

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

**September 22, 2002 10:00 AM
Schuylkill Center for Environmental Education**

SPECIAL WORK MEETING MINUTES #6

Board Members Present:

Elizabeth Bailey, Marti Trudeau, Norman Kinback, Joe Walker, Ed Kirkbride, and Dana Lotkowski

Board Members Absent:

Tracy Kay, Gina Snyder

Ms. Trudeau, Vice President of the Board, called the meeting to order at 10:15 a.m.

The Board started the meeting by reviewing Green Woods Charter School Mission, Vision and Values.

The Board had a discussion about identifying potential Parent Board members and committee members. Marti Trudeau stated that a survey was prepared, and would be delivered shortly to parents, to identify special talents and interest of parents to volunteer time to the school.

Ms. Trudeau then identified the Committees on sheets of paper that were placed in the center of the table. Members were asked to write down their concerns for GWCS on sticky notes and place them on the appropriate Committee or on the NOW sheet, as they felt necessary. The Committees are:

Technical/Governance/Operations
Education
Community/Volunteers/Global Partners
Personnel
Legislative Mandates

Development/Fundraising
Steering/Long Range Planning
Budget/Finance
Policies/Procedures

All concerns addressed today will channel down to the appropriate committees to be handled at a later time. Committees will be filled by our Board members at a later meeting.

The Board then reviewed all concerns especially from the NOW list. Issues from the NOW list were compiled and were used to form a list of CAO Duties to be completed by Bob Coccagna by September 30 with a presentation to the Board on Thursday, October 3 (please see attached list – draft and final copy of CAO Responsibilities).

The Board discusses CAO accountability. Marti Trudeau stated that she was aware of a Charter School Manual compiled by the Pa Dept. of Ed. The board discussed the need to develop a CAO job description. Dana Lotkowski will inquire about this Charter School Manual.

The Board discussed having Mr. Coccagna investigate with the appropriate agency any information about full day and half-day kindergarten as it relates to budget and/or reporting issues with the PDE and present findings to the BOT.

The Board discussed personnel issues regarding 2 employees.

The Board discusses "Quick" Policies, such as Student Restroom Use and Security issues, should be addressed now and given to the appropriate staff, then Policy Committee will formalize.

Staff personnel issues should be addressed at/through the Personnel Committee meeting, not at the Board meeting.

Marti Trudeau reports that the Charter School Association has a \$1,000 dollar membership fee. Ed Kirkbride will inquire.

Ms. Trudeau has contacted Mr. Spector from Foundations about speaking at our next Board meeting. The Board agrees that Foundations would offer some valuable services, like accounting services, to GWCS and it is agreed that we should meet with Foundations. Ms. Trudeau will arrange for a meeting on Thursday, Oct. 3 for 6 pm. to 7 pm.

Ms. Trudeau also reports that she is working on developing a Baldrige techniques workshop to the staff, students, parents, and Board of Trustees to be held at a school possibly for Nov. 11. More information to follow.

Ed Kirkbride reports that he can review the Manheim School District's Board Policies manual to help develop and define our Board.

Attachments:

Agenda

CAO Responsibilities – Draft and Final copy

Cover Letter

List of Concerns

Respectfully Submitted,

Dana Lotkowski