

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

**September 25, 2003
Green Woods Charter School**

MEETING MINUTES #4

Board Members Present:

Elizabeth Bailey, President
Carol Spangenberg, Secretary
Janet Castellini
Glenn Vickers

Dana Lotkowski, Vice President
Emilie Nichols, Treasurer
Theresa Lewis-King

Board Members Absent:

Edison Freire

Tracy Kay, Executive Director of SCEE

Staff Present:

John DiLello, CAO

Annette Solarski, Administrative Assistant

Parents Present:

Kim Birkmire, Nannette DiGiovanni, Sue Mobly, Jessica Platzer, Anita Quain, Erika Wallace

Guest:

Kenneth Roos, Attorney

Elizabeth Bailey, President of the Board, called the meeting to order at 7:10 p.m.

Ms. Bailey announced that Ms. Lisa Bouillion has resigned from the board due to personal reasons.

Ms. Bailey announced there will be an executive session during this meeting to discuss Personnel issues.

Ms. Bailey requested that the board think about which committee they would like to serve on. We already have an active Finance committee and the Board members are Janet Castellini, Dana Lotkowski and Emilie Nichols. The Board Members for the Fundraising Committee are Carol Spangenberg and Emilie Nichols. The Facilities Committee and Curriculum committees are forming and anyone on the board interested in participating on these committees, please inform Ms. Bailey. Ms. Castellini and Ms. Lewis-King stated that they would serve on the curriculum committee.

Mr. Vickers motioned to approve the minutes of the August 14th meeting. Ms. Castellini seconded. Ms. Castellini requested the sentence, under personnel, which reads, "Ms. Dougherty will work with the teachers and classroom aides on how to modify instruction to meet the needs of Special Ed. Students" be deleted. All members in attendance unanimously approved the August 14th minutes with the noted correction.

Ms. Bailey explained to the Board that we needed to decide, at this meeting, which term each of us would be serving.

It was decided that the following classes would be:

- 3 years - Elizabeth Bailey
Dana Lotkowski
Emilie Nichols
- 2 years - Theresa Lewis-King
Glen Vickers
Carol Spangenberg
- 1 year - Janet Castellini
Edison Freire

Bylaws Review

Kenneth Roos, attorney for our school, distributed and reviewed the updated bylaws with the Board. He will provide to the Board Secretary the finalized bylaws along with a notice that at the next meeting (October) the amended bylaws will be read. (First reading) At the following meeting (November) the second reading will take place and the bylaws will be adopted. The President invited public comment. The parents present asked that the Board introduce themselves, which they did.

Mr. Roos distributed and reviewed the policies and procedures. The President invited public comment. There was no public comment.

Ms. Castellini thanked Mr. Roos for his time and work.

CAO REPORT

Mr. DiLello expressed his appreciation for all the many volunteers (parents, staff and board members) that helped to get the school ready to open on time. He also acknowledged the tremendous turnout for Back To School Night. He expressed his appreciation for the parental involvement in our school, noting that it is this partnership that helps make the school so good.

Mr. DiLello announced that Green Woods Charter was taken off the AYP warning list due to a statistical error.

Facilities report

Our school was closed on Friday due to no electricity from the hurricane.

The renovation projects are pretty much on time. We now have 2 new bathrooms, a CAO office, and administrative office.

Because the module is not ready the Literacy Center is now housing the 5, 6 & 7th grades.

There have been a number of unexpected challenges with the module and we are still working with L & I to obtain a Certificate of Occupancy.

In order to get the correct electrical service to the module, a trench will need to be dug around the front of the SCEE building and a lot of copper wire will be used to complete the work. We have an estimate of \$30,000 from the electrical company that was working on the other contracted project. We will also put it out to bid to at least 2 other electrical companies. We will continue to work with SCEE on these projects. In the meantime if the work isn't done in time for the heat to come on, we will get a temporary generator for the module.

Ms. Bailey noted that Mr. DiLello came to the Executive Board to get authorization to contract with the alarm company since that decision needed to be made quickly to satisfy L & I requests.

Personnel Report

The board went into Executive Session at 8:35 p.m. to discuss Personnel Issues.

The Board returned from Executive Session at 9:04 p.m.

Curriculum Update

Mr. DiLello noted that there has been a lot of work done on the curriculum. Foundations, the Schuylkill Center and our teachers have done quite a bit of work on the curriculum. Mr. DiLello will be giving a presentation at our next meeting.

Discipline Policy

Mr. Roos reviewed with the Board the Discipline Policy and Administrative Regulation on the Student Code of Conduct. This is the first reading of the Discipline Policy. The

Discipline Policy should be reviewed by the Board and any comments or questions can either be sent to Ms. Bailey before the next meeting or brought to the next meeting.

Ms. Bailey stated that we need to vote on the Student Code of Conduct tonight. Mr. Roos stated that every parent should receive a copy of the Student Code of Conduct.

9/25/2003 1 -BE IT RESOLVED that the Board approve the Student Code of Conduct.

Ms. Spangenberg motioned to approve the Student Code of Conduct. Mr. Vickers seconded. The motion was approved unanimously by all Board members present.

PUBLIC COMMENT

Ms. Jessica Platzer, parent, stated that Back To School Night was "awesome"! She suggested that we have 2 sessions per night for those parents who have 2 or more children in the school. This way the parents would be able to attend each session. Mr. DiLello said they will take this into consideration for next year.

RESOLUTIONS/BOARD VOTE

9/25/2003 - 2 - BE IT RESOLVED that the Board of Trustees approve the hiring of Brittany Sneberger as a Teaching Assistant with a start date on or before September 29th, 2003 thru the conclusion of the 2003-2004 school year at the rate of \$15.00 per hour not to exceed \$90.00 per day, 5 days a week for the 2003-2004 school year.

9/25/03 - 3 - 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 Marie Langiewicz for a Gym Teacher contract for the 2003-2004 school year at the rate of \$175.00 for 7 periods.

9/25/03 - 4 - 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 Melinda Krpata for a Music Teacher contract for the 2003-2004 school year at the rate of \$225.00 for 7 periods.

9/25/03 - 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 Jennifer Ayzus for an Art Teacher contract for the 2003-2004 school year at the rate of \$200.00 for 7 periods.

9/25/2003 - 6 - 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 John Kirk for services not to exceed \$6,000.00 for the 2003-2004 school year.

Ms. Lewis-King motioned to accept the resolutions. Ms. Lotkowski seconded. Ms. Lewis- King requested that the gym teacher and art teacher (since neither of them have experience working with children) receive professional development that would center around the areas of working with children and especially children with diverse needs.

The motion to approve all Resolutions was approved unanimously by all Board Members present.

ADJOURNMENT

Ms. Nichols motioned to adjourn the meeting. Ms. Lotkowski seconded. The meeting was adjourned at 9:24 p.m.

Respectfully submitted,

Carol Spangenberg

Attachments:

Agenda
Discipline policy
Student Code of Conduct
Bylaws
Policy and Procedure