

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

**December 15, 2002 12:30 PM
Green Woods Charter School**

MEETING MINUTES #11

Board Members Present:

Elizabeth Bailey, Marti Trudeau, Norman Kinback, Joe Walker, Ed Kirkbride, Gina Snyder, and Dana Lotkowski

Members Absent:

Tracy Kay

Parents Present:

Mr. Somerville, Mrs. Nichols

Marti Trudeau, Vice President of the Board, called the meeting to order at 12:45 p.m.

Minutes from the November 7th, and November 20th, 2002 meetings were reviewed. Ed. Kirkbride motioned to approve the November 7th, 2002 minutes and Elizabeth Bailey seconded. All members in attendance unanimously approved.

The Board reviewed the minutes from November 20th, 2002 meeting. Ed. Kirkbride motioned to approve the November 20th, 2002 minutes and Elizabeth Bailey seconded. All members in attendance unanimously approved.

1. Facilities/Long Range Planning Committee Report

Mr. Kirkbride, chair, discussed plans for the wall to be built between classroom 4 and classroom 5 (the lab) and reports that Anthony Scalzo, parent and contractor, has been working with the Facilities Committee on this project and has submitted a contract for constructing the partition wall.

The wall will be completed by the January 12th, as requested by SCEE. The doors will be ordered, and may take 30 days to arrive, and will be installed after the Jan. 12th.

12/15/2002- 1 BE IT RESOLVED that the Board approves the contract with Scalzo/Cmiel Contracting Company to build a wall between Classrooms 4 and 5 (lab), including two doors, with modification that if it costs a little more than the board still approves.

Elizabeth Bailey motioned to adopt the resolution and ^{Gina Snyder 1/2/03 Dana Lotkowski} Elizabeth Bailey seconded. The resolution was approved unanimously by all Board members present.

Mr. Kirkbride proposes that the GWCS Board look into all options for space for next year, and reports that the Facilities Committee has looked into additional space at the Roxborough Presbyterian Church near Ridge and Port Royal Avenues.

Deadline for expansion at the SCEE site has passed for any new building or trailer and/or modular units.

Mr. Kirkbride suggests that GWCS not grow in accordance with plans because GWCS is not ready to grow in accordance with plans or that GWCS alter plans so that the physical facilities can help GWCS grow. Also, that educational concerns should be what drives the facilities concerns. Input from teachers, staff, students, and parents are important.

Ed Kirkbride, sadly, has informed the Board that he is leaving the Board, as of December 31st 2002, and this is his last meeting. He will, thankfully, stay on as a consultant for the school in the area of facilities, which he feels would be a better use of his time and expertise.

In light of Mr. Kirkbride's resignation from the Board, Norman Kinback and John Sole will be Co-Chairs of the Facilities Committee. Ms. Bailey will use the Parent Volunteer Survey list to identify new parent members for the committee (possibly parents in construction trades and parents with educational background).

2. Personnel Committee Report

The new nurses (Colleen Sutcliffe and Mimi Wainwright) have started and have signed contracts. Ms. Sutcliffe will work Mon., Wed. and Fri. and Ms. Wainwright will work Tues and Thurs.

Bob Schor was offered the 6th grade teaching position and accepted it for the remainder of the year. His class will meet in the SCEE classroom 6, the laboratory, and auditorium.

Children are not meeting in the Weil House.

12/15/2002- 2 BE IT RESOLVED that the Board approves that until the Weil House is up to standards, no child should meet there.

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

Lauren Omlor chose not to return to school because of complaints about the facilities. She did not sign a contract. She has been informed that she will receive \$200 for the day she worked. She has requested payment for the whole week, including the holiday. She has also indicated that she will apply for unemployment compensation.

David Thalheimer is looking into whether we have any responsibility regarding her unemployment comp, given the fact that she worked only one day. He also suggests, that in the future, we include a probationary period, during which time the employee can be dismissed with less hassle if needed. He recommends not paying her for additional days, since she chose not to return.

12/15/2002- 3 BE IT RESOLVED that the Board approve 1 day of teaching pay to Lauren Omler, who through her actions has indicated that she chose not to come to work and she was capable of coming to work.

