

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

**November 13, 2003
Green Woods Charter School**

MEETING MINUTES #6

Board Members Present:

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

Dana Lotkowski, Vice President
Emilie Nichols, Treasurer
Edison Freire
Tracy Kay, Executive Director of SCEE

Board Members Absent:

Theresa Lewis-King

Staff Present:

John DiLello, CAO

Parents Present:

Erika Wallace, Timothy Delany

Elizabeth Bailey, President of the Board, called the meeting to order at 7:16 p.m.

Elizabeth Bailey announced there will be an Executive Session at some point during this meeting.

There was a discussion regarding changing the date of the December Board meeting due to GWCS's report card conferences scheduled for that evening. It was decided to keep the same date (December 11, 2003) since the conferences will be finished by 7:00 p.m.

Ms. Castellini motioned to approve the minutes. Ms. Lotkowski seconded. The minutes were approved

Ms. Bailey announced that all committees, except curriculum, are functioning. Each committee will report at the monthly board meetings using the general reporting format.

Ms. Bailey led a discussion in regards to the Board Training with Pam Price scheduled for Monday December 8, 2003. It was decided the meeting will be from 4:00 p.m. to 7:00 p.m. Our lawyer, Ken Roos, recommended her since she has worked with many school boards. She will be reviewing our charter and bylaws so that she will come in prepared to guide us.

RESOLUTIONS:

11/13/03 – 1 - BE IT RESOLVED that, by second reading to the Board of Trustees, hereby adopts By-laws and Board Procedures 001, 002, 003, 004, 005, 006, 006.1 and 007 in the form attached.

11/13/03 – 2 - BE IT RESOLVED that, by second reading to the Board of Trustees, hereby adopts the Discipline Policy in the form attached.

11/13/03 – 3 - BE IT RESOLVED that the Board of Trustees authorizes the Board President to enter into an agreement with PASBO for consulting services in the amount not to exceed \$1000.00

PUBLIC COMMENT:

There was no public comment on the above resolutions.

BOARD VOTE ON RESOLUTIONS:

Mr. Kay motioned to approve the resolutions as presented. Ms. Nichols seconded. The resolutions were unanimously approved.

CAO REPORT

Feasibility Study: Mr. DiLello reported that he has been working with the SCEE to find more available space. Mr. DiLello and Mr. Kay shared some of the ideas from the group of architects that came and did a charette at the SCEE. It was agreed by all that we need to continue to look ahead at our building needs and work accordingly.

Mr. DiLello addressed the need for technology as part of the curriculum. The Personnel and Curriculum committees will discuss the matter.

Mr. Di Lello invited all the Board to attend the Thanksgiving feast/hike on Wednesday November 26, 2003 at 12:00p.m.

RESOLUTIONS

11/13/03 –4 BE IT RESOLVED that the Board of Trustees approve the Teacher Contract of Barbara Mail as a 10 month employee from September 1, 2003 through June 30, 2004 at a salary of \$37,000 dollars.

11/13/03 –5- BE IT RESOLVED that the Board of Trustees approves the Classroom Aid Contract of Angela Martelon as a 10 month employee from September 1, 2003 through the conclusion of the 2003- 2004 school year at the rate of \$10 dollars per hour for 7 hours per day, 5 days a week; total salary not to exceed \$14,000 dollars for the 2003 -2004 school year.

11/13/03 -6- BE IT RESOLVED that the Board of Trustees approves the Classroom Aid Contract of Dawn Stacey as a 10 month employee from October 21, 2003 through the conclusion of the 2003- 2004 school year at the rate of \$10 dollars per hour for 7 hours per day, 5 days a week; total salary not to exceed \$11,550 dollars for the 2003 -2004 school year.

11/13/03 -7- BE IT RESOLVED that the Board of Trustees approves the Lunchroom Aid Contract of Carolyn Manzo as an hourly employee at the rate of \$7 dollars per hour for the 2003-2004 school year.

11/13/03 -8- BE IT RESOLVED that the Board of Trustees approves the Lunchroom Aid Contract of Susan Clarke as an hourly employee at the rate of \$7 dollars per hour for the 2003-2004 school year.

