

**Meeting Minutes for  
Evergreen Community Charter School Board of Trustees  
held 7:00 PM Thursday, January 22, 2009 at  
Evergreen Community Charter School**

**ATTENDANCE:**

**Board of Trustees**

Joanne Storer, Mary Baxter, Holly Corcoran, Andalisa Lopez, Frank Lopez, Chris Kinsley, and Cindy Haab

**Advisory Panel**

Jill Shoemith, Nancy Lewis, and Nancy Price

**Guests**

none

**ABSENT:**

Patti O'Keefe and Rudy Haab, Advisory Panel  
Henry Bockelman, Pocono Mountain Liaison

1. Call to Order by President – Joanne Storer called the meeting to order at 7:07 PM.
2. Pledge of Allegiance led by Joanne Storer
3. Approval of Previous Meeting's Minutes from October 23, 2008

A motion was made by Mary Baxter and seconded by Chris Kinsley to approve the minutes from the October 23, 2008 meeting. Cindy Haab abstained, Motion passed 6:0:1

4. Reports

4.1. Chief Executive Officer and Director of Evergreen Community Charter School –  
Jill Shoemith

- See written report (attached).
- Jill reported various new Electives are being offered with the change of semesters including: Robotics, SAT Prep, Web Design using DreamMaker, and the popular Industrial Arts class. Jill reported that the Seniors constructed a ski and snowboard rack for the new enclosed hallway. Music electives include chorus and guitar.
- The enclosed walkway is coming along. It still needs walls and a ceiling. New lighting fixtures have been placed on the outside to illuminate the parking lot.
- The students of Evergreen continue to participate in Community Service Projects including: reading to students of Countryside, a local daycare, and participating in projects at the local library.
- There have been no issues with snowplowing this year. The cost has actually decreased from last year.
- The students continue to monitor their progress using engrade, the online grading

software. However there seems to be limited access during the school day. Jill reported that engrade is replacing the mid-marking period written Progress Reports that used to be mailed to parents, so she hopes the parents are checking engrade regularly too.

- Jill reported that Larry Laubach helps with Math homework every Monday and Wednesday after school.
- In November, Jill reported that she and Patti were interviewed by Dr McKenzie on a radio show hosted by ESU. He had good questions and was impressed how Evergreen is based upon the individual student.
- Jill reported that several students have been accepted at colleges, including Penn State University and the Cedarcrest Nursing Program.
- A senior citizen has been coming to Evergreen to volunteer her time in Math classes during the school day.
- Jill reported that the school had many false fire alarms during the month of December. The source of the alarms was narrowed down to a back hall worn out smoke detector. Chris Kinsley gave the Board some insight and asked Jill to consider asking Dan Marrow to maintain the fire alarms at Evergreen, since Jill reported a coordination problem between the Electrician and Alarm Company.
- Jill proposed offering a term life policy to the staff as long as they stayed employed at Evergreen. A discussion was held with the Board and some issues that were brought up include: this would not be deductible; not usually done in the Public Schools; does the PA Dept of Education have? Jill said she would look into this further and report back to the Board.

## 5. Executive Session

*Not necessary at this meeting.*

## 6. Instructional Report by Teachers and Students -- *none*

## 7. Recognition of Visitors (Community input/ presenters, etc) – *none*

## 8. Items for Discussion and Possible Resolution- *none*

## 9. Items Requiring Board Action

### 9.1. Business and Financial Affairs

9.1.1. Approval/Disapproval of payments to vendors via the October, November, and December 2008 Check Registers – Motion made by Andalisa Lopez and seconded by Mary Baxter to approve the vendor payments for October, November, and December 2008, passed 6:0:1 with Holly Corcoran abstaining.

9.1.2. Approval/Disapproval of current Financial Statements to be given to PMSD, including the October, November, and December 2008 Profit & Loss

Holly explained to the Board that all Adult Education money will now be going through Evergreen's Foundation as of 2009.

Jill also mentioned that there is enough grant money to finish the walkway. There is still no word on the status of receiving the second grant money. Until we hear about the additional money, no contractors will be contacted regarding renovating the basement.

– Motion was made by Mary Baxter and seconded by Joanne Storer to approve the October, November, and December Profit and Loss Statements, passed 6:0:1 with Holly Corcoran abstaining.

9.1.3. Approval/Disapproval of current Financial Statements to be given to PMSD, including the Balance Sheet as of the end of October, November, and December 2008

Holly explained about the grant money and noted that Evergreen has earned about \$2000 in interest

– Motion was made by Andalisa Lopez and seconded by Frank Lopez to approve the Balance Sheets for October, November, and December 2008, passed 6:0:1 with Holly Corcoran abstaining.