12/15/2002- 4 BE IT RESOLVED that the Board approves that GWCS pay Lauren Omler through our payroll company, Pay USA.

Mr. Kirkbride motioned to adopt the resolution and Mr. Walker seconded. The resolution was approved unanimously by all Board members present.

Ms. Snyder reports that Troy Layne's contract should be changed from teaching to classroom assistant, as his duties have changed since he was first hired. His new hours will be 11:00 am to 3 pm.

12/15/2002- 5 BE IT RESOLVED that the Board approves to hire Troy Layne beginning January 1st as a classroom assistant at an annual rate of \$10,000.000 prorated.

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

Two classroom assistants will be assigned extra duties during the school day: Morning assembly coverage and also additional assistance for Special Education and other teaching assistant assignments..

12/15/2002- 6 BE IT RESOLVED that the Board approves that GWCS increase two classroom assistants schedules to 6 hours per day.

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

The Interim CAO/Long term CAO Search Committee consists of Marti Trudeau, Dana Lotkowski, Donna Dougherty, Gina Snyder, Joe Walker, John Sole, Carol Spangenberg (parent), Allison Hart, Emily Nichols (parent). The selected interim CAO is Richard Diblassio, PhD and he will begin Monday, December 16th. He will initially be located in the Weil House, but may relocate if he identifies another available space at the SCEE. The Interim CAO contract is for at least 30 calendar days (20 work days) and a maximum of 90 calendar days (60 work days). Ms. Lotkowski read into the minutes the Interim CAO Task List prepared by the Search Committee (see attachment). The committee also recognizes that the Interim CAO may add to this list once he assesses GWCS's needs. The chain of command for the Interim CAO was also reviewed.

Interviews for the long term CAO will begin in January. An ad was placed in the Philadelphia Inquirer and applications are arriving to Foundations in response. The Board discussed that GWCS is Foundations' customer and has the authority to make the decision for how long the ad is run, and which applicants will be interviewed.

All search committee members have been given a copy of the draft CAO position description describing appropriate interview questions. Updated position description will be distributed when completed. CAO job description will be used as a framework but not as an absolute for evaluating a potential candidate.

3. Finance Committee Report

Ms. Snyder presents, for the Board's approval, a Fiscal Controls policy (see attachment) to be implemented at GWCS.

12/15/2002- 7 BE IT RESOLVED that the Board approves the Fiscal Controls policy to be implemented as GWCS' general practice.

Mr. Kirkbride motioned to adopt the resolution and Mr. Walker seconded. The resolution was approved unanimously by all Board members present.

Ms. Snyder reviews with the Board the revised budget (see attachment). This is still a preliminary budget and a Ms. Snyder is not recommending an approval of this budget at this time. The budget shows a deficit but there are many line items that need to be reevaluated and the Title 1 Funds amount needs to be identified as a revenue source and put into the budget. Ms. Snyder feels there is enough cushion in this budget. In January, there will be more clarity on the budget and approval of the budget is possible then. Ms. Snyder will ask teachers if they foresee any spending in these certain line items identified in the current budget and she will continue to refine the budget.

Petty cash receipts need to be resolved and all staff members need to document any purchases that were made in August and early Sept. for which they do not have a receipt.

The Board discussed the purchase of holiday gifts for the GWCS staff.

12/15/2002- 8 BE IT RESOLVED that the Board approves the purchase of 12 -\$50.00 American Express gift certificates for staff members.

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

4. Board of Trustees Membership

Mr. Kirkbride discussed that the Board membership configuration should be re-evaluated and scaled back to 5-7 Board members - proportionate to GWCS student body of 123. He encouraged that the least number of people with the most involvement in GWCS should be on the Board. Mr. Kirkbride will prepare and present to the Board on this topic at the next Board meeting.

Executive Session

The Board went into executive session at 3:10 pm to discuss compensation for a GWCS staff member. The Board came out executive session at 3:15 pm. No action was taken.

Adjournment

Ms. Trudeau motioned to adjourn the meeting and Ms. Lotkowski Seconded. The meeting was adjourned at 3:17 pm.

Attachments:

Agenda

Interim CAO Task List

Fiscal Controls Policy

Revised Budget

Respectfully Submitted,

Dana Lotkowski