

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

**January 28, 2009  
Green Woods Charter School**

## **REGULAR MEETING MINUTES**

### **Board Members Present:**

Joan Carr (Treasurer), Julie Stapleton Carroll, Kevin Godshall (President), Matt McClure, Rick Meketon, Tom Schrand, Barry Sunshine (Vice President), Dennis Wesley, Dennis Winters (Secretary)

### **Board Members Absent:**

Kristina Skladaitis (Non-voting)

### **Staff Present:**

Jean Wallace (Academic Director and CEO), Mike Whisman (GWCS Accountant)

### **Parents Present:**

Christy Coughlin, Gail Craighead, Melanie Dudek (HSC), Ginney Meigs

### **CALL TO ORDER**

Kevin Godshall, Board President, opened the meeting at 8:22 P.M. Godshall announced that the Board had met in executive session prior to the Board meeting.

### **ROLL CALL**

Dennis Winters, Board Secretary, took roll call and noted that the only member of the board that was not in attendance was Matt McClure.

### **MINUTES**

Approval of the November and December 2008 minutes was held over until the February meeting.

### **COMMITTEE REPORTS**

**Business Report:** Mike Whisman reviewed the December 2008 financial reports and Transactions by Vendors list with the Board.

**Finance Committee Report:** No report

**Facility:** No report

**Home and School Committee:** Melanie Dudek reported on several fundraisers the HSC was currently undertaking including bumper magnets and window decals. She also announced May 21<sup>st</sup> Spring Town Hall Meeting at 7 PM.

It was noted that Laura Schwengle has resigned from the HSC.

**School Leadership Team Report:**

Jean Wallace reported on numerous events and activities that members of the board and school staff had been involved with over the past month.

**Old Business:** No report

**New Business:**

- Request for expenditure of Fundraising Funds for Music Equipment

**PUBLIC COMMENT:** There was a question on a line item in the Transaction by Vendor list relating to the elimination of mold in the building. Godshall explained how the staff and Board had worked over the last several months to eliminate any threat to the health of the staff or students.

**RESOLUTIONS:**

**1/28/09-9-1 BE IT RESOLVED** that the Board of Trustees hereby approves the December 2008 bills list. Moved by Carr, seconded by Sunshine, carried unanimously.

**1/28/09-9-2 BE IT RESOLVED** that the Board of Trustees names Dennis Winters to serve as Board Recording Secretary, responsible for the preparation of meeting memos. Moved by Wesley seconded by Sunshine, carried unanimously.

**1/28/09-9-3 BE IT RESOLVED** that the Board of Trustees hereby approves the expenditure of money from the fundraising account in the amount of \$5,904 for the purchases of Music Equipment. Moved by Carr, seconded by Wesley, carried unanimously.

**1/28/09-9-4 BE IT RESOLVED** that the Board of Trustees hereby approves a vacation day for staff for Friday, February 13<sup>th</sup>, which is currently scheduled as a staff development day. Moved by Winters, seconded by Carr, carried unanimously.

**1/28/09-9-5 BE IT RESOLVED** that the Board of Trustees approves the Attendance/Lateness Policy as attached as attachment A. Moved by Meketon, seconded by Stapleton Carroll. Motion to Table by Wesley, seconded by Godshall, carried unanimously.

**1/28/09-9-6 BE IT RESOLVED** that the Board of Trustees accepted the resignation of Matt McClure as Board Secretary. Moved by Wesley, seconded by Godshall, carried unanimously.

**1/28/09-9-7 BE IT RESOLVED** that the Board of Trustees approves the formation of Strategic Planning Committee and appoints Barry Sunshine as its Chair. Moved by Stapleton Carroll, seconded by Schrand, carried unanimously.

**1/28/09-9-8 BE IT RESOLVED** that the Board of Trustees accepted the resignation of Laura Schwengel as the co-chair of the Home School Committee. Moved by Schrand, seconded by Godshall, carried unanimously.

**1/28/09-9-9 BE IT RESOLVED** that the Board of Trustees approves the policy for a modified CEO Position as attached (and as read in full). Moved by Wesley, seconded by Godshall, carried unanimously.

**PUBLIC COMMENT (general topics)**

None

**ADJOURNMENT**

Wesley moved to adjourn the meeting, Sunshine seconded, carried unanimously. The regular meeting ended at 9:21 P.M.

Respectfully submitted,

Dennis Winters  
Secretary to the Board

Attachments:

January Financial Statements – distributed at Board Meeting  
Home and School Committee – report attached  
Policy for a Modified CEO Position (Adopted January 28, 2009):

The Board of Trustees believes that a single, strong executive position will ultimately lead to a more efficient operation of Green Woods Charter School. Therefore, effective February 1, 2009, the CEO position shall have sole and ultimate accountability for both the education of students and the overall management of the school, as set forth below.

The Terms of this Administrative Model shall be as follows:

- All staff of the Green Woods Charter School, academic and otherwise, and all outside contractors and consultants shall be accountable to the CEO. The CEO shall be the sole conduit for directing information to the Board of Trustees from the staff, and for directing the dissemination of board policies and procedures to the staff except for the Board's responsibility for formal evaluation of the CEO's performance. The CEO shall have the authority to assign tasks and responsibility, give direction, evaluate performance and alter or reverse any decision reached by other administrators and staff.
- The Board shall designate a Business Manager who will be responsible for managing the business operation of the school under the direction of and in collaboration with the CEO. Specific tasks include, but are not limited to: preparation of the annual budget; overseeing the audit process; preparation of the annual report; management of the facilities; tracking of school purchases and finances; accountability of student records; carrying out human resource responsibilities; working with the school's accounting consultant, and preparing and submitting all required reports to the State of PA. The

Business Manager shall attend Board Meetings, as requested, and shall give reports as necessary.

- The CEO shall have the authority to assign any task not otherwise designated by this document, in support of the safe and efficient operation of the school and in support of the faculty, staff and students.
- The CEO shall not have the responsibility to accept the resignation of any employee or terminate the employment of any staff member of the Green Woods Charter School. Such responsibility rests with the Board of Trustees. The CEO will have the authority to make such recommendations to the Board for consideration.

All Minutes and noted attachments on file at GWCS.