

**GREEN WOODS CHARTER SCHOOL
BOARD OF TRUSTEES MEETING
May 27, 2009**

REGULAR MEETING MINUTES

The Board Meeting was preceded by an Executive Session at 7 PM

Board Members Present:

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

Board Members Absent:

Kristina Skladaitis (Non-voting), Dennis Wesley

Staff Present:

Melinda Coughlin (Special Education), Jean Wallace (Academic Director and CEO), Mike Whisman (GWCS Accountant)

Others Present:

Kim Birkmire, Joyce Clugston, Christy Coughlin, Hufamond Gleason, Gary Guldner, Karl E. Kriegh

CALL TO ORDER: Godshall at 8:17

ROLL CALL

Dennis Winters, Board Secretary, called roll and noted that the only member of the board that was not in attendance was Dennis Wesley.

MINUTES

Schrand moved approval of the November and December 2008 minutes, Godshall seconded the motion which passed without dissent.

Godshall moved approval of the April 2009 minutes, Schrand seconded the motion and the motion passed without dissent.

COMMITTEE REPORTS

Business Report: Mike Whisman reviewed the April 2009 Profit & Loss, Balance Sheet, Budget to Actual Comparison statements. He also distributed the April Transactions by Vendors list with the Board. Those documents to accompany these minutes. There were no questions on the April financial statements.

Whisman reviewed the Draft FY '09-'10 Budget with the Board. Godshall stated that the Finance Committee had met with Whisman since the April Board Meeting. Whisman indicated that the budget indicated an increase in the Ending Fund Balance of \$25,548, an increase of about \$9,000 over the same line in the FY '08-'09 budget.

Finance Committee Report: Godshall asked if the board calendar could be amended to indicate November as the start of the budget process.

Curriculum & Accountability Committee: Schrand reported that the committee would be meeting with the faculty members on Friday the 29th as part of the CEO evaluation process. He said that the committee had been working with the CEO to evaluate several evaluation guidelines and formats. Schrand also said the board calendar should also show the CEO evaluation process starting earlier in '10.

Facility: Lotkowski reviewed the Facilities Report with the board (a copy of this report becomes part of these minutes).

Nominating Committee: Godshall said that he would work with the Board attorney to amend the bylaws to set the board member's 3-year terms so that they run from June to June and ensure that three members have their terms expire each year. He also said that board members with expiring terms serve until they are replaced by new board members.

Godshall said the board should charge the Nominating Committee with the qualifications desired in potential board member candidates. Desirable features for board candidates would include a developer or an architect.

School Leadership Team Report: Wallace distributed the Academic Report for May. Staff and parents are meeting on the 28th to discuss creating Outward Bound activity for the next school year. She also thanked the board for agreeing to sponsor her attendance at a Harvard University Institute entitled Charter Schools: Practices for High Performance.

The Mayor is scheduled to hike with the 2nd graders on June 5 at 1:30 PM.

Home and School Committee: No Report

Old Business: None

New Business:

- There was a discussion on the development of future policies.
- Whisman said there were several policies needed to comply with IRS accounting rules.

PUBLIC COMMENT: No Comments

RESOLUTIONS:

5/27/09-1, BE IT RESOLVED that the Board of Trustees approves the April 2009 Bills List. Moved by Godshall, seconded by Meketon, passed unanimously.

5/27/09-2, BE IT RESOLVED that the Board of Trustees approves the 2009-2010 Draft Budget as attached. Moved by Winters, seconded by Schrand, passed unanimously.

5/27/09-3, BE IT RESOLVED that the Board of Trustees approves the modification of the Benefits Package to HMO Plan C1 F1 and Personal Choice Plan C1 F4 O1, effective August 1, 2009. Moved by Godshall, seconded by Carr, passed unanimously.

5/27/09-4, BE IT RESOLVED that the Board of Trustees approves the modification of amount of the Buy-Back option to the Benefits Package from \$100/month to \$300/month. Motion to Table by Godshall, seconded by McClure, motion carried.

5/27/09-5, BE IT RESOLVED that the Board of Trustees approves the Purchasing Procedures as defined in Attachment B. Moved by Godshall, seconded by McClure, passed unanimously.

5/27/09-6, BE IT RESOLVED that the Board of Trustees approves the Board Procedure: Public Access to Charter School Records as defined in Attachment C and further designates an Open Records Officer to be appointed by the CEO. Moved by Godshall, seconded by Schrand, passed unanimously.

5/27/09-7, BE IT RESOLVED that the Board of Trustees approves the Administrative Procedures Regarding Public Access to Charter School Records as defined in Attachment D. Moved by Godshall, seconded by Winters, passed unanimously.

5/27/09-8, BE IT RESOLVED that the Board of Trustees approves the Board Procedure: Records Management as defined in Attachment E. Moved by Godshall, seconded by Winters, passed unanimously.

5/27/09-9, BE IT RESOLVED that the Board of Trustees approves the Administrative Procedures Regarding Records Management as defined in Attachment F. Moved by Godshall, seconded by Winters, passed unanimously.

5/27/09-10, BE IT RESOLVED that the Board of Trustees agrees to add Julie Stapleton Carroll to the Nominating Committee. Moved by McClure, seconded by Carr, passed unanimously.

5/27/09-11, BE IT RESOLVED that the Board of Trustees approves a contract with Pediatric Therapeutic Services, Inc. from July 1, 2009 through June 30, 2010 at a rate of \$70/hour for Speech Therapy Services and \$69/hour for Occupational Therapy Services. Moved by Godshall, seconded by Sunshine, passed unanimously.

5/27/09-12, BE IT RESOLVED that the Board of Trustees approves a contract with Cygnus Environmental Services, Inc. to provide HEPA filtered radiator cleaning service in classrooms K, 1, 2, and the lower hallways, as per proposal dated May 11, 2009, in the amount of \$2,275.00. Moved by McClure, seconded by Meketon, passed unanimously.

5/27/09-13, BE IT RESOLVED that the Board of Trustees approves a contract with Earl Harrison, IV to provide carpet removal, carpet and cove installation, supplies and labor a per proposal dated April 8, 2009, in the amount of \$3,567.25. Moved by Godshall, seconded by Carr, passed unanimously.

PUBLIC COMMENT (general topics)

- It was recommended that the Administration write a letter to the company that provides the trailers for their contribution of new carpeting.

- It was pointed out that the playground should be on level ground and cleared of stumps and other hazards.
- There was complaint about the condition of the entrance road after rain events. Godshall said it was scheduled to be repaired for around \$90,000 and was guaranteed to last for three years.
- There was an expression of concern over the confidentiality of the records and that a responsible person should be appointed to administer the open records policy.

ADJOURNMENT

Schrand moved to adjourn the meeting, Godshall seconded, carried unanimously. The regular meeting ended at 9:45 P.M.

Respectfully submitted,

A handwritten signature in cursive script that reads "Dennis R. Winters". The signature is written in black ink and is positioned above the printed name and title.

Dennis R. Winters
Secretary to the Board