

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

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

MEETING MINUTES #9

Board Members Present:

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

Members Absent:

Elizabeth Bailey

Parents Present:

Emilie Nichols, Diane Brumble

Ms. Trudeau, Vice President of the Board, called the meeting to order at 7:11 p.m.

Minutes from the October 3rd and October 17th, 2002 meetings were reviewed. Clarification was given about Donna Dougherty's emergency special education certificate and review of Special Education. Marti Trudeau motioned to approve the October 3rd minutes and Ed Kirkbride seconded. All members in attendance unanimously approved.

The Board reviewed the minutes from the October 17th meeting. Upon Board review the following amendments to the minutes were noted: #1. The Action Council (described in #4 Committees appointed) **MAY be instituted in the future**. #2. The Disputes and Board Development Committees are newly constituted.

Marti Trudeau moved to approve the minutes with amendments. Ed Kirkbride seconds. All members in attendance unanimously approved.

1. Old Business

11/7/2002-1 BE IT RESOLVED that the Mr. Bob Coccagna has tendered his resignation effective October 18, 2002.

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

2. Personnel Committee Report

The Personnel Committee includes Marti Trudeau, Joe Walker, Gina Snyder and new member, Dana Lotkowski. Donna Dougherty is a member of the Personnel Committee Task Force.

Personnel Committee has been interviewing staff and reviewing the written verbal contracts prepared by Mr. Coccagna for each employee in order to develop a contract. An Employee Handbook, in draft form, has been developed outlining in more detail employee leave and work policies. The committee has prepared a contract that has been reviewed by the school's Attorney. These documents are only in draft form. It is explained that the handbook is the document that will need to be updated from time to time, but that the staff will be made aware of these changes. Also the staff will be asked for input on the Employee Handbook.

11/7/2002-2 BE IT RESOLVED that the Board approve the Contract, subject to refinement by Attorney David Thalheimer.

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

Gina Snyder reviewed the draft Employee Handbook document with the Board and stated that a few topics, Leave, Termination Policy and Grievance Policies still need to be worked on. Ed Kirkbride suggests we review both the contract and the Employee Handbook with the teachers and ask for their input. The Personnel Committee asked for the Board to review, as soon as possible, the Employee Handbook and make suggestions so the Personnel Committee can meet with the teachers to review the Employee Handbook.

A teacher candidate has been offered the 6th grade teaching position, pending submission of Criminal Background Check and college transcript documentation, to the Personnel Committee. A letter informing the parents will be given to the parents of the 6th grade class once the documents are provided by the teacher.

Marti Trudeau informs the Board that the Nurse has resigned effective October 18. Upon review of the parent volunteer survey, 2 parents who are nurses were identified.

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.

Foundations Contract

Ms. Trudeau reports that the contract has been reviewed by GWCS' Attorney, David Thalheimer. We are waiting for Foundations to return the contract to us at which time it can be signed by 2 members of the Board of Trustees. Foundations will provide an interim CAO (for 1 month at a cost of \$450.00 per day) and a job search for a CAO (which may take 2-3 months).

Foundations will provide us with candidates for both CAO and Interim Principal positions. The Personnel Committee will interview the Interim Principal. The Interim Principal will provide daily operations services and may offer policy ideas.

3. School Report

Mr. John Sole presents the Board with a written document outlining the schools events for the past few weeks (submitted as an attachment). Mr. Sole offers additions to this document:

- Students are involved in a paper recycling initiative which will be used as a learning tool. The Smurfitt Stone Company will allow GWCS to take their paper to recycle.
- Ms. Winnie Radilan, a renowned paper maker and artist, is providing a 2 hour paper making session with each class to make a recycled paper quilt.
- As part of the 6th grade Service Learning Project, the students have been working along side the SCEE Bookstore staff maintaining the bird feeders.
- Ist graders are maintaining a worm farm.

Mr. Sole has been individually videoing many of these programs that the children are participating in. Mr. Kirkbride notes that we can use these videos for Public Relations and grant writing. The Board discussed the programs and events that are going on in the school for the children.

