

## Evergreen Community Charter School Board of Directors

Minutes January 25, 2018

Attendance: Joanne Storer, Mary Ann Lewis, Kathleen Sandt, Joe Spinelli (remote)

Advisory: Jill Shoemsmith, Nancy Lewis

The meeting was called to order by Joanne Storer at 7:10pm followed by the Pledge of Allegiance. Motion was made by Kathleen, Second by Joanne, to approve the minutes from the October and December 2017 meetings. Motion passed 4-0.

### Director's Report

Jill reported the following:

Senior Plans: College acceptances are coming in, including top tier schools.

Student Play: Rehearsals recently started for an adaptation of *Annie*.

Workmen's Comp and E&O Insurance Audit: Coverage is fine; passed audit

School Field Trips: NYC theater, ski trip, and maple sugaring happening soon. Possibility of Washington DC trip with Mr. Cohen.

Spelling Bee Rounds: First Round has started; participation is optional.

Community Service Projects: All classes have participated in the Food Drive. Students are taking the recycling program very seriously.

Prom: To be held May 12 at the Water Gap Country Club.

Facilities: New heating unit for the English classroom is on order; the Foundation will cover the expenses.

Calendar Change: PMSD cancelled the Feb. 16 & 19 days off due to excessive snow days; school will be in session.

Enrollment: One student left ECCS due to moving out of the area. Spot was filled by a "grandfathered" student in 9<sup>th</sup> grade.

PMSD and ESASD December payments were not received until January. ESASD and PV are behind for January.

### Executive Session

Discussion of Legal and Personnel Matters.

### Instructional Report by Teachers and Students

Looking into a new chemistry text book for the next school year.

### Items for Discussion and Possible Resolution

Employee Handbook: Revisions have been made. Will be distributed soon.

Update of Procedures and Policies: Table until Feb. meeting.

### Business and Financial Affairs

Approval of payments to vendors via the December 2017 Check Register and approval of current Financial Statements to be provided to PMSD, including the Profit & Loss and the Balance Sheets as of December 31, 2017, and approval of Grant Expenses: Motion by Kathleen, Second by Joanne; approved 4-0.

### Personnel—Professional Staff

Update on Faculty Trainings: Beginning to prepare for charter review (which starts next October). Goal is to have all faculty certified. Everyone is up to date on clearances. Five of seventeen need to complete mandatory trainings.

Those not already certified are being asked to make a "plan of action" to work toward certification. Currently, 80% are certified.

**Adjournment:** Motion by Mary Ann, Second by Kathleen; approved 4-0. Meeting adjourned at 8pm.

*The next Board of Directors meeting will be held on **Thursday, February 22, 2018** at 7 PM.*