11/13/03 -9- BE IT RESOLVED that the Board of Trustees approves the Lunchroom Aid Contract of Troy Layne as a 10 month employee from September 1, 2003 through the conclusion of the 2003- 2004 school year at the rate of \$10 dollars per hour for 4 hours per day, 5 days a week; total salary not to exceed \$8,000 dollars for the 2003 -2004 school year.

11/13/03 -10- BE IT RESOLVED that the Board of Trustees gives approval for John DiLello, CAO to request the PA Department of Health to modify Green Woods Charter School's Tuberculosis Testing beginning with the 2003-2004 school year, specifically requesting that Green Woods Charter School be waived from testing students for TB. Reasons for this waiver request are based on the school,s location in a historically low risk area and upon the advice of the school,s Chief Physician.

11/13/03 -11- BE IT RESOLVED that the Board of Trustees authorizes John DiLello, CAO to enter into an agreement, subject to the approval of the Finance and Facilities committees, with an architect and/or engineering consultant firm to perform a feasibility sturdy for use of the basement over the next two years in a form approved by the Chief Administrative Officer and Board President, not to exceed \$3,000dollars.

11/13/03 -12- BE IT RESOLVED that the Board of Trustee authorizes John DiLello, CAO to enter into an agreement, subject to the approval of the Finance and Facilities committees, with a contractor to finish the basement into office space and to finish the upstairs closet into an office with a door, in a form approved by the Chief Administrative Office and Board President, not to exceed \$10, 000 dollars.

PUBLIC COMMENT

Ms. Wallace, parent, asked a question in regards to the basement plans. Mr. Delany, parent, asked a question in regards to the contracting information. Both questions were addressed by Mr. DiLello and Mr. Vickers.

BOARD VOTE ON RESOLUTIONS:

Ms. Spangenberg motioned to approve the resolutions as presented. Ms. Lotkowski seconded. The resolutions were unanimously approved.

FACILITIES COMMITTEE

The Facilities Committee met on Wednesday November 12, 2003. They will meet the first Tuesday of every month at 5:00 p.m. in the CAO's office.

Electrical work for the module, refinishing the basement and finding an architect to manage the master planning process were topics discussed. See attached report.

EXECUTIVE COMMITTEE

The Executive Committee is responsible for policy and personnel. They met Thursday October 16, 2003, Wednesday October 22, 2003, Wednesday October 29, 2003, and Wednesday November 5, 2003.

The admissions policy was sent out to all board members. Ms. Bailey forwarded it to Attorney Ken Roos to formulate them into a policy that will be presented at the December Board Meeting.

In our meeting with Attorney Ken Roos, we focused on formulating policies. Mr. Roos will formulate policies on Special Ed and Personnel for our review.

FINANCE COMMITTEE

There was no finance committee meeting this month. There will be a full report on actual vs. budget expenses at the December Meeting.

Michael Whisman of Larson Allen will be coming to the December meeting to present GWCS's 2002/2003 Audit Report to the Board.

CURRICULUM COMMITTEE

The curriculum committee has not met yet.

FUNDRAISING COMMITTEE

The Fundraising met on October 21, 2003. They will meet on the 4th Tuesday of each month. However, due to the holidays, they are meeting on the third Monday of November and December.

There were several parents present at their meeting. Anita Quain, chairman of the book fair, reported that we had a successful book fair. Total sales were \$4,903.39. The school received \$2,041.80 to be used in book purchases.

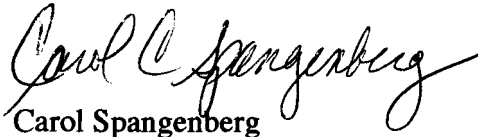
There were several ideas for fundraising and will be researched. The next meeting will be Monday November 17, 2003. See attached report.

PUBLIC COMMENT:

There was no public comment.

Mr. Friere motioned to adjourn the meeting. Ms. Lotkowski seconded. The meeting was adjourned at 9:40 p.m.

Respectfully submitted,


Carol Spangenberg
Secretary

Attachments:

Agenda
Pam Price Proposal
Fundraising Committee Report
Facilities Committee Report