

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

**November 20, 2002 7:00 PM
Schuylkill Center for Environmental Education**

MEETING MINUTES #10

Board Members Present:

Elizabeth Bailey, Marti Trudeau (conference phone), Norman Kinback, Joe Walker, Ed Kirkbride, Tracy Kay, and Dana Lotkowski

Members Absent:

Gina Snyder

GWCS Staff Present:

John Sole

Elizabeth Bailey, President of the Board, called the meeting to order at 7:10 p.m.

1. Personnel Committee Report

Marti Trudeau, chair, reports that Ruth Taylor, classroom assistant, will begin working at Green Woods Charter School on Monday, November 25th. Additional hours were offered to both Ms. Taylor and Ms. Seltzer.

Nurses Colleen Sutcliffe and Mimi Wainwright will start at GWCS on December 2nd. Ms. Sutcliffe will work 3 days a week and Ms. Winwright will work 2 days a week both from 10:00 am to 2:00 pm. Both will be in contact with each other if they need to change schedules due to sickness or other concerns.

Dana Lotkowski reviews with the board the teachers /employee contract for final board approval. This contract has been reviewed by David Thalheimer, Attorney.

11/20/2002-1 BE IT RESOLVED that the Board approve the contract with modifications.

Ed Kirkbride motioned to adopt the resolution and Elizabeth Bailey seconded. The resolution was approved unanimously by all Board members present.

11/20/2002- 2 BE IT RESOLVED that the Board approve the substitute pay that John Sole has received, for Thursdays and Fridays for the weeks since the absence of GWCS' CAO.

Marti Trudeau motioned to adopt the resolution and Ed Kirkbride seconded. The resolution was approved unanimously by all Board members present.

Mr. Kirkbride suggests that the Personnel Committee should discuss this further and the Board should revisit this topic at the next board meeting.

2. Foundations Contract

Ms. Trudeau reports that she signed the contract for a providing for a CAO Search, with a deletion stating that GWCS would be responsible for newspaper advertisement for CAO. The original contract of \$4,000.00 provided for newspaper advertisement for CAO search. Foundations agreed to the original terms.

Mr. Harold Kurtz will be our Search Representative from Foundations. Foundations has an interested candidate and arrangements are being made to have him visit GWCS.

3. Facilities/Long Range Planning Committee Report

Mr. Kirkbride, Chair, reviews with the Board the proposed partition between classroom 4 and classroom 5. Mr. Kirkbride was given a rough estimate of \$2,800.00 for materials and installation for an insulated partition wall and swinging doors (not including maker boards and vision panels on the doors) (see attachment). After many considerations, this option makes the most sense concerning sound insulation, time and budget.

Construction can be started very soon, but after December 3rd, as Acadia University students use Classroom 5. Mr. Kirkbride would like to have a contract signed by Dec. 5th and will confer with the Facilities Committee. He believes he can work within the Board resolution, but will come to the board if more money is required.

Mr. Kirkbride suggests this can be a learning tool, within boundaries of child safety, for the students. He has already involved them in the designing phase and plans to instruct them on the construction phase as well.

FUTURE CLASSROOM SPACE

Mr. Kirkbride addresses GWCS' need for 4 more classrooms by September 2003 to accommodate 4 new classrooms. Approval will be needed by December in order to get all requirements met by August 2003. Bidding, materials, and hiring will need to take place in January.

Mr. Kirkbride suggests moveable, modular units which can be relocated. He also suggests an off site solution as an interim measure until structures are built. Mr. Kay suggests that GWCS and SCEE Boards process might be too slow to action for a new building route.

The Facilities/Long Range committee is actively in contact with "Green" schools designers, as well as AIA contacts to provide design input for a new school. John Sole is also in contact with CHAD, the architecture charter school, to help involve the GWCS students in the design phase.

Mr. Kay suggests that it would be easier to deal with existing building modifications then to get approval to build new buildings at SCEE. Weil House could be modified for more classroom space.

The Facilities Committee will meet before December 6th to review plans for moving forward. Mr. Kay suggests that program needs be addressed as they relate to space concerns.

Ms. Trudeau suggests 5 parents onto Facilities Committee with building experience to offer input.

4. Finance Committee Report

Norman Kinback, Chair, reports an \$83,000.00 cash flow. Payroll this month is \$35,000.00 and will increase as new staff members have been hired. Without the Start-up grant money, cash flow is fine and it is not necessary to apply for the bridge loan at this time.

A revised budget is expected by Dec. 5th which will reflect the contract with Foundations.

(Marti Trudeau leaves meeting at 8:40pm.)

5. Video Presentation

The Board reviews a video presentation by John Sole of students participating in project based learning.

Mr. Sole reports that some videos are en-route to New York studios of Nickelodeon News, a children's cable TV news program.

6. Miscellaneous

Ms. Trudeau, on behalf of the board, congratulates Mr. Kirkbride for being named "Planner of the Year" by the Council of Facilities Planners International.

Ms. Bailey suggests that the Board consider conducting meetings at GWCS' classrooms or the auditorium in order for the Board to connect with the students' environment and to see first hand the students' projects displayed around the school.

7. Adjournment

Ms. Bailey motioned to adjourn the meeting and Mr. Walker Seconded. The meeting is adjourned at 9:00 pm.

Attachments:

Agenda

Employee Contract

Partition Design

Respectfully Submitted,

Dana Lotkowski