

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

**October 17, 2002 7:00 PM  
Schuylkill Center for Environmental Education**

**SPECIAL MEETING MINUTES #8**

**Board Members Present:**

Elizabeth Bailey, Marti Trudeau, Norman Kinback, Joe Walker, Gina Snyder and Dana Lotkowski

**Board Members Absent:**

Tracey Kay, Ed Kirkbride

Ms. Trudeau, Vice President of the Board, called the meeting to order at 7:10 p.m.

**1. Bank Signatories**

Elizabeth Bailey explained that GWCS has three accounts at Commerce Bank with three signatories: Bob Coccagna, Elizabeth Bailey and Norman Kinback. In the event of Mr. Coccagna's resignation the Board needs to authorize Board members to sign checks, authorization to move money from one account to another.

10/17/2002-1 BE IT RESOLVED that the Board of Trustees of Green Woods Charter School authorize the GWCS Executive Committee to be signatories on all GWCS accounts at Commerce Bank and be authorized to move money from one account to another.

Joe Walker motioned to approve the resolution and Gina Snyder seconded. All members in attendance unanimously approved.

**2. Master Agreement**

Marti Trudeau states that attorney, David Thalheimer reviewed the Master Agreement and gave his approval for the Executive Committee to sign the document which will provide GWCS the opportunity to apply for state and federal grant funds.

10/17/2002-2 BE IT RESOLVED that the Board of Trustees of Green Woods Charter School gives approval for the appropriate Board members to sign the Master Agreement.

Gina Snyder motioned and Dana Lotkowski seconded. All members in attendance unanimously approve.

**3. Report Cards**

The Board discussed the development of report cards for the students of GWCS.

10/17/2002-3 BE IT RESOLVED that the Board of Trustees of Green Woods Charter School authorizes the GWCS faculty to develop Report Cards and present to the Board.

Joe Walker motioned to approve the resolution and Gina Snyder seconded. All members in attendance unanimously approve.

#### 4. Committees Appointed

Committees were reviewed as per the GWCS application (with one committee, Property changed to Facility/Long Range Planning and 2 additions, Disputes, and Board Development – an ad hoc committee) and members were assigned. It was also decided that the Action Council describe in the application may not be necessary and the goal should be bringing on parent board members now.

The committees are;

Facility/Long Range Planning  
Chair, Ed Kirkbride  
Norman Kinback

Program and Education  
Chair, Elizabeth Bailey

Disputes  
Chair, Gina Snyder  
Dana Lotkowski

Board Development – (Ad Hoc committee)  
Chair, Marti Trudeau  
Joe Walker

Parent /Guardian and Volunteer Participation  
HOLD

Policy and Procedures  
HOLD

Two additions to the committees are Disputes, and Board Development. The Disputes committee will set up policies about day to day operation of the school and resolve disputes between parents and school and personnel disputes.

The Board Development committee will be establish Board procedures and provide training as well as review board member candidates. Ms. Trudeau will look into the Baldrige training for board development. Ms. Snyder will review the cost of training, as it pertains to the budget, and will present her findings to the board. Mr. Walker suggests we find some outside funding for this training.

The Board discussed how staff could be involved on committees. Certain committees should have staff involvement, like Program and Curriculum and Facility/Long Range Planning where staff and CAO could co-develop policies with the Board members on the committee.

The Board discussed first establishing a committee chair for each designated committee and that the chair then reviews the parent survey spreadsheet and identifies possible parent board members and members for the committees.

Ms. Trudeau asked that each committee chair think about how to set up their committee and identify particular participation of staff members, and or parents. And also identify potential members from the parent survey spreadsheet.

The Board decided to hold on assigning 2 committees: Participation and Policy and Procedures. It was agreed that the parent involved in coordinating the volunteers continue. Ms. Bailey suggests that we have a parent chair this committee in the future.

It was decided that the Policy and Procedures committee should be on hold until we have a CAO in place.

## **5. Philadelphia Alliance of Charter Schools**

Ms. Trudeau suggests that GWCS join the PACS organization, which will be a benefit. GWCS have access to inexpensive Special Education advertising, templates for forms, policies, contracts etc., and group discounts.

