

**Meeting Minutes for
Evergreen Community Charter School Board of Trustees
held 7:00 PM Tuesday, June 26, 2008 at
Evergreen Community Charter School**

ATTENDENCE:

Board of Trustees

Mary Baxter, Cindy Haab, Frank Lopez, and Joanne Storer

Advisory Panel

Jill Shoemith and Nancy Lewis

Guests

none

ABSENT:

Chris Kinsley, Board of Trustees

Holly Corcoran, Board of Trustees

Bryan Dunlap, Board of Trustees

Nancy Price, Advisory Panel

Patti O'Keefe, Advisory Panel

Rudy Haab, Advisory Panel

Henry Bockelman, Pocono Mountain School District Liaison

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1. The meeting was called to order by Evergreen Community Charter School Board of Trustees President, Joanne Storer, at 7:10 PM after it was established that a quorum of the membership was present.
 2. Pledge of Allegiance, did not happen. This meeting was held in the Spanish Room and did not have a flag.
 3. Approval/Disapproval/Corrections/Additions of Previous Meeting's Minutes from April 24, 2008

Frank Lopez made a motion to accept the meeting minutes of April 24, 2008 as submitted.

Mary Baxter seconded the motion

Motion carried unanimously (3:0:1)

Cindy Haab, Board Secretary, abstained from voting

4. Reports

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

Jill went over her Monthly Report as of June 26, 2008 (*see attached*)

In addition to her written report, Jill reported that approximately 70 applications have been received for next year. Jill thinks that the good PR in the Pocono Record for the play and graduation help increase the number of applications. There are many repeat applicants.

She also reported that the school is in the permitting phase for enclosing the front of the school. Architects have been met with, however the timeframe is an issue. The second set of revised plans have been delivered to the township today.

Cindy updated the Board on the progress of Kyle's Eagle Scout project.

Jill reports that the bus acquisition may not be as easy as first thought. There's a bidding process. Jill will continue to speak with Kevin Alt of PMSD.

Software has been ordered with the grant money and is ready for downloading.

There is an additional amount of \$270,000 grant money available for possible basement renovations next summer.

5. Executive Session (*not applicable this meeting*)

6. Instructional Report by Teachers and Students (*not applicable this meeting*)

7. Recognition of Visitors (Community input/ presenters, etc) (*not applicable this meeting*)

8. Items for Discussion and Possible Resolution

8.1. Moving our Annual Meeting Date

Cindy explained to the Board that we could postpone the Annual Meeting to August if the majority of Board members could not make it in July. It was decided to table this and do an email vote with all of the Board members.

8.2. Bimonthly meetings

Cindy explained to the Board that monthly meetings are sometimes too much for the volunteer members. Much time is involved in paperwork and report preparation and perhaps the Board would like to consider bimonthly meetings. Financial reports could still be approved via email on a monthly basis. It was then brought up about the use of laptops for each Board member, instead of the binders. Jill thought it was a great idea and would help cut down on the numerous papers. The Board members agreed that bimonthly meetings might be a good idea and Cindy will present a meeting schedule at our Annual Meeting to be voted upon.

8.3. Establish a Nominating Committee

Cindy explained that Bryan, Holly and Chris' terms as Board members are up in July 2008. Both Holly and Chris agreed to remain on the Board for at least 1 more year. But a replacement Board member needs to be found for Bryan (Evergreen alumnus), who is moving out of the area. A Nominating Committee of Joanne Storer, Mary Baxter, and Cindy Haab was established. The Committee will present their replacement at our Annual Meeting.

Jill mentioned that we will need to renew our Charter with PMSD. It was only good for 3 years.

9. Items Requiring Board Action

9.1. Business and Financial Affairs

9.1.1. Approval of payments to vendors

Jill provided the Board with a copy of the check register listing the checking account activity from April 1st through May 31st.

Frank Lopez then made a motion to approve the payments to vendors for April and May 2008.

Mary Baxter seconded the motion

Motion carried unanimously (4:0)

9.1.2. Approval/Disapproval of current Financial Statements to be given to PMSD, including the April and May 2008 Profit & Loss Statement

Jill provided the Board with a copy of the Profit/Loss Statement from April and May.

Jill pointed that there was a savings of nearly \$10K in gas utilities over last year.

However the audit was \$9K and maybe next year we should spread out the payments.

Frank Lopez then made a motion to approve the Profit/Loss Statement to be given to Pocono Mountain School District from April and May 2008.

Joanne Storer seconded the motion

Motion carried unanimously (4:0)

9.1.3. Approval/Disapproval of current Financial Statements to be given to PMSD, including the April and May 2008 Balance Sheet.

Mary Baxter then made a motion to approve the Balance Sheet to be given to Pocono Mountain School District from April and May 2008.