9.1.4. Approval/Disapproval of Grant Expenditures through December 2008

Holly requested that the Board table this until next month. She will present the Board with a detailed Excel spreadsheet of the expenditures to date. Holly mentioned that there is approximately \$33,000 of the grant money remaining.

9.2. Students Curriculum and Policy-

*Previously discussed in Jill's report*

9.3. Personnel- Professional Staff

Nancy Price gave the Board an update on Evergreen staff members complying with Act 48. The Act requires that every 5 years certified teachers need 180 hours of continuing education. Currently Kathy Yerkes, Patti O'Keefe, and Nancy Price are taking a class entitled "Transitioning Students with Disabilities". There are also many free courses available online for teachers to take and comply with Act 48.

Jill mentioned to the Board that Dan Cohen has introduced a new movement option for no cost to the students on Fridays- wiiFit and Dance, Dance, Revolution. Sandra Eble also provides games for the 6<sup>th</sup> and 7<sup>th</sup> graders.

9.4. Personnel- Support Staff

Jill reported that 2 additional staff members are in the process of becoming certified/trained school bus drivers. This process requires a great deal of commitment of time. The training is provided through the IU#20. Jill asked the Board to consider Bus Driver incentives.

After discussion:

– A motion was made by Joanne Storer to pay the bus driver/staff members \$50 per roundtrip over and above their salary for driving a bus with the added responsibility of transporting students (and not a Suburban) and seconded by Mary Baxter, passed 7:0.

Holly reminded the Board that this bonus will need to go through Payroll.

10. Open Discussion

10.1. Board Members

Chris asked when elections are held. The response was every July at our Annual Meeting.

Holly asked the Board to think about the Budget and be ready to discuss next month. Holly also mentioned how important monthly meetings are to the Board.

- 10.2. Advisory Panel/Evergreen Foundation Members  
Jill reported that in November she submitted a letter to Pocono Mountain School District requesting that we would like to reapply for our Charter status and renew our Charter Resolution. Dr. Pfenning, in return, sent Evergreen a copy of the 2009-2010 School District Calendar.

Jill also reported that an ESU drama student and Evergreen alumni is interested in conducting this year's school play.

- 10.3. Pocono Mountain School District Liaison – *n/a*

- 10.4. Public Comment – *n/a*

#### Adjournment

Mary Baxter made a motion to adjourn; Holly Corcoran seconded it; motion carried 7:0

The meeting was adjourned at 8:12 PM

Respectfully Submitted,

A handwritten signature in black ink that reads "Lucinda A. Haab". The signature is written in a cursive, flowing style.

Lucinda A Haab  
Secretary, Board of Trustees

Director's Report  
January 22, 2009

Work continues on our enclosed walkway. The emergency lighting is not yet complete. This has an effect on the timeline for insulating and sheetrocking the ceiling.

We have formed a good relationship with the local daycare, Countryside and the Barrett/Paradise Friendly Library. Our students read to the children and videotape functions at the Library. Currently we are seeking to develop a role with a volunteer/community service organization.

Our snowplowing contractor is working out very well. We have not experienced any unnecessary plowing or cindering this season.

The web-based grading system (EnGrade) has one major drawback. It is extremely difficult to access during the regular school day. Otherwise, we are finding that most of the students are checking it frequently to keep informed about their grades. We will continue to print and mail quarterly report cards.

In November, Patti O'Keefe and I attended Dr. McKenzie's radio show to speak all about Evergreen.

College applications are in and many of our seniors have been accepted. Penn State University and the satellite campuses appear to be the number one choice this year.

School finances are in line with the budget. We are exploring possible options to share some benefits with faculty and staff.

Evergreen has a senior citizen volunteer who has come in to assist in the 6<sup>th</sup> – 9<sup>th</sup> Math classes.

Interested students in the 10<sup>th</sup> grade took the ASVAB test sponsored by the armed services. This instrument helps to identify areas of interest.

The Evergreen Alumni Luncheon in December was well attended and provided feedback to our teachers regarding how we prepare our graduates for college.

Four fire alarms in one week turned out to be a symptom of a faulty smoke detector in the back hallway. Following a visit from our local fire company, the alarm contractor was contacted and will do a full assessment with our electrician.

Kyle Haab earned the rank of Eagle Scout and held his Court of Honor at Evergreen in December.