

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

**December 11, 2003
Green Woods Charter School**

MEETING MINUTES #7

Board Members Present:

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

Dana Lotkowski, Vice President
Emilie Nichols, Treasurer
Theresa Lewis-King

Board Members Absent:

Edison Freire
Tracy Kay, Executive Director of SCEE

Staff Present:

John DiLello, CAO
Donna Dougherty

Parents Present:

Mary Lou Finch, Erika Wallace

Guests:

Michael Whisman, CPA, Larson Allen

Elizabeth Bailey, President of the Board, called the meeting to order at 7:20 p.m.

The Board discussed and planned a work session for the board which will be on Saturday January 24, 2004 starting at 10:00 a.m. Ms. Bailey will make the arrangements.

The Personnel Committee will be holding a meeting on January 15, 2004 at 1:30 p.m. They will be discussing salary scales and benefits.

Ms. Castellini motioned to approve the minutes. Ms. Lotkowski seconded. The word "sturdy" on resolution #11 should be "study". The minutes were approved unanimously.

AUDIT REPORT

Ms. Bailey introduced Michael Whisman, CPA of Larsen Allen, who did the audit for our school. He explained the written report of the audit to the board. Mr. Whisman stated that he could come back in January to discuss the survey of Charter Schools and expenditures.

EXECUTIVE COMMITTEE

Ms. Bailey gave an Executive Committee report. The meeting dates were November 10, 19, and December 3, 2003. Attending were Elizabeth Bailey, Dana Lotkowski, Emilie Nichols (except Dec. 3 mtg) Carol Spangenberg and John DiLello. Personnel and Policy were discussed.

FINANCE COMMITTEE

Ms. Nichols gave a Finance Committee report. The committee met on November 26, 2003. They discussed the plumbing proposal for the module and more funds for the purchase of computers. A proposal for the technology coordinator was discussed. The need for bookkeeping services was discussed. Attendees were John DiLello, Mary Lou DiLello, Dana Lotkowski, Janet Castellini, and Emilie Nichols.

FUNDRAISING COMMITTEE

The Fundraising committee met on November 17, 2003 at 7:00 p.m. A sub-committee was formed to plan the silent auction, which will be held next fall. Our current fundraiser is Wawa certificates which to date has netted \$272.00. A Bingo night is being planned for late winter/early spring. Attendees were Wes Somerville, Annette Solarski, Sue Mobly, Anita Quain, Joyce Clugston, Vickie Clugston, Dana Lotkowski, Sue Spada, Susan Clark, Joan Carr, Elizabeth Bailey, Emily Nichols, Carol Spangenberg

FACILITIES REPORT

There was no Facilities Committee meeting this month.

CURRICULUM COMMITTEE

The Curriculum committee will meet on Thursday December 18 2003 at 4:30 p.m.

CAO REPORT

Mr. DiLello distributed copies of the new revised report cards for our review. He suggested that the curriculum committee or an ad hoc committee review these again within the year and update as necessary.

A winter concert is planned for Monday December 22, 2003. Because of space limitations, there will be 2 concerts. K-2 performance will be 6:30, Gr. 3 – 7 will be 7:45 p.m. The Yule log will be done on Tuesday afternoon, December 23rd. Several board members and parents voiced their concerns and disappointment at the change of the Yule Log from the original evening event to a daytime event.

Mr. DiLello explained the need for more electrical outlets throughout the building to support the data network.

FIRST READING:

Be it resolved that the Board establishes the following grade sizes for the 2003-2004 school year:

Kindergarten through 6th grade – 22 students per grade
7th/8th grade – no additional students

Exceptions to these grade sizes must be approved by the Board and will only be considered if the applicant involved is a sibling of a current Green Woods Charter School Student.

Be it further resolved that the Chief Administrative Officer and Board President are jointly authorized to establish a deadline for applications for enrollment of students on a grade-by grade basis once sufficient applications have been made to ensure maximum enrollment on a grade-by grade basis as provided by this resolution. A waiting list is to be established for students who apply after this deadline and applications will be considered in the order in which the applicant appears on the waiting list; except, however that the application of a sibling of a current Green Woods Charter School student will be given priority over other applicants on the waiting list when an opening occurs.

12/11/03 – 1- BE IT RESOLVED that the Board of Trustees increase the allocation for instructional computers from \$20,000.00 to \$28,000.00 provided that the additional funding will come from Title 1 grants.

12/11/03 – 2- BE IT RESOLVED that the Board of Trustees authorizes John DiLello, CAO, to enter into an agreement with an electrical contractor to install 12 outlets to support the data network in a form approved by the CAO and Board President not to exceed \$1600.00.

There was no public comment on the resolutions.

Ms. Nichols motioned to approve the resolutions. Mr. Vickers seconded. The resolutions were approved unanimously.

PUBLIC COMMENT

There was no public comment.

Ms. Nichols motioned to adjourn the meeting. Mr. Vickers seconded. The meeting was adjourned at 9:08 p.m.

Respectfully submitted,



Carol Spangenberg
Secretary

Attachments:

Agenda
Executive Committee report
Fundraising Committee report
Finance Committee report
Audit
Enrollment Resolution