

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

October 20, 2005
Green Woods Charter School

REGULAR MEETING MINUTES #2

Board Members Present:

Carol Spangenberg, Secretary Kim Birkmire, Treasurer
Joyce Clugston Steven Tilney
Glenn Vickers

Staff Present:

Barbara Mail Alison Hart
Monica Scheinler Christy Coughlin
Jean Wallace, Coordinator of Curriculum and Instruction
Annette Solarski, Operations Managers

Parents Present:

Kara Mifflin Rick Meketon
Earl Spangenberg Sue Mobly
Chris Greene Amy Norwitz
Greg Hobaugh Joan Carr
Mary Lou Finch Dana Lotkowski
Elizabeth Bailey

Guests:

Megan Shafer, Board attorney
Mike Whisman, Business Manager, Charter School Choice

CALL TO ORDER:

Carol Spangenberg, Secretary opened the meeting at 7:08 P.M. She announced to the public that the Board was accepting the resignations of Elizabeth Bailey, President and Dana Lotkowski, Vice President.

Steve Tilney nominated Carol Spangenberg as President.

All in favor:

Glenn Vickers yes
Steve Tilney yes
Joyce Clugston yes
Kim Birkmire yes
Carol Spangenberg abstain

Carol Spangenberg nominated Kim Birkmire as Secretary.

All in favor:

Glenn Vickers yes
Steve Tilney yes
Joyce Clugston yes

Green Woods Charter School
Board of Trustees

Meeting Minutes #2
10/20/2005

Secretary of the Board took roll call.

Carol Spangenberg announced that the Board would go into Executive Session at the end of tonight's meeting.

Carol Spangenberg announced the appointment of the Nominations Committee. Mrs. Spangenberg will chair the committee. Members will be Joyce Clugston, Kim Birkmire, Steve Tilney, Glenn Vickers, and Elizabeth Bailey. Several potential candidates for board positions have been identified and we welcome any additional candidates from the school community. Please forward any recommendations to Carol Spangenberg.

Carol Spangenberg motioned to approve minutes from August 18, 2005 and September 15, 2005. Steve Tilney moved to accept the minutes as presented and Joyce Clugston seconded.

Steve Tilney reminded the Board that a resolution for a final reading and approval of the Employee Handbook must be voted on at this evening's meeting.

The minutes were approved as presented.

REPORTS

Business:

Mike Whisman, Business Manager, Charter School Choice presented the Board with the current budget report and balance sheet. See attached.

Executive Committee:

Ms. Spangenberg reported that the Executive Committee met on the following dates: 9/22, 9/29, 10/6, 10/13 to discuss personnel issues.

Fundraising Committee:

Ms. Birkmire reported that the book fair went very well. Each teacher was able to purchase \$250.00 of books for their classrooms. The specialists were given a small stipend to spend on books also. Ms. Birkmire thanked Anita Quain and all the Scholastic book volunteers for their hard work, as well as the parents coming out to support the Book Fair.

SLT:

Annette Solarski, Operation Manager
See Attached Report

Jean Wallace, Coordinator of Instruction
See Attached Report

PUBLIC COMMENT (on consent Agenda Items only).

There was no public comment.

Carol Spangenberg asked for a motion to accept Consent Agenda Items A-H. Glenn Vickers moved to accept Consent Agenda Items A-H and Joyce Clugston seconded.

- A.) **10/20/2005 – 1-BE IT RESOLVED** that the Board of Trustees of the Green Woods Charter School approves the Second Amendment to Lease Agreement dated July 19, 2002, ("Amendment") in the form attached to this Resolution between The Schuylkill Center for Environmental Education and the Green Woods Charter School for the lease of portions of the property known as 8480 Hagys Mill Road, Philadelphia, Pennsylvania and the facility located thereon known as The Schuylkill Center for Environmental Education Main Administration and Classroom Building. The Board hereby authorizes the Board President to execute, and the Board Secretary to attest, the Amendment in the form attached to this Resolution.
- B.) **10/20/2005 – 2- BE IT RESOLVED** that the Board of Trustees offer a contract to Joe Bauer as a Part Time Maintenance Person, 12 month position, starting October 24, 2005 at the rate of \$15.00 per hour for 20 hours per week of service, with no benefits and a 60 day probationary period.
- C.) **10/20/2005 – 3- BE IT RESOLVED** that the Board approves Sandie Paduano-Diaz as a Reading Assessment Consultant for contracted services to provide QRI testing and assessments at a rate of \$35.00 per hour; contract not to exceed \$1,600.00.
- D.) **10/20/2005 – 4- BE IT RESOLVED** that the Board approves the following employee resignations/releases:
Mrs. Karla Scanlon effective 10/6/05 (resignation)
Mr. Dennis Nast effective 10/14/05 (resignation)
Mrs. Helen Vernitsky effective 10/21/05 (resignation)
- E.) **10/20/2005 – 5- BE IT RESOLVED** that the Board approves the contract with FAMCO to replace an alarm panel in Trailer #2 not to exceed \$1,300.
- F.) **10/20/2005 – 6- BE IT RESOLVED** that the Board approves the hiring of Donna Persico as a Long Term Substitute Teacher for First Grade, effective October 21, 2005 at a rate of \$150.00 per diem for days worked. Not eligible for benefits.
- G.) **10/20/2005 – 7- BE IT RESOLVED** that the Board authorizes the Executive Committee to review the bylaws with the Board Attorney to ensure that the bylaws continue to reflect the structure of the school.
- H.) **10/20/2005 – 8- BE IT RESOLVED** that the Board of Trustees adopt the Employee Handbook that was read into record on September 15, 2005.

The resolutions A - H were unanimously approved.

Steve Tilney requests approval for a resolution to approve the Lease Reimbursement form available from the PDE. Kim Birkmire moved to accept the Lease Reimbursement resolution and Joyce Clugston seconds.

10/20/2005 – 9- BE IT RESC ED that the Board approves the secret to sign the 2005-2006 Lease Reimbursement form available from the PDE.

Roll Call Vote

All in favor: Glenn Vickers yes
Steve Tilney yes
Joyce Clugston yes
Carol Spangenberg yes
Kim Birkmire yes

The resolution was unanimously approved.

Carol Spangenberg discussed with the Board the need to fill the vacancy on the School Leadership Team. Mrs. Spangenberg asked for a motion to appoint Elizabeth Bailey as Communications Director and Dana Lotkowski as Business Coordinator.

Glenn Vickers reads into the Minutes the following resolution:

10/20/2005 – 10 - BE IT RESOLVED that the Green Woods Charter School Board of Trustees appoint Elizabeth Bailey as Communications Director and Dana Lotkowski as Business Coordinator, to become members of the SLT for 28 hours per week at the salary of \$29,038 each, effective October 27, 2005 through June 30, 2006.

Steve Tilney seconded the motion.

Board Comment:

Kim Birkmire, Glenn Vickers , Joyce Clugston commented on the resolution.

SLT Members Comment:

Annette Solarski, Operations Manager (see attached letter) and Jean Wallace, Coordinator of Curriculum and Instruction commented on the resolution.

Public Comment:

Parents Rick Meketon., Mary Lou Finch, Gail Craighead commented on the resolution.

The resolution was unanimously approved.

Carol Spangenberg welcomed Elizabeth Bailey and Dana Lotkowski into their new roles.

ADJOURNEMENT:

Carol Spangenberg announced that the Board would adjourn the business meeting and the members would go into Executive Session.

Carol Spangenberg asked for a motion to adjourn. Steve Tilney moved to adjourn. Joyce Clugston seconded. All in favor. The meeting was adjourned at 8:13 P.M.