

Meeting Minutes for
Evergreen Community Charter School Board of Trustees
Held 7:00 PM Thursday March 21, 2013 at
Evergreen Community Charter School

ATTENDANCE:

Board of Trustees

Chris Kinsley, Joanne Storer, Frank Lopez, Cindy Haab, Tim Hagerty, Holly Corcoron, and Danielle Perez

Advisory Panel

Jill Shoesmith, Nancy Lewis, Patti O'Keefe, Nancy Price

Guests

Lorenzo Ballesteros

1. Call to Order by President – Joanne Storer called the meeting to order at 7:04 pm.
2. Pledge of Allegiance led by Joanne Storer.

Jill announced that we would be going out of order with tonight's agenda

7. Recognition of Visitors- Lorenzo
 - observing tonight while he is working on his Citizenship Merit Badge for Boy Scouts
 - he is also the Director of Little Women, the Musical to be held at the school May 10th and 11th
 - in addition, he is an Assistant Director for a Theatrical Gems production this weekend
3. Approval of Minutes

3.1 Motion made by Tim Hagerty, seconded by Frank Lopez to approve the minutes from the January 24, 2013 Board meeting. 5-0 in favor. Motion approved. Chris Kinsley and Joanne Storer abstained (due to not being present at the meeting)

NOTE- The February Board of Trustees Meeting was cancelled due to inclement weather.
4. Reports

4.1 Director of Evergreen – Jill Shoesmith
The majority of this meeting was used to discuss 8.2 below.
6. Instructional Report
 - Nancy Price reported that PSSA testing for 11th graders is getting phased out and replaced by the Keystone Exams
 - She also reported that ECCS is in the middle of PSSA testing for the 6th, 7th, and 8th grades for writing, reading, math, and science
 - Nancy reported that the National Honor Society is coming to ECCS for the 10th, 11th, and 12th grades. 10 students' applications are currently being reviewed. ECCS is also working on getting the Junior National Honor Society for next year for grades 7th, 8th, and 9th. Students in the society wear a satin gold collar at graduation. She also reported that ECCS will also implement a Spanish National Honor Society next year.
9. Items Requiring Board Action

9.1 Business and Financial Affairs

- 9.1.1 *Motion was made by Chris Kinsley and seconded by Danielle Perez to approve the vendor payments January 2013. Motion passed 5-0. Tim Hagerty and Holly Corcoron abstained.*
- 9.1.2 *Motion made by Danielle Perez and seconded by Chris Kinsley to approve the Profit/Loss reports and Balance Sheet for July and January 2013. Motion passed 5-0. Tim Hagerty and Holly Corcoron abstained.*
- 9.1.3 Review of the Actual vs Budget through January 31, 2013- no Board action required
- 9.1.4 *Motion was made by Danielle Perez and seconded by Frank Lopez to approve the Grant expenses through January 2013. Motion passed 5-0. Tim Hagerty and Holly Corcoron abstained.*
- 9.2. Students Curriculum and Policy- *none*
- 9.3. Personnel- Professional Staff- *none*
- 9.4. Personnel- Support Staff- *none*

8. Items for Discussion and Possible Resolution

8.1 Riley Letter of Engagement for Auditor

- The Board discussed the letter from Riley, an accounting firm that wants us to use them as their Auditor for 2013, 2014, and 2015. The Board decided that more dialogue was needed before signing the Engagement Letter. Holly and Jill agreed to have a conversation with Debbie from Riley.
Motion was made by Holly Corcoron and seconded by Danielle Perez to table signing the Engagement Letter from Riley until more information is obtained by Jill and Holly. Motion passed 7-0.

5. Executive Session

The Board did have an Executive Session this meeting for about an hour. Visitors were asked to leave.

8.2 Discussion of the Findings of the State Auditor's General Report and the response to a Letter that was received from Pocono Mountain School District's Superintendent and Business Manager dated March 15, 2013

The bulk of the meeting was used to discuss this topic. Discussion points included:

- Accounting Services should be separated from the Board of Trustees to avoid conflict of interest; there will be more information next meeting
- Holly announced that she would like to remain on the Board
Motion was made by Frank Lopez and seconded by Danielle Perez to discontinue using Holly Corcoron's Accounting firm for Evergreen accounting services Motion passed 6-0. Holly abstained.
- Our Solicitor, McKenna will be addressing all 5 findings and his response will be sent to Pocono Mountain School District
- Bus Driver clearances have been completed
- The Board questioned whether 990s needed to be prepared; Tim suggested finding out what other school do and to speak to Riley to do professional research

- Policy Review was discussed; sample Policies were received yesterday
- Lease Reimbursement was also discussed
Motion was made by Chris Kinsley and seconded by Joanne Storer to set aside \$20K in a separate savings account in case this money needs to be paid back to the State. Motion passed 5-0. Tim Hagerty and Holly Corcoron abstained.
- The issue of having a Principal vs a CEO was discussed; Charter School Law states that only a CEO is required
- It was agreed that our Solicitor, McKenna, should be invited to a Board of Trustees Meeting

10. Open Discussion

10.1. Board Members- *none*

10.2. Advisory Panel/Evergreen Foundation Members- *none*

10.3. Pocono Mountain School District Liaison- *N/A*

10.4. Public Comment- *none*

The motion was made at 9:10 pm to adjourn by Danielle Perez . Seconded by Chris Kinsley. Motion passed 7-0.

The next monthly meeting will be held on April 25, 2013