10/17/2002-4 BE IT RESOLVED that the Board of Trustees of Green Woods Charter School spends \$1,000.00 to join the Philadelphia Alliance of Charter Schools.

Marti Trudeau motioned to approve the resolution, and Gina Snyder seconded. All members in attendance unanimously approve.

## **6. Personnel Committee Report**

Ms. Trudeau reports that the committee has been working on many issues. They have compiled a CAO position description, duties, qualifications and board relations document, which is still in draft form and should be ready soon. This document will be used in interviewing and choosing a CAO.

The Board discussed the interim Principal and Foundations, Inc. The interim principal would be on a month-to-month basis and should not be longer than 2 months.

Ms. Trudeau suggests that Foundations would offer key resources. Ms. Bailey states that a candidate with charter school knowledge and resources of Foundations will be key. Ms. Snyder states that the Personnel committee will interview Foundations candidate.

Ms. Trudeau read two letters: one from staff and faculty urging the Board to not hire an interim CAO until they further evaluate and can assess with staff, parents and school community the role of the CAO.

Mr. Walker suggests that the staff is not sure what the Personnel committee's agenda is. Ms. Bailey suggests that the staff hear from the Personnel committee about the process of hiring the interim principal.

The Board composed a letter in response to the staff's letter.

10/17/2002-5 BE IT RESOLVED that the Board of Trustees of Green Woods Charter School hire foundations to perform the job search (\$4,000.00) and to provide an interim principal, (\$450.00/day, \$9,000.00) and that the Personnel committee along with Lead Teacher, Donna Dougherty interview potential candidates.

Elizabeth Bailey motioned to approve the resolution, and Norman Kinback seconded. All members in attendance unanimously approve.

The Board composed a letter to the parents explaining the Board's resolution to hire Foundations.

10/17/2002-6 BE IT RESOLVED that the Board of Trustees of Green Woods Charter School engages the Executive Committee in the day-to-day operations until an interim principal is in place.

Ms. Trudeau motioned to approve the resolution and Joe Walker seconded. All members in attendance unanimously approve.

## **7. 6th Grade Teacher**

Robert Shore will be interim 6<sup>th</sup> grade teacher and will be available to teach everyday until a permanent teacher is hired. Mr. Walker, Ms. Snyder and Ms Dougherty will review and interview candidates for 6<sup>th</sup> grade teacher. The first interview is scheduled for Oct. 21.

A second interview with potential candidates and other board members will be conducted by the Personnel committee with a final recommendation to Board at the next scheduled board meeting, Nov. 7.

The Board composed a letter to the parents of the 6<sup>th</sup> grade students making them aware that the board is actively working to find a permanent teacher.

10/17/2002-7 BE IT RESOLVED that the Board of Trustees of Green Woods Charter School authorizes Ms. Snyder to produce and sign an exit letter to Mr. Coccagna stating that his resignation is a mutually beneficial decision and that it was not a good fit and that neither parties will say anything beyond that to staff, parents or the public.

Ms. Trudeau motioned to approve the resolution and Gina Snyder seconded. All members in attendance unanimously approve.

## **8. Mr. Coccagna's Exit Interview**

Ms. Snyder reports that Mr. Coccagna wrote the verbal agreements for staff hires. He also reviewed student IEPs and service needs, in particular 3 students who need full-time services.

A speech therapist has been contacted and will come to school and evaluate 5 students with speech IEPs. Services are scheduled to start next week (October 28) for 5 students at 2 hours per week.

10/17/2002-8 BE IT RESOLVED that the Board of Trustees of Green Woods Charter School retain the services of Northern Home to perform IEP evaluation and Team work and then implement their recommendations with potential outside contractors with a contract not exceed \$5,000.00.

Gina Snyder motioned to approve the resolution, Marti Trudeau seconded. All members in attendance unanimously approve.

## **9. Adjournment**

Ms. Trudeau motioned to adjourn the meeting and Elizabeth Bailey seconded. The meeting is adjourned at 9:10 pm.

### **Attachments:**

Agenda

Personnel Committee Recommendation for Securing a Principal

CAO/Principal qualifications/job description/responsibilities

Faculty Letter

Parent Letter

6th Grade Parents Letter

Respectfully Submitted,

Dana Lotkowski