

**Meeting Minutes for
Evergreen Community Charter School Board of Trustees
held 7:00 PM Tuesday, March 4, 2008 at
Evergreen Community Charter School**

ATTENDANCE:

Board of Trustees

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

Advisory Panel

Jill Shoosmith, Nancy Lewis, Patti O'Keefe, and Nancy Price

Guests

Robyn Pugh, Riley and Company, Inc.

ABSENT:

Mary Baxter, Board of Trustees

Bryan Dunlap, Board of Trustees

Henry Bockelman, Pocono Mountain School District Liaison

Rudy Haab, Advisory Panel

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1. The meeting was called to order by Evergreen Community Charter School Board of Trustees President, Joanne Storer, at 7:05 PM after it was established that a quorum of the membership was present. There was one guest present for this meeting, Robyn Pugh, and she signed in.
 2. Pledge of Allegiance, led by Joanne Storer.
 7. Recognition of Visitors (Community input/ presenters, etc)
Robyn Pugh from Riley and Co. presented the audited financial statements
Robyn gave all Board members a Draft Letter, addressed to the Board summarizing her findings of the audit report, for the year ended June 30, 2007. Robyn then went over the actual report. She mentioned that the wording "unqualified opinion" meant good news. She also suggested that the Foundation should get insurance quotes for the Suburban that it owns. Next she reported to the Board that the school is losing money on the annual Family Ski Trips. Robyn suggested that there be a cafeteria/lunch fund established vs. a general fund for food from Lewis' Supermarket (i.e. Board meetings and other events). Robyn suggested developing a Board policy on what would get capitalized (maybe use >\$2,500). Robyn also suggested that the Board develop an Investment Policy on how money gets handled. She said that we should be able to get guidelines on this from the PA Department of Education (PDE). Robyn said she will now move forward with finalizing her report and she will send her report to both PDE and Pocono Mountain School District. Jill mentioned that she wanted to give the Board members time to read the report and reminded the Board that this is a product that we paid for. Robyn thanked the Board

and said she's available for any questions anytime at her office. Robyn excused herself at 7:26 PM. Holly also encouraged Board members to read the audit report.

3. Approval/Disapproval/Corrections/Additions of Previous Meeting's Minutes from January 31, 2008

Holly Corcoran made a motion to accept the meeting minutes of January 31, 2008 as submitted.

Chris Kinsley seconded the motion

Motion carried unanimously (4:0:1)

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 March 4, 2008

In addition to her written report, Jill reported that the school has daily inquiries and that recently three different families have visited the school. Jill would like the Board to review the application process in April.

Jill also mentioned that she cannot say enough good things about the great job that Kathy Yerkes does, including the peer mentoring, the IEP conference preparations, and assisting students with the entire college application process.

Jill also reported that the first alumna of Evergreen has been accepted into the Marine Corp.

Jill reported that another alumna of Evergreen, a junior at the University of Scranton, is working with Evergreen's math department.

Jill reported that Kathy Yerkes recently attended a PIMS Reporting Conference.

Jill reported that the annual Family Ski Trip to Canada went well. We had great weather and pictures are available for viewing on Evergreen's website.

Patti reported that Weiler Brush Corp recently donated \$500. This donation will be used for a schoolwide field trip on Pete Seager's boat, Clearwater.

Jill reported that Henry has made a possible bus available for Evergreen, but more will be reported in April.

Jill's big news for the meeting was that the grant check was received last week, via regular mail with one signature and with no cover letter for the amount of \$299,696.00. This money needs to be spent by June 2008.

Jill also wanted it noted in the meeting minutes that Joe Colozza has been officially passed the torch as Pocono Mountain School District's new Business Manager. Evergreen appreciates the service that Paul Kelly provided Evergreen.

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

6. Instructional Report by Teachers and Students

6.1. PSSA Testing Report from Nancy Price

Nancy Price reported that the first round of PSSA testing is complete. There will be 2 more rounds. Nancy reports that everything went well. Holly asked how we did last year and Nancy reported that Evergreen students were either Proficient or Above Proficient. Nancy says that there's little anxiety with the students and they are relaxed and quiet.

7. Recognition of Visitors

8. Items for Discussion and Possible Resolution

8.1. Charter School Governing Board Training Handbook distributed to Board members

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 January 1st until February 28th

Jill mentioned that Evergreen has the first payment directly from PDE for the student from Whitehall School District.

Cindy asked about propane costs and Jill said they are the same as last year.

Jill reported that the technology person from the original bids is gone and the technology will need to be rebid. Jill would like to go with a local person within 15 miles of Evergreen for the new bids.

Cindy Haab then made a motion to approve the payments to vendors for January and February.

Frank Lopez seconded the motion

Motion carried unanimously (4:0:1)

Holly Corcoran abstained from voting.

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

Jill provided the Board with a copy of the Profit/Loss Statement from February and March.

Chris Kinsley then made a motion to approve the Profit/Loss Statements to be given to Pocono Mountain School District from January and February 2008.

Frank Lopez seconded the motion

Motion carried unanimously (4:0:1)

Holly Corcoran abstained from voting.

- 9.1.3. Approval/Disapproval of current Financial Statements to be given to PMSD, including the February and March 2008 Balance Sheets.

Frank Lopez then made a motion to approve the Balance Sheet to be given to Pocono Mountain School District from January and February 2008.

Joanne Storer seconded the motion

Motion carried unanimously (4:0:1)

Holly Corcoran abstained from voting.

- 9.1.4. Approval/Disapproval to establish a Money Market account for the grant money.

A discussion was then held about where to put the \$299K grant money recently received. Nancy Lewis reported that PennStar would be the most convenient. Jill reported that the plan was to start with new equipment and furnishings. Patti suggested checking out other banks. Holly mentioned that we will need to account for the money carefully.

9.2. Students Curriculum and Policy *(not applicable this meeting)*

9.3. Personnel- Professional Staff *(not applicable this meeting)*

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

10. Open Discussion

10.1. Board Members

Joanne, on behalf of the Board, thanked Holly for all of her hard work.

11. Adjournment

Cindy announced that the next Board of Trustees meeting will be held on Thursday, April 24th at 7 PM at Evergreen Community Charter School.

Holly Corcoran made a motion to adjourn

Chris Kinsley seconded the motion

Motion carried unanimously (5:0)

Lucinda A. Haab

At 8:05 PM the meeting was adjourned.

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

**Evergreen Community Charter School
Director's Report February 2008**

During the month of February our schedule was compromised due to inclement weather. We had 3 snow days and 2 two hour delays. The snow and ice also increased our need for plowing and cindering.

We had 3 different families come to visit Evergreen in anticipation of submitting applications in May. We also had a very successful IEP conference to outline our strategies for a particular student through to graduation.

Nancy and I continued to work with the audit team to provide information substantiating expenditures made during the 2006-2007 fiscal year.

We had an alumni accepted into the Marine Corps. Another alumni (now a senior at University of Scranton) is working with our Math department for 10 hours of observation and teaching.

Kathy Yerkes attended a conference in Harrisburg on the PIMS reporting system. We are waiting to update our current version and comply with the April reporting.

As reported by Nancy Price, the first part of the PSSA testing took place in February.

Our Family Ski Trip to Tremblant, Canada took place on February 14th - 17th and all involved had a wonderful time. The weather was much better than we've experienced in the past.

Our 6th, 7th, and 8th grade literature classes continue to visit the local preschool on a monthly basis to read to the youngsters.

After 15 attempts, one of very special students passed his drivers' written test.

BEST OF ALL.....

Evergreen received the Implementation Grant Money in one single check! \$299,696.00