

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

**October 3, 2002 7:00 PM
Schuylkill Center for Environmental Education**

MEETING MINUTES #7

Board Members Present:

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

Ms. Trudeau, Vice President of the Board, called the meeting to order at 7:15 p.m.

Minutes from the September 5, 2002 meeting were reviewed and it was noted that in item 1. Finance Committee Report it should state that any staff additions should stay within the figures already identified in the revised budget. All members in attendance unanimously approved the corrected Minutes.

1. CAO Report

Bob Coccagna reported that he has looked into Title 1 Funds these funds won't be available until Green Woods has a Master Agreement from the state. GWCS will be waived from the income requirement for these funds for the first year. Mr. Coccagna also reported that the Title 1 enrollment paperwork has been filed.

Mr. Coccagna reports that he has drafted a proposal for a Service Learning Grant for \$25,000, which will offset other expenditures and free up some money.

Mr. Coccagna reports that most of GWCS vendors' bills have been paid.

Mr. Coccagna presented to the Board 6 Resolutions and explained each one for the Board's information; Accounting Services, Salary Increase for Lead Teacher, Teaching Position – Full Time, Physical Education Program, Computer/Technology Purchase, and Speech Therapy.

Accounting Services:

Mr. Coccagna reports that Lisa Moffitt Terrari has been working with GWCS budget and reporting with respect to Act 22. She has also filed paperwork, on behalf of GWCS, with the federal, state and local tax agencies as well as filing GWCS 501(c)(3).

Ms. Terrari spoke before the Board, reviewing her qualifications for this accounting and fiscal reporting contract. Ms. Terrari, a CPA, has 20 years experience working for for-profit organizations. Ms. Terrari stated that she is comfortable to handle state's reporting requirements.

Ms. Terrari outlined the work she would provide to GWCS: Review GWCS tax returns, review any document from Revenue or Treasury Authorities, set up accounting software, and input transactions, if necessary. She also could set-up the Chart of Accounts, but she suggests that GWCS should look to other charter schools for that format.

The Board discussed that the CPA should report to the CAO. The CAO would give accounting and fiscal reports to the finance committee.

Marti Trudeau suggests that the Board review the budget first while Ms. Terrari is present and then the board will review the remaining resolutions as they relate to budget concerns.

2. Finance Committee- Budget Report

Gina Snyder reviewed the Finance Committee meeting.

- Clear fiscal year – 7/1/02 to 6/30/03
- The 1st year Budget shows a surplus
- Budget reflects 124 students with a drop-out loss in census of 2 students per quarter as a conservative measure for revenue projections
- Gina Snyder reports that the budget is close but not yet ready for Board Approval

Tracy Kay reviews budget and reports that the lease figure reported on the budget is incorrect and should be a 12 month lease instead of a 10 month lease, thus effecting the reported surplus by \$6,500.00.

Gina Snyder reports that the Start-up grant money could be delayed and that the Board may have to approve the Bridge Loan through the Reinvestment Fund at the November Board meeting to cover the budget.

3. Resolutions

Mr. Coccagna continued with his presentation of the Resolutions.

Salary Increase for Lead Teacher:

Mr. Coccagna explains that he has contacted the School District to meet and advise on compliance for Special Needs students. GWCS has 9 students with IEP's and 4 of these students require Speech Therapy. There are no Special Ed. teachers available to hire so Ms. Dougherty is taking on the responsibility to work with the students and this increase is to compensate Ms. Dougherty's time. This item has been identified in the revised budget.

Teaching Position – Full time

Mr. Coccagna explains that the 6, 6th grade students need a full time teacher, as the present teaching coverage is not working as he would like. He explains that this revised budget the itinerant teacher position may not be necessary if we hire a full-time 6th grade teacher. The itinerant teacher position could be better used as a Special Ed. position. This item has been identified in the revised budget.

Physical Education Program

Mr. Coccagna reports that Mr. Schzeck and Mr. Brown are providing the Physical Education Services to all grades from roughly 9:30 to 2:30 each Friday. They both have backgrounds teaching children physical education and both have worked for the Roxborough YMCA. This contract will be provided through these two gentlemen and not the YMCA. They have background checks. This item has been identified in the revised budget.

Computer/Technology Purchase

Mr. Coccagna reports that computers include high-speed connection in the cost and support and maintenance are included in the purchase agreement. Marti Trudeau notes that computers and Internet connection is integral to GWCS's proposal to provide students to communicate with sister schools. This item has been identified in the revised budget.

Speech Therapy

Mr. Coccagna reports that he has been in contact with a Speech Therapist who was recommended to him.

Ms. Terrari was excused from the meeting at 8:20 pm and thanked for her time and presentation to the Board.

4. Personnel Issues

Marti Trudeau leads the Board into a discussion of Bob Coccagna's resignation and John Sole's teaching position at GWCS.

Marti Trudeau asked Elizabeth Bailey to review for the Board John Sole's role in GWCS to date. Ms. Bailey explained that Mr. Sole has been involved in the school from its inception almost 2 years ago and was and is a key resource in resolving many issues, involving key people, as well as helping to form the vision and mission. Mr. Sole fell into a support role when school started and there was a casual conversation with the Board about a position for Mr. Sole who then moved into a teaching support position at GWCS.

Tracy Kay notes that in the tight time constraints to get the school up and running the budget was not where it was thought to be and 6th grade teaching coverage is a key problem and we should focus on that. Mr. Sole is more valuable and better suited in a Development position or "special events" role. Ms. Snyder suggests that the Personnel Committee should handle Mr. Sole's job description/definition. Joe Walker notes that we should look at the budget and keep a Founder who is integral through this whole process at GWCS.

