reconsidered in may 2003, at which time, the membership cycle described in the charter application will be instituted.

### **3. Adoption of Bylaws**

A copy of the Bylaws was distributed to all of the Board of Trustees present. It was asked that each board member read and review the Bylaws. It was noted that for the purpose of this meeting, committee assignments would be appointed by the Board of Trustees. The Bylaws were reviewed. A motion was made to approve the Bylaws and all were in favor and they were unanimously approved.

### **4. Statement of Assurances**

Handouts were given to the Board of Trustees entitled “Statement of Assurances for Charter School” and “Provision of Special Education Services to Charter School Guidelines”. The Board of Trustees reviewed these documents. The Board of Trustees unanimously approved to have the President of the Board sign the “Statement of Assurances for Charter School”.

### **5. Monthly Enrollment Submission PDE-361 Form**

A discussion was held and the Board of Trustees agreed to submit the form to the School District of Philadelphia the “Provision of Monthly Enrollment Data Electronic Submission on PDE-361 Form”.

### **6. District’s Extracurricular Activities**

A discussion was held and the Board of Trustees agreed to pay the School District for student participation in District Extracurricular Activities for any child that will participate.

### **7. Establishment of Board of Trustees Meeting Calendar**

The Board of Trustees will meet on the first Thursday of each month starting at 7:00 p.m at the Schuylkill Center for Environmental Education. These dates are as follows:

August 1	January 2, 2003
September 5	February 6
October 3	March 6
November 7	April 3
December 5	May 1 (Annual Meeting)

## **8. Assurance List Submitted Annually to the SRC**

Approval was given by the Board of Trustees to submit to the SRC Appendix "J" with the annual report.

## **9. Approval to Sign Charter**

The Board of Trustees unanimously gave the President the approval to sign the Charter.

### **Board Discussion Topics:**

The Board of Trustees discussed the GWCS budget, daily bookkeeping practices and policies, and the suggestion by Ms. Snyder that GWCS should contract with a bookkeeping service.

It was decided at the next Board meeting, the budget for Green Woods Charter School would be reviewed and discussed.

It was noted that Green Woods Charter School is officially incorporated as a 501(c)(3) non-profit organization.

### **Adjournment**

With there being no further business, the meeting was adjourned at 9:30 p.m.

Respectfully submitted,  
Dana Lotkowski, Secretary

### **Attachments:**

Bylaws

Statement of Assurances for Charter School

Provision of Special Education Services to Charter School Guidelines

Budget