

**GREEN WOODS CHARTER SCHOOL**  
**BOARD OF TRUSTEES**  
**Board Meeting Minutes**  
**August 25, 2010**

Dennis Winters, Board President, called the meeting to order at 7:15 pm.

The secretary called the roll:

Joan Carr, Micah Gold-Markel, Rick Meketon, Tom Schrand, Barry Sunshine, Dennis Wesley, and Dennis Winters were present. Laura Schwingel and Julie Stapleton-Carroll were not present.

Winters noted that Schwingel and Stapleton-Carroll had given advance notice of their absence. He does keep track of attendance, in compliance with the bylaws.

Members of the public present: Jeffrey Hammond, Robert Lopata, Gary Miller, Barbara Mail, Mimi Wainwright

GWCS officials present: Jean Wallace, Gerald Santilli

The minutes for June 23, 2010 were not distributed prior to the meeting, so they will be reviewed and approved at the September meeting.

President's Remarks: The GWCS board fell behind in selecting new board members this year, but it will strive to have new board members in place by the June board meeting next year, in keeping with the bylaws. Winters also apologized for not distributing the agenda further in advance—many of the resolutions only came in this week. He will begin distributing a draft agenda at least a week before the board meetings.

Report from the Controller:

Santilli explained that the June and July balance sheets were not available due to computer problems. They will be submitted for the September meeting. The disbursements for June and July were distributed and reviewed.

Report from the CEO:

Wallace introduced a documentary video on the purpose of school in place of her academic report. The video will be used for staff training this month.

Committee Reports:

- Audit – Julie Stapleton-Carroll, Chair  
Winters explained that the next audit process is ready to begin, with new 1099 forms.
- Executive - Dennis Winters, Chair  
The Executive Committee needs more time to deal with bylaws amendments, which should be ready for the September meeting.
- Finance - Dennis Wesley, Chair  
No report.
- Curriculum - Micah Gold-Markel, Chair  
Gold-Markel reported that the committee is planning to hold a meeting in the next month.

- Facilities/Strategic Planning - Barry Sunshine, Chair  
Sunshine reported that the committee is actively working to resolve the school's relocation/facilities challenges, but he was not at liberty to provide more details on their work. Wallace stated that new carpeting has been installed, and the school is being thoroughly cleaned in preparation for the new year.
- Home and School - Melanie Dudek, Chair  
No report

Old Business: There was no old business.

New Business: There was no new business.

Public Comment on Agenda Items Only:

Resolutions:

- **8/25/10 – 1, BE IT RESOLVED** that the Board of Trustees accepts the June and July 2010 Report of the Controller.  
Carr asked about the disbursement to “Fifty Thousand Seats.” Wallace explained that this was a membership payment to Philadelphia Charters for Excellence. Wesley made the motion, and Sunshine seconded. Sunshine asked about a repeated entry in the disbursements list; Santilli explained that this was an Excel formatting error—it doesn't affect the accounting. The resolution passed unanimously.
- **8/25/10 – 2, BE IT RESOLVED**, that the Board of Trustees approves a one-year contract for Nicole Perri for the position of Kindergarten teacher. The contract will begin on September 1, 2010 and end on August 31, 2011.  
Wesley made the motion, and Schrand seconded. The resolution passed unanimously.
- **8/25/10 – 3, BE IT RESOLVED**, that the Board of Trustees approves the services of Sherrie Deegan to coordinate the high school application process with our 8<sup>th</sup> grade students and their families at a cost of \$35.00 per hour, not to exceed 40 hours of work.  
Carr made the motion, Wesley seconded. Meketon asked to clarify that GWCS was making these payments, not the parents—the answer was yes. The resolution passed unanimously.
- **8/25/11 – 4, BE IT RESOLVED**, that the Board of Trustees approves the re-enrollment of a student to the 8th grade for the 2010-2011 school year. The Board will review and look to revise the Admissions Policy in the future to reflect this change.  
Meketon made the motion, and Wesley seconded. The resolution passed unanimously.
- **8/25/10 – 5, BE IT RESOLVED**, that the Board of Trustees approves a one-year contract for Lisa Wallace-Larkin for the position of Special Education teacher. The contract will begin on September 1, 2010 and end on August 31, 2011.  
Schrand made the motion, and Wesley seconded. The resolution passed unanimously.
- **8/25/10 – 6, BE IT RESOLVED**, that the Board of Trustees accepts the resignation of Special Education Coordinator, Melinda Coughlin, effective September 10, 2010.

The Board would like to thank Ms. Coughlin for her hard work to establish and support our special education program.

Meketon made the motion, and Wesley seconded. Winters stated his appreciation for Coughlin's service. Meketon asked whether Coughlin would be available for supervising existing IEP's in the absence of a new coordinator. Wallace said that she should be replaced fairly quickly, but she has agreed to fill that role. The resolution passed unanimously.

