

## Evergreen Community Charter School Board of Directors

Minutes October 26, 2017

Attendance: Joanne Storer, Mary Ann Lewis, Kathleen Sandt, Joe Spinelli, Danielle Perez

Advisory: Jill Shoesmith, Nancy Lewis

Visitor: Ben Cohen

The meeting was called to order by Joanne Storer at 7pm followed by the Pledge of Allegiance. Motion was made by Kathleen, Second by Joanne, to approve the minutes from the September 2017 meeting. Motion passed 5-0.

### **Director's Report**

Jill reported the following:

Completion of Audit Field Work: Finished today. On target to complete by the end of November.

Passage of School Code Bill: Passed by the Senate and the House; still needs approval by Governor.

School Field Trips: Recent trips include Gettysburg, The Crucible at ESU, and college visits. Going to Maze-illa for Movement tomorrow.

Community Service Projects: National Honor Society and Alpha Helpers have been busy with several projects such as a pancake breakfast, a flea market, and a clothing drive. Recipients include CAME and Puerto Rico.

The Poetry Club is preparing for a competition at DeSales University.

There will be a Halloween Dance next weekend.

### **Executive Session**

Discussion of Legal and Personnel Matters: Received updates and continued discussion.

### **Instructional Reports by Teachers and Students**

Update on Civics Class Project: Ben Cohen presented the results of the dress code survey distributed to students and staff. The class also developed a draft dress code policy. The Board commended Mr. Cohen and his students for the outstanding work they have done which will be taken into consideration as a new policy is designed.

### **Items for Discussion and Possible Resolution**

Employee Handbook: Discussed changes in phrasing to clarify some information. Motion by Joe, Second by Joanne to approve Employee Handbook with changes. Approved 5-0. Handbook will be distributed to staff when changes are made.

Update of Procedures and Policies: Will review some prior to next meeting. Will review in "chunks" given the large amount of procedures and policies.

### **Business and Financial Affairs**

Approval of payments to vendors via the September 2017 Check Register and approval of current Financial Statements to be provided to PMSD, including the Profit & Loss and the Balance Sheets as of September 30, 2017: Motion by Kathleen, Second by Danielle; approved 5-0.

Approval of Grant Expenses, including both the 2016-17 and the 2017-18 REAP Grants: Motion by Kathleen, Second by Danielle; approved 5-0.

### **Personnel--Professional Staff**

Update on Faculty Trainings: Everyone by the end of the year should be caught up on trainings.

**Adjournment:** Motion by Kathleen, Second by Joe; approved 5-0. Meeting adjourned at 8:25pm.

*The next Board of Directors meeting will be held on **Thursday, December 14, 2017** at 7 PM.*