

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

**July 29, 2003 7:00 p.m.
Green Woods Charter School**

SPECIAL MEETING MINUTES #2

Board Members Present:

Elizabeth Bailey, Lisa Bouillion, Edison Friere, Theresa Lewis-King, Dana Lotkowski, Emilie Nichols, Carol Spangenberg, Glenn Vickers

Board Members Absent:

Janet Castellini, Tracy Kay, Susan Clark

Staff Present:

John DiLello, CAO, Annette Solarski, Donna Dougherty

Community Members Present:

Mary Lou DiLello

Elizabeth Bailey, President of the Board, called the meeting to order at 7:15 p.m.

Minutes from the May, 2003 meeting were reviewed. Ms. Nichols motioned to approve the minutes and Mr. Vickers seconded. All members in attendance unanimously approved the minutes as presented.

Minutes from the July 1, 2003 meeting were reviewed. Ms. Lotkowski motioned to approve the minutes and Ms. Bouillion seconded. All members in attendance unanimously approved the minutes as presented.

Swearing in of the Board

Ms. Bailey asked Edison Friere to rise and repeat the oath of office and swore him in as a new member of GWCS Board of Trustees.

Ms. Bailey informed the Board that board member, Susan Clark, is unable to continue to serve on the board and has resigned due to personal reasons. She will serve GWCS in other capacities. Ms. Nichols noted that Susan Clark would be missed on the board.

1. Executive Session

The Board went into Executive Session at 7:25 p.m. to discuss personnel issues and returned at 8:00 p.m. The Board took no action.

2. Old Business

Approve 2003/2004 Board Meeting Schedule

The Board discussed the Meeting schedule for 2003/2004. We will meet on the second Thursday of each month.

Ms. Bailey requested that all board members notify the secretary, after the meeting notice is sent out, whether or not they will be attending the August 14th meeting. We need to have a quorum in order to vote on personnel contracts.

3. CAO Report

Facilities Update

The construction is well under way. GWCS has a zoning hearing on July 30, 2003, and if all goes well, we can have the footers poured and a modular building on site within 2 weeks.

Demolition is completed and the bathroom renovations are underway. There is a possibility that waterless urinals will be utilized in the boys' room if the proper certificates can be obtained within construction time constraints. Installation of two doors in the lower classrooms is moving along as scheduled.

School Calendar

The school calendar was presented. It was developed after a long discussion regarding the length of the school day and year in regard to the needs of the instructional program and the philosophy of the school. One date change was noted: The SCEE has a program that was previously planned for 300 children and they would need to use the building if it rains. Therefore, it has been decided to make Thursday, September 18th a full day staff development day. Minor adjustments to the calendar may be needed to make up the school time.

The school day will continue to be 8:30 a.m. to 3:10 p.m. Also, it was noted that on the first Friday of every month, with exception of January 2004, dismissal would be 12:00 noon for Staff Professional Development.

Personnel

Personnel issues were discussed in Executive Session. No action was taken.

Budget Report

Mr. DiLello thanked the finance committee for their work of going over the budget line by line. Mary Lou DiLello reviewed with the Board the figures in the 2003/2004 budget. (See attached budget)

The appropriate monthly funds are still coming in from Philadelphia and the payroll is being met. Some big expenses that GWCS will face, besides the lease hold improvements, will be contracts with Foundations, and Larson Allen. GWCS has an audit coming up.

Mr. Di Lello informed the board that John Kirk has been working on the computer network and the cable modem installed. Mr. DiLello will provide the board with more information about Mr. Kirk's possible employment at GWCS.

Mr. Vickers asked about the rent for the school. The rent was \$78,000 for the first year because the SCEE was supporting the start of the school. In year two the rent will be \$120,000. In September, GWCS will have exclusive rights to the auditorium with modifications for the Literacy Center. SCEE is also providing GWCS the sole use of Classroom 5. Also, there is no cost for ground use for the trailers.

Mr. DiLello explained that Exhibit A of the Lease describes the areas which GWCS leases. Exhibit A will be renegotiated. We were reminded that a negotiating team needs to be formed for the purpose of negotiation of a lease with Schuylkill Center for Environmental Education.

Another budget item pointed out was for the purchase of air conditioners for the classrooms.

Ms. Nichols asked that GWCS work towards having someone on staff as a school counselor, even if it starts out as part time, to work with the children in terms of how they get along with one another. Ms. Lewis-King pointed out that when you do real service learning that you are teaching children to work co-operatively in the world. It should be a natural outgrowth of that program. Mr. DiLello felt this was an item we should continue to research.

4. **Resolutions**

7/29/03 – 1 BE IT RESOLVED that the board approves the 2003-2004 Board of Trustees Meeting Schedule for the second Thursday of the month at 7:00 p.m. The dates for the meetings will be as follows:

August 14, 2003, September 11, 2003, October 9, 2003, November 13, 2003, December 11, 2003, January 8, 2004, February 12, 2004, March 11, 2004, April 8, 2004, May 13, 2004, June 10, 2004

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

7/29/03 – 2 BE IT RESOLVED that the Board of Trustees of Green Woods Charter School authorize the GWCS Executive Committee members and CAO to be signatories on all GWCS accounts at Commerce Bank and be authorized to move money from one account to another.

Ms. Lotkowski motioned to adopt the resolution. Mr. Friere seconded. The resolution was approved unanimously by all board members present.

7/29/03 – 3 BE IT RESOLVED that the Board approved the Green Woods Charter School 2003-2004 budget.

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

7/29/03 – 4 BE IT RESOLVED that the Board approves the 2003-2004 School Calendar with the provision that the CAO and Board President be allowed to make revisions as necessary and then present the adjusted calendar at the following board meeting.

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

7/29/03 – 5 BE IT RESOLVED that the Board of Trustees enter into an agreement, in a form approved by the Chief Administrative Officer and Board President, with Wisler-Pearlstone 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 to exceed \$15,000.00 and subject to approval of the Executive Committee.

Ms. Lotkowski motioned to adopt the resolution. Ms. Bouillion seconded. The resolution was approved unanimously by all board members present.

7/29/03 – 6 BE IT RESOLVED that the Board approves the purchase of 6 air conditioner window units for classrooms and administrative offices in an amount not to exceed \$3000.00

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

7/29/03 – 7 BE IT RESOLVED that the Board designates the following individuals to serve as members of an ad hoc committee formed for the purpose of negotiation of a lease with Schuylkill Center for Environmental Education:

1. John DiLello
2. Kenneth Roos
3. Elizabeth Bailey
4. Glenn Vickers
5. Mary Lou DiLello

Ms. Nichols motioned to adopt the resolution. Ms. Lotkowski seconded. The resolution was approved unanimously by all board members present.

5. **Public /Board Comment**

Mr. DiLello, along with Mary Lou Di Lello, expressed their appreciation to the board for their support during a difficult time with the death of their mother. They shared with us that their mother had been an Elementary School teacher. We appreciate that her legacy lives through her children.

Ms. Bailey, on behalf of the Board, thanked both Mary Lo and John DiLello for all their work during this personally difficult time.

6. **Adjournment**

Ms. Lewis-King motioned to adjourn the meeting and Mr. Vickers seconded. The meeting was adjourned at 9:25 p.m.

Respectfully Submitted,

Carol Spangenberg

Attachments:

Agenda
2003/2004 Budget
2003/2004 School Calendar
2003/2004 Board Meeting Schedule
2003/2004 Board Members Contact Information