



Green Woods Charter School

THE WORLD IN OUR HANDS

**GREEN WOODS CHARTER SCHOOL
BOARD OF TRUSTEES MEETING
August 14, 2002 7:00 PM
Schuylkill Center for Environmental Education
MEETING MINUTES #3**

Board Members Present:

Elizabeth Bailey, Marti Trudeau, Ed Kirkbride, Tracy Kay, Gina Snyder, Joe Walker, and Dana Lotkowski

Green Woods Charter School Staff Present:

Bob Coccagna, CAO

Board Members Absent:

Norman Kinback

Ms. Bailey, President of the Board, called the meeting to order at 7:25 p.m.

Minutes from the previous meeting were reviewed and it was noted that the Minutes be corrected to reflect the error in Minutes #1. Mr. Tracy Kay's name was inadvertently omitted from the Board Members Present section. Minutes #1 has now been changed to reflect this update. All members in attendance unanimously approved the Minutes with the noted correction.

1. Old Business

Elizabeth Bailey announced that the Green Woods Charter School has a signed Charter. Many thanks go to Councilman Michael Nutter for his help on our behalf.

A revised budget will be ready by next Wednesday, August 22, and the Finance Committee plans to meet on Monday, August 26. Elizabeth Bailey stated that a few new members for the Finance Committee have been identified and an Accountant is in place to consult with the Finance Committee and to oversee GWCS records.

2. Carpet

Ed Kirkbride introduced the Board to Todd Gold, Sales Representative for the Collins-Aikman Company, who supplies carpets for Educational facilities. The Collins-Aikman Company has made a generous offer to supply GWCS with a carpet for one of the classrooms at GWCS. The Board looked at color samples and chose Explorer #25012. The Board thanked Mr. Gold and the Collins-Aikman Company for their generous gift.

3. CAO Report

Bob Coccagna reports that he has received a proposal from CompUSA for classroom (Macintosh) and office (PCs) computers, routers for Internet connectivity, and an onsite service contract. The price is within our proposed budget. The CompUSA Salesperson has had experience setting up nine charter schools. The Board discussed Microsoft's PC and software give-away program. Bob Coccagna, Ed Kirkbride and Gina Snyder will obtain more information about the program, including the application

process. A discussion was had about software and, specifically, Accounting software. It was decided that we will ask the Accountant for a recommendation.

Bob Coccagna reports that GWCS and SCEE are still in discussions about programs and Prep services. Tracy Kay suggested that the Board give Bob Coccagna authorization to make decisions on some issues, within budget parameters. Gina Snyder suggested we need Board approval for contractual program issues. Tracy Kay suggested that GWCS have a separate Lease and Program Agreements. The Board discussed scheduling another Board meeting for August 29, to further discuss the budget as it relates to these issues.

4. Textbooks

Bob Cocagna presented the Houghton Mifflin Reading Series textbooks to the Board and reports that the series meets many State standards. The Series is multicultural with diverse themes for each learning level and utilizes a literature approach for teaching. Houghton Mifflin offers teachers and students the ability to go on-line. Teachers can renew materials on an as-needed basis and get lesson plans. Students can do research from the Houghton Mifflin site.

There is also an Early Success Series that parallels the themes of the regular Reading Series and will be used as an early intervention for students who need extra help.

Bob Coccagna discussed the FOSS Science Kits that will be used in the classrooms. Donna Dougherty, Lead Teacher for GWCS, has experience in training teachers on the FOSS kits and many SCEE staff members are also aware of how to use these kits.

Bob Coccagna reports that the Houghton Mifflin K-6 Social Studies Series uses a literature-based approach to History.

Marti Trudeau moves that we approve the textbooks, and Ed Kirkbride seconded. All Board members present unanimously approve.

5. Calendar

Elizabeth Bailey discussed the GWCS Calendar and the first week of school starting with a half-day orientations on September 5 and 6 for all students in grades 3-6. Students A-L in grades 1-2 will report on September 5, and students M-Z in grades 1-2 will report on September 6. Full day classes start on September 9, and a day of memorial to commemorate the victims of 9/11 is planned.

Gina Snyder moves to approve the school Calendar. Marti Trudeau seconded. All Board members present unanimously approve.

Also discussed was the student drop-off system, which will be in place on September 9. Parents will be able to park in the parking lot on September 5 and 6 and escort their child(ren) to class.

6. Lottery

Marti Trudeau, Elizabeth Bailey and Gina Snyder prepared the names of the wait-listed students in order of their grades and drew their names in order of wait list status.

7. Insurance Benefits

Elizabeth Bailey reports she sent a copy of the employee insurance information to Dena Lefkowitz at the SRC.

The Board discussed that GWCS will provide Teacher's Health Benefits comparable to the District's latest contract. Any new GWCS employee will be offered the Keystone 5 Plan. The Board discussed GWCS's policy on employees opting out of the insurance benefits. Gina Snyder moves that the Board approve the offering of the Keystone 5 Plan, and if any employee opts out of the plan that employee will receive compensation (\$100 per month), pro-rated, at the end of the calendar year. If an employee chooses to upgrade the plan, they will be responsible for any amount above the baseline cost of the benefit plan. Ed Kirkbride seconded. All Board members in attendance unanimously approve.

8. Charter - Revisions

Marti Trudeau reports that she has been in contact with David Thalheimer, GWCS's Attorney, about the Charter. He has reviewed the Charter document and has made some amendments to the document. The Board discussed the noted issues by David Thalheimer.

The Charter has been signed and returned to the SRC, and we will wait on their response to the amendments. Elizabeth Bailey will follow up with David Thalheimer.

9. Other

The Board discussed that criminal background checks are now required of all volunteers to GWCS.

Ed Kirkbride showed the Board a sample carpet that can be used in the classroom or outside by each student as an individual floor mat. He can make these available for sale to each student at a cost of \$4 per carpet.

Respectfully Submitted,

Dana Lotkowski