

**Meeting Minutes for  
Evergreen Community Charter School Board of Trustees  
held 7:00 PM Thursday, April 23, 2009 at  
Evergreen Community Charter School**

**ATTENDANCE:**

**Board of Trustees**

Joanne Storer, Andalisa Lopez, Frank Lopez, Chris Kinsley, and Cindy Haab

**Advisory Panel**

Jill Shoesmith, and Nancy Lewis

**Guests**

none

**ABSENT:**

Mary Baxter and Holly Corcoran, Board of Trustees

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 7:08 PM.
2. Pledge of Allegiance led by Joanne Storer
3. Approval of Previous Meeting's Minutes from March 26, 2009  
Cindy announced that she choose not to include bid details for the roof bids in the meeting minutes.

A motion was made by Frank Lopez and seconded by Andalisa Lopez to approve the minutes from the March 26, 2009. Cindy Haab abstained, Motion passed 4:0:1

4. Reports

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

- See written report (attached).
- Jill reported that the roof replacement went well and everyone is pleased. 17 sheets of plywood were used. The total cost was \$75,150.
- The interior walkway continues to be constructed- sheetrock, spakling, and sanding are complete. The outside will be sprayed green. The inside will be painted a light color.
- As of last Tuesday, our Charter Renewal was submitted to PMSD. We will now wait for the PMSD to send back a resolution
- There has been a request to hold graduation outside under a tent. A 40' x 60' tent would cost \$5,000 to rent. There are 12 graduates with each graduate having 12 tickets. A lengthy discussion was held and it was decided that this money is not in Evergreen's budget. Kyle had >250 people in the theater for his Eagle Scout ceremony last

December.

5. Executive Session

*Not necessary at this meeting.*

6. Instructional Report by Teachers and Students – *n/a*

7. Recognition of Visitors (Community input/ presenters, etc) – *n/a*

8. Items for Discussion and Possible Resolution

8.1. Students/ Parents Responsibility Code

Cindy agreed to email this to the Board for comment. Please “Reply to All” with comments prior to May 1<sup>st</sup>. Final approval will be tabled until another meeting.

9. Items Requiring Board Action

9.1. Business and Financial Affairs

9.1.1. Approval/Disapproval of payments to vendors via the March 2009 Check Register – Jill noted that the school seems to be in good shape and doing well this year. March, April, and May are usually the leanest months for the school.

Motion made by Cindy Haab and seconded by Chris Kinsley to approve the vendor payments for March 2009, passed 5:0

9.1.2. Approval/Disapproval of current Financial Statements to be given to PMSD, including the March 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 March 2009

Motion made by Frank Lopez and seconded by Chris Kinsley to approve the March Profit & Loss (9.1.2.) and Balance Sheet (9.1.3.) as of the end of March, passed 5:0

9.1.4. Approval/Disapproval of Grant Expenditures through March 2009

Jill said that \$22,843 is left over from our first grant and will be used for teaching and instructional supplies. There is \$218,565 from the second grant. This money will be used for a kitchen area in the theater, where the prop area is currently located. It will also be used for the base of the observatory.

Motion made by Andalisa Lopez and seconded by Frank Lopez to approve the Grant Expenditures through March 2009, passed 5:0

9.1.5. Approval/Disapproval of final roof cost

No action is necessary. This was previously reported in the Director’s Report.

9.2. Students Curriculum and Policy

9.2.1. Approval/Disapproval of the 2009-10 Evergreen Charter School Application

Jill reported that currently the number of openings for the 2009-2010 school year is 20.

Cindy will accept comments and will edit the application until April 30<sup>th</sup> via email. Please use "Reply to All".

9.2.2. Approval/Disapproval of the available slots per grade for the 2009-10 School Year  
This is tabled until near the close of the application period, at our next meeting in May. Jill distributed a 2009/2010 Projection of students breakdown by grade level for 76 students to be reviewed by the Board.

9.2.3. Approval/Disapproval of the Enrollment and Public Lottery Procedures for the 2009-10 School Year  
This is tabled until near the close of the application period, at our next meeting in May. Email comments are being accepted.

9.3. Personnel- Professional Staff) – *n/a*

9.4. Personnel- Support Staff) – *n/a*

## 10. Open Discussion

10.1. Board Members  
Cindy asked Joanne if she would attend Graduation and pass out the diplomas, so she could be a Mom and enjoy Kyle's Graduation. Joanne agreed to attend Graduation.

10.2. Advisory Panel/Evergreen Foundation Members – *n/a*

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

10.4. Public Comment – *n/a*

## Adjournment

Andalisa Lopez made a motion to adjourn; Chris Kinsley seconded it; motion carried 5:0

The meeting was adjourned at 8:01 PM

Respectfully Submitted,



Lucinda A Haab  
Secretary, Board of Trustees

Director's Report  
April 23, 2009

Entire Roof replacement and cleanup was completed in the four days of Spring Break. This included the replacement of 17 sheets of plywood.

Sheetrock work in the hallway is also finished. Interior painting should be completed next weekend. The batten strips and trim work are complete. Exterior staining is scheduled for this weekend.

An overall inspection of the fire alarm system was undertaken over Spring Break. The smoke alarms have been recalibrated. New pull stations will be installed in the hallway.

Students participated in the Meals on Wheels program.

Trudyann Buckley a 10<sup>th</sup> grader has taken on the direction of the school play.

Patti O'Keefe took her Biology classes to ESU for a DNA lab experiment which took the entire day. They did a terrific job and were invited to come back any time.

Students in grades 6 and 7 committed to participating in the Millbrook Village days. They received their first training on Tuesday April 22.

The seniors did an excellent job presenting the junior class their rings at the annual Ring Breakfast on April 15.

Dan Cohen took the 9<sup>th</sup> grade class to a poetry festival at DeSalles College and then headed out to Kutztown for a Shakespeare play on April 17.

For the first time, Evergreen students were featured in an Art Show at the new Barrett Paradise Friendly Library. The show runs the month of April.

On Monday April 27, 11<sup>th</sup> grade students will travel to the Annual College Fair at Wachovia Arena in Wilkes Barre. This is a wonderful opportunity to check out programs from approximately 150 colleges and universities.

Next week we will resume the PSSA testing on April 28 and 30 for 8<sup>th</sup> and 11<sup>th</sup> grade Science.

The Charter Renewal Document was completed and delivered to PMSD on April 21.

We have had a request to look into holding graduation outdoors. Board input is appreciated.