Joanne Storer seconded the motion

Motion carried unanimously (4:0)

9.1.4. Grant money expenditures

Jill presented the Board with a breakdown of Grant expenditures, when she presented the check registers in 9.1.1.

9.1.5. Review of cleaning service bids

Nancy presented the Board with 2 cleaning bids to consider. After a discussion was held and Jill was advised to ask for their Certificates of Insurance.

Cindy Haab made a motion to accept the cleaning bid from Jeff and Lynn

Kerstetter

Joanne Storer seconded the motion

Motion carried unanimously (4:0)

9.2. Students Curriculum and Policy

9.2.1. Revised Policy 1802-02 Enrollment and Public Lottery

Jill presented the Board with a projection of available slots for the upcoming lottery as follows:

12 th Grade	No Applicants
11 th Grade	4 students
10 th Grade	3 students
9 th Grade	3 students
8 th Grade	3 students
7 th Grade	4 students
6 th Grade	6 students

Mary Baxter made a motion to approve the available slots for the 2008/2009 school year.

Joanne Storer seconded the motion

Motion carried unanimously (4:0)

9.3. Personnel- Professional Staff

9.3.1. Teacher Salaries

Jill suggests that we table this until next month. She wants to receive PMSD reimbursement rate. Jill mentioned that no additional teachers will need to be hired and she has received letters of assurance that the teachers will be returning in the fall.

9.4. Personnel- Support Staff *(not applicable this meeting)*

10. Open Discussion

10.1. Board Members *(not applicable this meeting)*

10.2. Advisory Panel/Evergreen Foundation Members *(not applicable this meeting)*

10.3. Pocono Mountain School District Liaison (*not applicable this meeting*)

10.4. Public Comment (*not applicable this meeting*)

11. Adjournment

Cindy announced that the next Board of Trustees meeting will be held on either Thursday, July 24th or Thursday, August 28th at 7 PM at Evergreen Community Charter School. She will be back in touch with everyone via email as to the meeting date.

Frank Lopez made a motion to adjourn

Joanne Storer seconded the motion

Motion carried unanimously (4:0)

At 8:15 PM the meeting was adjourned.



Respectfully Submitted,
Lucinda A. Haab
Board of Trustees, Secretary

Director's Report
May-June 2008
Jill Shoesmith

Applications for the 2008-2009 academic year were made available from May 1- June 1.

During the month of May students in grades 8 and 11 were given the PSSA tests in segments in an effort to alleviate the typical stress associated with the process.

Students in grades 6-8 continued the reading program with Countryside Daycare.

Senior, Keziah Katz and her cast performed their own hilarious take on "The Princess Bride" to sellout crowds on May 16th and 17th. Admission was free because Keziah was unable to obtain the official rights to the production this year.

Several students in grades 10-12 took the CLEP test in English, British, and World Literature for college credit. 50% of those who took the test received full college credit.

The permitting phase of the renovation began with a review of architects. Based on timeframe and cost, Mr. Tom Fox (Analomink) was selected to draw the required plans for the township building and codes inspector.

On May 22nd the students in grades 6-8 volunteered for Millbrook Village's Historical Days event. Students in grade 10 took a field trip into Manhattan to explore the architecture and it's relation to geometric principles. In addition they visited the Museum of Modern Art's exhibit on form and function.

On May 23rd we honored our graduating seniors with the annual picnic which features the "Roast". As usual, a good time was had by all. The seniors were given a special send off by the younger students complete with a wonderful yearbook!

Graduation took place on Sunday May 25th. We received coverage from the Pocono Record and applications from interested students poured into our office.

The Terra Nova Standardized test was administered to all students during the week of June 2nd. The last day of school was Monday June 9th.

Interviews began on June 10th and ran non-stop until today, June 26th. We are fortunate to have wonderful candidates for the upcoming school year.

Kyle Haab continues to work on his Eagle Scout project behind the school.

On Friday, June 20th Evergreen Alumni Tommy Byrne graduated from Marine Boot Camp in North Carolina. On Monday, June 23rd Alex Stewart reported for duty in the US Army to a base in Texas. This marks a first for Evergreen.

On June 30th we will be scheduling a meeting with PMSD's Kevin Alt to review the procedure for acquiring an additional bus.

During the summer recess Dan Cohen and Larry Laubach will be working on a very part-time basis to help Nancy and Jill complete the "To Do" List.

Update on Grant Money Expenditures

Furniture and software has been ordered. Computers have been received.

Renovations are in the permitting stage. Projects which can be broken down to \$15,000 or less have started.

We received unofficial notice from Gregg Spadasfore (PA Dept. Of Education) that Evergreen will be awarded an additional \$270,000 in Grant money.