

**Meeting Minutes for
Evergreen Community Charter School Board of Trustees
held 7:00 PM Thursday, March 26, 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 Shoesmith, 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 7:03 PM.
2. Pledge of Allegiance led by Joanne Storer
3. Approval of Previous Meeting's Minutes from February 26, 2009
Holly corrected the meeting minutes by pointing out the the Walter Haab Memorial Scholarship is a responsibility of the Evergreen Foundation and not the Charter School.

Holly also requested that the minutes be corrected to reflect that she abstained on approving the financial documents.

A motion was made by Holly Corcoran and seconded by Andalisa Lopez to approve the minutes from the February 26, 2009 meeting as corrected above. Cindy Haab abstained, Motion passed 6:0:1
4. Reports
 - 4.1. Chief Executive Officer and Director of Evergreen Community Charter School – Jill Shoesmith
 - See written report (attached).
 - Nancy Price reported that PSSA completed tests are being mailed on Monday.
 - Our students did well in the Monroe Co Spelling Bee taking a 4th and 5th place
 - Jill spoke about the importance of the roof bid process that will be awarded tonight. The bid specs were passed out to the Board members.
 - The hallway lights have been inspected
 - Jill and Nancy Price spoke of their meeting with Dr. Pfenning, PMSD Superintendent, to

discuss the charter renewal process. The meeting was positive. Jill passed around a document that PMSD requested that we complete.

- Jill reported that soon we should have a few of the teachers certified as bus drivers
- Both Suburbans are now inspected and running well for in-town transportation
- Cindy agreed to email the Admissions Application to the Board members for review prior to our next meeting

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

8.1. Requirements for Charter Renewal

This was previously discussed in Jill's report. Many of the standardized things that are already being reported to PDE will be supplied to PMSD. Jill will work on this and submit the required items. The new Charter will be good for 5 years. The renewal is an "agreement" between ECCS and PMSD.

9. Items Requiring Board Action

9.1. Business and Financial Affairs

9.1.1. Approval/Disapproval of payments to vendors via the February 2009 Check Registers – Motion made by Mary Baxter and seconded by Andalisa Lopez to approve the vendor payments for February 2009, passed 6:0:1 with Holly Corcoran abstaining.

9.1.2. Approval/Disapproval of current Financial Statements to be given to PMSD, including the February Profit & Loss

9.1.3. Approval/Disapproval of current Financial Statements to be given to PMSD, including the Balance Sheet as of the end of February 2009

9.1.4. Approval/Disapproval of Grant Expenditures through February 2009

Holly requested that the Board lump all of the financial documents for approval together.

Holly reported that our energy costs are currently \$16,000 below budget.

Jill mentioned to the Board that the Lease runs out on June 30th. A new lease will need to be created between the Foundation and the School. Jill mentioned that the school should be re-appraised to make sure it's at Market Value.

Motion made by Cindy Haab and seconded by Joanne Storer to approve the financial documents mentioned in 9.1.2., 9.1.3, and 9.1.4 above, passed 6:0:1 with Holly Corcoran abstaining.

9.1.5. Roof Renovation Opening of Sealed Bids

The bids for the roof renovation were opened by Board President, Joanne Storer. Jill asked the Board to be sure when considering all of the bids that apples to apples were compared. Jill passed around the advertisement for the bids that was placed in the Pocono Record.

6 bids total were received and reviewed:

- Howard Detch Construction; Greentown, PA
- Chuck Yerkes General Contracting; Canadensis, PA
- Cascioli Roofing; Kunkletown, PA
- Countryside Roofing and Exteriors; Strausburg, PA
- Grimm Construction; Waymart, PA
- GAK Construction; E. Stroudsburg, PA

The board discussed each bid received at length.

After weighing all of the pros and cons of each bid carefully, a motion made by Mary Baxter and seconded by Holly Corcoran to accept the bid from Chuck Yerkes pending fulfillment of providing a certified cashiers check and roof boots over the vents; passed 7:0.

9.1.6. Approval/Disapproval of Lease Reimbursement Form

Joanne Storer made a motion to accept the Lease Reimbursement Form and seconded by Holly Corcoran; motion carried 7:0

Jill mentioned that the school will be receiving \$3,900 as a stimulus package from the State of PA and the IU.

9.1.7. Finalized Audit Report

Holly explained in great detail the finalized audit report to the Board. In general the audit report shows that the school is doing well. Nancy Price thanked Holly for her hard work.

Frank Lopez made a motion to approve the finalized audit report and Chris Kinsley seconded it. The motion was carried 7:0.

9.2. Students Curriculum and Policy) – *none*

9.3. Personnel- Professional Staff) – *none*

9.4. Personnel- Support Staff) – *none*

10. Open Discussion

10.1. Board Members

Andalisa Lopez announced that she will be unable to make Board Meeting on Thursdays throughout the summer months.

Holly mentioned that she will not be at the April Board meeting.

10.2. Advisory Panel/Evergreen Foundation Members) – *none*

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

10.4. Public Comment – *n/a*

Adjournment

Holly Corcoran made a motion to adjourn; Frank Lopz seconded it; motion carried 7:0

The meeting was adjourned at 8:14 PM

Respectfully Submitted,

A handwritten signature in black ink that reads "Lucinda A. Haab". The signature is written in a cursive style with a large initial 'L' and 'H'.

Lucinda A Haab
Secretary, Board of Trustees

Director's Report
March 26, 2009

PSSA testing continued throughout the month of March. The window for make-ups is extremely small. Nancy Price and Kathy Yerkes have done a great job making certain that all students have completed this round of testing.

Ten Evergreen students qualified for the Monroe County Spelling Bee. Jessica Ambrose placed 5th in the junior division (winning \$75) and Justin Augustine placed 4th in the senior level (winning \$150).

Once the advertising was completed, the phone began ringing for the roof bids. We were able to use the same specifications developed for the community block grant application submitted in 2006. It is very important that the contract be awarded quickly because materials are expected to go up in price on April 1, 2009.

The lighting in the hallway is complete and has been inspected/approved. This week we expect to begin the batten strips and insulation. We have been assured that the walkway (complete with staining) will be complete before graduation.

Rudy Haab has indicated that he and his mother feel that the Walter Haab Scholarship should become inactive for a period of two years in an effort to recover from the dismal banking rates, rather than reduce the amounts to be awarded. I would recommend that the Board make a motion to formalize this request.

The charter renewal process has begun and is expected to come before the PMSD Board in late April or early May. Indications from the Superintendent suggest that no changes are necessary for a five year renewal.

Now that the weather is better, the little bus will be reactivated and utilized on a weekly basis. Mark Carter is scheduled for his road test portion of the bus driver certification during the month of April. Both Suburbans are inspected and running well. These vehicles are most often used for individual class field trips.

During the first week of June we are planning on a school wide field trip to the Franklin Institute.

The ESU student Director for Evergreen's play has had to leave the area for family circumstances. Fortunately, Sandra Eble, has taken over the role with assistance from several 10th grade students. The students will be performing Agatha Christie's Black Coffee.

Due to the opening of the bids this month, I would suggest that the Board table the admissions application review until next month. Please review the application from last year and be prepared with suggestions for any necessary changes.

Hopefully we will be presenting the audit findings tonight. This document must be submitted to PDE as well as PMSD by the end of the month.