Elizabeth Bailey reports that Ms. Babcock, R.N. has resigned and that this matter needs to be resolved in order to insure staff stability, and that staff grievance concerns need to be heard and dealt with. A suggestion that some Board members talk to staff about concerns and issues was made. Joe Walker and Gina Snyder state that they will talk with staff on Friday morning October 4.

The Board discussed key issues about defining guidelines and procedures of operations to resolve issues and CAO job description and responsibilities as well as disciplinary issues.

10/3/2002-1 BE IT RESOLVED that the Board of Trustees of Green Woods Charter School accept Mr. Robert Coccagna's resignation as submitted on September 28, 2002.

The resolution to accept the letter of resignation was not approved by a majority of Board of Trustee members present: Yeas: Joe Walker, Ed Kirkbride, Dana Lotkowski Naes: Marti Trudeau, Gina Snyder, Tracy Kay, Norman Kinback Abstained: Elizabeth Bailey

10/3/2002-2 BE IT RESOLVED that the Board of Trustees of Green Woods Charter School establish a task group with members of the Board, staff, and other interested parties to develop a CAO job description and the relationship of the Board and CAO and how the CAO position is evaluated.

Ms. Trudeau motioned to adopt the resolution and Ms. Snyder seconded. The resolution was approved unanimously by all Board members present.

10/3/2002-3 BE IT RESOLVED that the Board of Trustees of Green Woods Charter School put in place the mechanism for the Personnel Committee to hire an interim Chief Administrative Officer not to exceed \$5,000 dollars per month without Board approval.

Ms. Trudeau motioned to adopt the resolution and Ms. Snyder seconded. The resolution was approved unanimously by all Board members present.

10/3/2002-4 BE IT RESOLVED that the Board of Trustees of Green Woods Charter School give approval for the Green Woods Charter School to enter into agreement with Lisa Moffitt Terrari to provide accounting and fiscal reporting services for the school on a month to month basis for an amount not exceed \$5,000.00 for the period from October 4, 2002 to June 30, 2003. Ms. Terrari will invoice the school at a cost of \$25.00 per hour to be billed once a month.

Ms. Snyder motioned to adopt the resolution and Mr. Walker seconded. The resolution was approved unanimously by all Board members present.

10/3/2002-5 BE IT RESOLVED that the Board of Trustees of Green Woods Charter School approve a \$5,000.00 increase in salary for the Lead Teacher position currently held by Ms. Donna Dougherty. This increase reflects additional duties to be assumed by Ms. Dougherty as coordinator of Special Education support services. It is intended that the increased compensation will reflect the increase in time that Ms. Dougherty has agree to accept in carrying out the duties related to this additional work, including continuing graduate courses for certification in the area of Special Education.

Mr. Kirkbride motioned to adopt the resolution and Ms. Snyder seconded. The resolution was approved unanimously by all Board members present.

10/3/2002-6 BE IT RESOLVED that the Board of Trustees of Green Woods Charter School approve the hiring of a full time 6th grade teacher at a cost not to exceed \$40,000.00 a year for the current school year. The position will be effective immediately, October 4, 2002 to June 30, 2003. The teacher hired will have a salary pro-rated in accordance with the actual time contracted and will be entitled to and accountable to all the conditions of employment established in the contract between the employee and the Green Woods Charter School.

Ms. Trudeau motioned to adopt the resolution and Ms. Snyder seconded. The resolution was approved unanimously by all Board members present.

10/3/2002-7 BE IT RESOLVED that the Board of Trustees of Green Woods Charter School establish a statement of agreement between the school and Greg Brown and Mark Schreck to provide physical education activities for the students from grades K through 6

of Green Woods Charter School on a month to month basis for the period from October 4, 2002 to June 30, 2002 for an amount not to exceed \$5,000.00. These gentlemen will invoice the school on a monthly basis for those services already rendered.

Mr. Kirkbride motioned to adopt the amended resolution and Ms. Snyder seconded. The amended resolution was approved unanimously by all Board members present.

10/3/2002-8 BE IT RESOLVED that the Board of Trustees of Green Woods Charter School be permitted to purchase seven desk top computers for use in each of the classrooms, the nurse's office and principal's office. In addition, it is requested that these computers be networked via a high speed, wireless connection with access to the Internet, and that approval be given to purchase all necessary hardware to implement such networked system. The cost of such a set up will not exceed the amount listed in the budget in the appropriate line item for such expenditures.

Ms. Snyder motioned to adopt the resolution and Mr. Walker seconded. The resolution was approved unanimously by all Board members present.

10/3/2002-9 BE IT RESOLVED that the Board of Trustees of Green Woods Charter School establish an agreement with Speech Therapy Consultants, Inc. to provide speech therapy services to those Green Woods Charter School students having IEP's mandating such service, for an amount not to exceed \$5,000.00 for the period from October 4, 2002 to June 30, 2003. The cost of a session is understood to be \$58.00 an hour with the school needing two hours of service a week.

Ms. Snyder motioned to adopt the resolution and Mr. Kirkbride seconded. The resolution was approved unanimously by all Board members present.

5. Adjournment

Ms. Snyder motioned to adjourn the meeting and Ed Kirkbride Seconded. The meeting is adjourned at 11:00 pm.

Attachments:
Agenda
Revised Budget - 10/3/02
Draft Resolutions submitted by CAO

Respectfully Submitted,

Dana Lotkowski