

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

**September 5, 2002 7:00 PM  
Schuylkill Center for Environmental Education**

**MEETING MINUTES #5**

**Board Members Present:**

Elizabeth Bailey, Marti Trudeau, Tracy Kay, Norman Kinback, Gina Snyder, and Dana Lotkowski

**Green Woods Charter School Staff Present:**

Bob Coccagna, CAO

**Board Members Absent:**

Joe Walker, Ed Kirkbride

Ms. Bailey, President of the Board, called the meeting to order at 7:14 p.m.

Minutes from the August 29<sup>th</sup>, 2002 meeting were reviewed and it was noted that the Finance Committee, includes Gina Snyder, chair, Leonard Rossio, Norman Kinback, and Lisa Terrari. Tracy Kay moved to adopt Minutes and Gina Snyder seconded. All members in attendance unanimously approved the Minutes.

**1. Finance Committee Report**

Gina Snyder reports that she met with Leonard Rossio and Norman Kinback to review the budget on September 4th. Their recommendation is to not approve the budget at this time until we have a revised budget outlining a 2-year budget. That we need fiscal controls on petty cash spending and that we need to have a CPA set up and manage our books. Once a 2-year budget is outlined, the Finance Committee will continue to fine-tune the budget. Tracey Kay and Marti Trudeau suggest that we find an outside auditor.

Gina Snyder also suggested that the budget be revised to provide for a Social Studies teaching position for John Sole but that we should stay within the existing budget figures. The Board will explore the proposed Development part of this position at the next board meeting.

Action: Bob Coccagna and Annette Solarski are to find of 2 CPA/Audit Services with Education /Charter School background to set up and oversee our books and make a recommendation to the Finance Committee. Bob Coccagna to contact PA Coalition Of Charter Schools for more information about auditing and budgets.

**2. Invitation of Parents to the Board Of Trustees**

The board discussed ways to find parents to fill the board seats. Marti Trudeau will prepare a questionnaire to identify special talents and expertise and based on GWCS bylaws for parents that GWCS could utilize on the board or the establishment of the Home and School Association. The Board will also ask for feedback from the teachers.

The Board also discussed the criminal background check issue as it relates to parent volunteers who are in contact with the school children. A Criminal background check is required and paperwork must be filed and paid for by the individual.

### 3. Teacher Contracts

Gina Snyder suggests we establish a Personnel Committee to handle contracts. Tracy Kay and Bob Coccagna will gather information for now. Bob Coccagna will ask our lawyer for templates and refine a standard contract in accordance with budget and school law. Tracy Kay will work with Bob Coccagna with input from the teachers about guidelines. Bob Coccagna suggests contacting Mr. McIntyre from Lincoln Financial for suggestions.

### 4. School Policy

The Board discussed the need and importance of establishing operating procedures as GWCS makes a transition from the founding members to the Board of Trustees.

Tracy Kay stated that all committees would generate policies, thus helping that transition. Bob Coccagna will meet with teachers to brainstorm issues to bring to the board to establish policies and procedures. Gina Snyder suggests that the CAO set the policy and the Board will review.

### 5. Start of School

First day of school went well with staff, children, and parents. Transportation issues were reviewed.

### 6. CAO Report

Bob Coccagna presented the board with a document outlining a proposed contract with Schuylkill Center for Environmental Education (SCEE) for environmental education Prep services for an amount not to exceed \$25,000 for the period beginning 9/6/2002 and concluding 6/30/2003. It is noted that this is not binding and the Board is just agreeing that GWCS and SCEE can go forward.

Tracy Kay explained the prep services agreement. SCEE's teaching staff will be paired with GWCS teaching staff and they will develop the curriculum. This Prep Services agreement includes a materials fee.

Bob Coccagna explains that GWCS can encumber this expense on the budget to protect this contract.

Tracey Kay leaves the meeting at 9:20 and the remaining members of the Board discuss the Resolution. He returns at 9:25.

Marti Trudeau motions to approve the Resolution. Gina Snyder seconded. All members unanimously agree to approve the resolution.

### 7. Adjournment

Marti Trudeau moved to adjourn the meeting and Norman Kinback Seconded. The meeting is adjourned at 9:38.

Attachments:  
Budget  
Proposed SCEE Prep Services Contract

Respectfully Submitted,

Dana Lotkowski