

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

**November 16, 2004  
Green Woods Charter School**

**REGULAR MEETING MINUTES #3**

**Board Members Present:**

Dana Lotkowski, Vice President	Kim Birkmire, Treasurer
Emilie Nichols	Steve Tilney
Glenn Vickers	

**Board Members Absent:**

Elizabeth Bailey, President	Carol Spangenberg, Secretary
Tracy Kay	Theresa Lewis-King

**Staff Present:**

Harold Kurtz, Interim CEO, Synergy Educational Consultants  
Allison Hart  
Carolyn Manzo  
Annette Solarski

**Parents Present:**

Joan Carr	Mary Lou Finch
Lana Harris	

**Guests Present:**

Joyce Miller, Larsen, Allen  
Michael Whisman, School Business Manager

**CALL TO ORDER**

Mrs. Lotkowski, Vice President, called the meeting to order at 7:07 p.m. Mrs. Nichols took roll call.

Mrs. Lotkowski moved to approve the minutes from the October 19, 2004 Board meeting. Mr. Vickers seconded the motion. The minutes were approved unanimously.

## **CEO REPORT**

Dr. Kurtz reported that the visit of Secretary McGinty from the Department of Environmental Protection was very positive.

GWCS was notified by the Department of Education that we would be receiving the Keystone Achievement Award for adequate yearly progress.

November 29 is the date for the rescheduled meeting with Founders, Board and Staff. The meeting will run from 4 - 7 p.m. Dinner will be included. A newsletter will go out in the Wednesday folder updating parents.

The first Town Meeting will be held December 6, 2004 at 7:00 p.m. All members of the wider GWCS community are invited.

## **BUDGET REPORT**

Our accountant, Mike Whisman, gave a general overview of the current Budget vs. Actual Profit and Loss report. Overall, things look good.

## **AUDIT REPORT**

Joyce Miller, Partner in charge of Charter Schools for Larsen, Allen, reported on the Audit. Her recommendations were as follows:

1. The Board should have a separate Audit Committee
2. There should be a Whistle Blower policy
3. There should be document retention rules

The Audit was generally favorable.

## **FUNDRAISING**

Dana Lotkowski reported, on behalf of the Fundraising Committee, that the GWCS Silent Auction netted approximately \$15,000. The final report is forthcoming.

## **CEO SEARCH**

Dr. Kurtz reported that three final candidates will be interviewed on December 8, 2004.

## **ANNOUNCEMENT**

Mrs. Lotkowski reported on the appointment of Kim Birkmire to fulfill Mrs. Nichols' term as Treasurer. Ms. Lotkowski welcomed Mrs. Birkmire and thanked Mrs. Nichols for her work.

## **PUBLIC COMMENT**

There was no public comment on the Consent Agenda.

Allison Hart asked how the money from the auction will be spent. Dr. Kurtz replied that the Fundraising Committee will make recommendations to the full Board about how to allocate money.

## **CONSENT AGENDA**

**11/16/04 -1-BE IT RESOLVED** that the Board accept the termination of Ronald Rigler as custodian/maintenance effective October 22, 2004.

**11/16/04-2-BE IT RESOLVED** that the Board approve a contract with Peachy Kleen to provide custodial services at a daily rate of \$125 effective October 25, 2004.

**11/16/04-3-BE IT RESOLVED** that the Board approve a contract with R.B. Hall Associates to provide hardware and software integration services for \$4,284.

**11/16/04-4-BE IT RESOLVED** that the Board approve a contract with PNC Wiring, Inc. to provide infrastructure cabling for our computer lab and equipment for \$3,080.

**11/16/04-5-BE IT RESOLVED** that the Board approve a matching agreement with SCEE to do a facilities study at a cost of \$7,500.

**11/16/04-6-BE IT RESOLVED** that the Board approve an agreement with Covad to provide Internet access (T-1 line) for GWCS at a cost of \$549 per month for one year. Mr. Tilney moved to approve Resolutions 1 - 6. Mr. Vickers seconded the motion. There was no public comment.

The motion to approve Resolutions 1 - 6 passed unanimously.

Mr. Vickers moved to adjourn the meeting. Mr. Tilney seconded the motion.

The meeting adjourned at 7:50 p.m.

Respectfully submitted,

Emilie Nichols  
On behalf of  
Carol Spangenberg, Secretary