11/7/2002-2 BE IT RESOLVED that the Board approves the School Report document as presented.

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

Mr. Sole excuses himself from the meeting at 7:40pm.

4. Finance Committee Report

Gina Snyder resigns as Finance Committee Chair. Finance Committee member Norman Kinback will now Chair the committee.

Ms. Snyder reports that the accountant, Lisa Moffitt, will establish a chart of accounts, monitor books, implement accounting software program and make modifications to the budget. The proposed budget is expected to be completed by the December board meeting. Check Authorization forms for bills and petty cash receipts policies are being implemented.

The committee is also looking into having teacher participation on the committee and to also offer their needs, now and future, can be identified and addressed in the budget.

The committee informed the board that the payroll account was not emptying out each month making reconciling the account difficult. Direct deposit was discussed as a way to have the payroll checking account reconcile each month.

11/7/2002-3 BE IT RESOLVED that the Board approve that Pay USA provide Direct Deposit for all Green Woods Charter School employees.

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

5. Facilities Committee Report

Mr. Ed Kirkbride, chair, addressed the privacy door required between classroom 4 and 5. Two suggestions are made; Accordion doors, at a cost of \$5,000 to \$7,000 dollars depending on composition and sound isolation. Panel doors for about \$1,000 dollars were suggested, but this option does not offer sound insulation. Mr. Kirkbride will make a recommendation at the next board meeting. Accordion doors will take 8 weeks for delivery.

Tracy Kay explains this should to be addressed now in order to bring the 6th grade students from the Weil house to the main building. The 6th grade students can use classroom 6 (science room) as their classroom space. Weil house was not intended as classroom space for this school year and the SCEE Board would like GWCS to address this now.

11/7/2002-4 BE IT RESOLVED that the Board approve the Facilities Committee to precede on classroom 4 and 5 dividers not to exceed a maximum of \$5,000.00 dollars.

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

Mr. Kirkbride reports that extra, secure storage space is required and could be built in the laboratories. Mr. Kay and the Facilities Committee will meet to discuss these issues further.

Mr. Kay suggests that 2 staff members each from SCEE and GWCS Boards should meet to evaluate programs and facilities on a routine basis in between board meetings to streamline

processes. Mr. Kirkbride as chair of the Facilities committee and Elizabeth Bailey as Chair of the Curriculum Committee are suggested as the liaisons.

11/7/2002-5 BE IT RESOLVED that the Board endorse the idea for the Facilities/Long Range Planning and Curriculum Committee Chairs, or their designee, meet and evaluate programs and facility issues with the Schuylkill Center's designated Board members.

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

6. Committees Review

Ms. Trudeau reports that most committees are still identifying parents as possible committee members based on the Parent Volunteer Survey.

Ms. Snyder suggests that the board discuss the committee process and procedure. Committee function is to perform tasks and develop ideas to bring to the Board except when the Board has authorized the committee to perform a task. Issues in operation of school in between board meetings need to be reported to board committees and if action is taken then the Board President is informed.

7. Baldrige Criteria

Ms. Trudeau reviews that the GWCS application was based on the Baldrige Criteria and that the Criteria need to be developed into an initial training for staff, parents and board.

Ms. Trudeau suggests that she, as a director of CQI, could review an initial session. January 11th is suggested as a date for this training to be held in the SCEE auditorium. Ms. Trudeau will get copies of her training manual and Mr. Kay will check the SCEE auditorium schedule and an invitation list will be assembled.

8. Miscellaneous Items

- Mr. Kirkbride suggests taking advantage of a half-hour program offered by PECO, "What A Green School Is". Then a design team with board, parents, and teachers and could also be a kickoff to a design of green school collaborative. Mr. Kirkbride will look into this.
- Mr. Kirkbride will provide a copy of a report card revision from the School District as it relates to "No Child Left Behind" legislation at the next board meeting.

9. Adjournment

Ms. Trudeau motioned to adjourn the meeting and Dana Lotkowski seconded. The meeting is adjourned at 9:00 pm.

Attachments:
School Report
Contract – Draft #1
Parent Survey Form

Respectfully Submitted,

Dana Lotkowski