- **8/25/10 – 7, BE IT RESOLVED**, that the Board of Trustees approves the policies identified on the record and set forth under the following section headings in the form presented to the board:
  - Section 100. Board Policy
  - Section 200. Students
  - Section 244. Automated External Defibrillation Policy
  - Section 400. Employees
  - Section 500. Property
  - Section 600. Operations
  - Section 700. Community
  - Section 800. Business & Finance Policies & Procedures

Wesley made the motion, and Meketon seconded. Meketon asked about the AED policy (Section 244)—are there enough staff members trained for this? Wallace said that all CPR certified staff are trained, but that there will be a refresher program this year. Carr asked how many staff are CPR certified. As of last year, everyone was trained, but there has been some turnover. All new staff will be trained in November. The resolution was approved unanimously. Wallace thanked the Santilli and Thomson staff for their work and assistance with these policies. Winters noted that Wallace spent her entire summer working on GWCS business.

- **8/25/10 – 8, BE IT RESOLVED**, that the Board of Trustees approves the 2010-2011 Employee and Parent/Student Handbooks.

Meketon made the motion, and Schrand seconded. The resolution was approved unanimously.

- **8/25/10 – 9, BE IT RESOLVED**, that the Board of Trustees authorizes the President to sign and the Secretary to attest the Educational Services Agreement #00350113 between Green Woods Charter School and the family of a special education student in the form presented to the Board.

Wesley made the motion, and Meketon seconded. The resolution was approved unanimously.

- **8/25/10 – 10, BE IT RESOLVED**, that the Board of Trustees authorizes the President to sign and the Secretary to attest the Educational Services Agreement #00348667 between Green Woods Charter School and the family of a special education student in the form presented to the Board.

Wesley made the motion, and Schrand seconded. The resolution was approved unanimously.

- **8/25/10 –11 BE IT RESOLVED**, that the Board of Trustees approves a contract with Bayada Nurses at a cost of \$47.00 per hour.

Wesley made the motion, and Gold-Markel seconded. Carr asked about the length of the contract; Wallace replied that it was for the school year. Wallace suggested that the resolution specify the dates of September 1, 2010 through August 31, 2011. Meketon asked if we would use them full-time in the absence of the school nurse. Santilli replied that this question would be evaluated on a cost basis. The resolution was approved unanimously.

- **8/25/10 – 12, BE IT RESOLVED**, that the Board of Trustees elects Dennis Wesley to the office of board treasurer; and Laura Schwingel to the office of board secretary. Meketon made the motion, and Carr seconded. Gold-Markel suggested that future elections be divided into separate resolutions. Gold-Markel asked to divide the question. On the election of Dennis Wesley: Winters made the motion, and Meketon seconded. The resolution passed unanimously. On the election of Laura Schwingel: Sunshine made the motion, and Meketon seconded. The resolution passed unanimously.
- **8/25/10 – 13, BE IT RESOLVED**, that the Board of Trustees approves Jeffrey Hammond as a Trustee of Green Woods Charter School for the three-year term from September 2010 to June 30, 2013. Sunshine made the motion, and Meketon seconded. The resolution passed unanimously.
- **8/25/10 - 14, BE IT RESOLVED**, that the Board of Trustees approves Robert Lopata as a Trustee of Green Woods Charter School for the three-year term from September 2010 to June 30, 2013. Sunshine made the motion, and Meketon seconded. The resolution passed unanimously.
- **8/25/10 - 15, BE IT RESOLVED**, that the Board of Trustees approves Barry Sunshine as a Trustee of Green Woods Charter School for the three-year term from September 2010 to June 30, 2013. Meketon made the motion, and Gold-Markel seconded. The resolution passed unanimously.
- **8/25/10- 16, BE IT RESOLVED**, that the Board of Trustees expresses its deep and abiding appreciation to Joan Carr and Tom Schrand for their contribution to the Green Woods Charter School through their dedicated service on its Board of Trustees. Winters asked for a unanimous ballot on this resolution, and the resolution was approved. Winters presented the retiring board members with plaques (made of recycled wood!).

General Public Comments:

Gary Miller asked why there isn't new business at a meeting at the beginning of the new year. He also asked about a fundraising committee, and about strategic planning work. Winters answered that the board is working on both issues and that business is being conducted, but some of it cannot be discussed publicly at this time. He also requested earlier distribution of the agendas. Winters explained that some of the resolutions were only finalized yesterday. Miller asked for emails or a web site posting of the agenda at least on the day of the meeting.

Carr read a farewell statement, expressing her commitment and appreciation to the board.

The meeting adjourned at 8:15 pm.