

Evergreen Community Charter School  
Board of Trustees Meeting Minutes  
July 25, 2013

Attendance: Joanne Storer, Danielle Perez, Holly Corcoran, Frank Lopez, Brett Riegel, and Mary Ann Lewis (new Board Member)

Advisory Board: Jill Shoesmith, Nancy Price, and Nancy Lewis

Guests: Maureen Christy (Evergreen Accountant), Baby Riegel

Meeting was called to order at 7:05pm by Board President, Joanne Storer; followed by the Pledge of Allegiance.

Minutes from the June 27, 2013 meeting were approved with one spelling correction (Riley and Co.). Motion made by Joanne Storer and seconded by Brett Riegel. Passed 5-0.

Director's Report Jill Shoesmith reported that there will be 95 students for the 2-013-2014 academic year. All enrollment sheets have been completed by the new parents and submitted to the respective school districts. July invoices were sent out to the four sending districts (Pocono Mountain, East Stroudsburg, Stroudsburg, and Wallenpaupack. Payment for July 2013 has been received from Pocono Mountain.

Summer Work – 11 new additional lockers were constructed in the Green room to accommodate our increase in enrollment. A door was installed between the Chemistry and Science rooms. Plans include revamping the security cameras, upgrading the office bathrooms. New textbooks for the Algebra I classes are being reviewed and will be purchased before September.

Academic Report Nancy Price gave a report on the Keystone exams and our student scores in comparison to the State averages.

State Averages	Evergreen Averages
Biology 47.7%	72.7%
Algebra 39.7%	68.7%
Literature 54.9%	92.3%

Business and Financial Reports The Board reviewed payments to vendors and the Check Register. Motion was made to approve both by Danielle Perez and seconded by Joanne Storer. Motion passed 5-0.

The members reviewed the Profit and Loss statement. Motion to accept this report was made by Frank Lopez and seconded by Danielle Perez. Motion passed 5-0.

The members reviewed the Budget vs. Actual report. Motion was made to approve this report by Holly Corcoran and seconded by Danielle Perez. Approved 5-0.

The members reviewed the General Fund Budget (which must be electronically submitted to PDE by August 1, 2013). Questions were raised and addressed by Maureen Christy, CPA and Jill Shoesmith. Motion was made to accept and submit the General Fund Budget by Danielle Perez and seconded by Joanne Storer. Motion passed 5-0.

The Letter of Engagement from Riley & Co. was reviewed and discussed. Riley was the company with the lowest bid for the 2012-13 Audit. We asked if they could extend their services to include the Annual Financial Report. This report would require an additional \$800 per year of work. The Board determined

that this was a fair cost based on the amount of work and expertise required. Motion made by Brett Riegel and seconded by Frank Lopez. Motion passed 5-0.

In the Board's continued effort to update policies at Evergreen, several financial policies were reviewed and discussed. A motion was made by Frank Lopez and seconded by Brett Riegel and carried (5-0) to approve the following policies:

- Budget Amendment Policy
- Budget Planning Policy
- Credit Card/Debit Card Policy
- Budget Preparation Policy
- Common Trusts Policy

Motion was made by Joanne Storer and seconded by Danielle Perez to appoint Mary Ann Lewis to the position of Secretary/Treasurer to replace Cindy Haab. Motion carried 4-0. Mary Ann Lewis abstained. She will also need to complete a signature card for the Bank to replace Cindy Haab as a check signer.

Other Business - Update on Foundation – The annual meeting of the Evergreen Community School Foundation was held on July 23, 2013. At that time Board members Rudy Haab, Patricia O'Keefe, Jill Shoesmith, Nancy Price, and Nancy Lewis retired. New members were appointed and include:

- John Styk
- Lisette Ballesteros
- Shelia Clark
- Phyllis Sherwood

Having no other business before the Board a motion was made by Holly Corcoran and seconded by Joanne Storer to adjourn the meeting at 8:15 pm. Motion carried 5-0.