

**Meeting Minutes for
Evergreen Community Charter School Board of Trustees
held 7:00 PM Thursday, January 31, 2008 at
Evergreen Community Charter School**

ATTENDENCE:

Board of Trustees

Mary Baxter, Holly Corcoran, Bryan Dunlap, Cindy Haab, Chris Kinsley, and Frank Lopez

Advisory Panel

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

Guests

Rob Baxter

ABSENT:

Joanne Storer, 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 Vice President, Chris Kinsley, at 7:05 PM after it was established that a quorum of the membership was present. There was one guest present for this meeting, Rob Baxter, and he signed in.
 2. Pledge of Allegiance, led by Chris Kinsley.
 3. Approval/Disapproval/Corrections/Additions of Previous Meeting's Minutes from October 25, 2007

Mary Baxter made a motion to accept the meeting minutes of October 25, 2007 as submitted.

Frank Lopez seconded the motion

Motion carried unanimously (5:0:1)

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 January 31, 2008 (see attached report)

In addition to her written report, Jill reported that Evergreen is in transition with the new Business Manager at Pocono Mountain, Joseph Colozza. Jill reports that he is very supportive and has opened his office to us.

Jill reported that there was about a 40% participation rate in the Fall Parent/Teacher Conferences. She would like to see this increase and discussed having the conferences during the day as a possibility. However she did report that at least once a week teachers and parents speak via the telephone to discuss students one on one.

Jill reported that she recently met with Cindy Warren from Pocono Mountain's IT department to get a better understanding of the state's PIMS (PA Information Management System). It is a system with lots of flaws. Holly asked what the system is. Jill reported that each month they request various information from the school. Recently information was gathered regarding staffing. Jill is thinking about attending or sending Kathy Yerkes to attend a special conference on PIMS reporting.

Jill reported that Evergreen is partnering with Monsignor McHugh.

Next Jill discussed the snowplowing contract and the amount of money that has been paid so far this season (>\$4,000). Rob suggested that Jill should talk to Henry, because he does snowplowing. Jill admitted that this is a lesson learned and next year, we will make sure that the contract is very specific.

There still has been no news on when we can expect to receive the grant money.

Stroudsburg School District still has not set their reimbursement rate. The money from Whitehall School District is currently being collected through the State of PA.

Patti reported that recently she did a pilot program with the Northampton Community College. Students did PowerPoint presentations on flooding.

And finally, Jill reported that many of the teachers' assignments are now available on Evergreen's website.

5. Executive Session (*not applicable this meeting*)
6. Instructional Report by Teachers and Students (*not applicable this meeting*)
7. Recognition of Visitors
Rob had nothing to say.
8. Items for Discussion and Possible Resolution

8.1. Jill reported that parents have approached her about organizing a Spring Pot Luck Dinner so they could get to know the other parents. Jill also reported that this year's Yearbook is coming along great. The Yearbook Committee has fundraisers at school to offset some of the costs. The annual Family Ski Trip is scheduled for February 14th thru the 17th in Mont Tremblant, Canada. This year there is a nice group of students and parents attending.

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 December 1st until December 31st.

(for the record- October and November Check Register were approved via email by Board members on December 19, 2007 and are distributed in hard copy tonight)

Mary Baxter then made a motion to approve the payments to vendors for December.

Frank Lopez seconded the motion

Motion carried unanimously (6:0)

9.1.2. Approval of current Financial Statement to be provided to Pocono Mountain School District

Jill provided the Board with a copy of the Profit/Loss Statement from December, as well as a Balance Sheet from December 31, 2007.

(for the record- October and November Financial Statements were approved via email by Board members on December 19, 2007 and are distributed in hard copy tonight)

Holly noted that the PSERS balance may be mis-posted and she will look into this.

Frank Lopez then made a motion to approve the Profit/Loss Statements and Balance Sheets to be given to Pocono Mountain School District from December.

Cindy Haab seconded the motion

Motion carried unanimously (5:0:1)

Holly Corcoran abstained from voting.

9.1.3. Snowplowing Costs

Snowplowing costs were discussed earlier during Jill's report.

9.2. Students Curriculum and Policy

9.2.1. New Electives

Jill reported that several new electives are being offered this semester, including a SAT Prep elective for the Juniors. This is being taught by Kathy Yerkes and Dan Cohen. There are also Art, Debate, Photoshop, and Keyboarding electives being offered. Jill would like to tap in to retired educators or industry personnel for additional electives. Nancy Price is doing an activity with the ninth graders that involves academic writing with reading and

then reacting to what has been read. She is using a book entitled *Seven Habits of Highly Active Teens*.

9.2.2. Jill reported that the seniors are currently being accepted to the colleges of their choice. Many scholarships have also been offered, including a full gymnastics scholarship.

9.2.3. Jill reports that thanks to Nancy Lewis our school has been re-enrolled in this year's Monroe County Spelling Bee that will take place at Pleasant Valley on March 25th.

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 (*not applicable this meeting*)

10.2. Advisory Panel

Jill reported that Evergreen had received a nice letter from the Barrett Friendly Library. Nancy Lewis distributed a copy to the Board members.

Jill said she had received a request from a group requesting to use the school on a weekly basis to hold church meetings. Jill said this may primarily be an Evergreen Foundation question, but she wanted to mention the request to the Board. After some discussion, the Board felt that there would be many security issues and they would back Jill in the Foundation's decision to deny the request.

10.3. Pocono Mountain School Liaison (*not applicable this meeting*)

10.4. Public Comment (*not applicable this meeting*)

11. Adjournment

Cindy announced that the next Board of Trustees meeting will be held on Thursday, February 28th at 7 PM at Evergreen Community Charter School.

Bryan Dunlap made a motion to adjourn

Holly Corcoran seconded the motion

Motion carried unanimously (6:0)

At 7:44 PM the meeting was adjourned.



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

The last regular meeting of the Evergreen Board of Trustees was held in the end of October. The following are highlights which have taken place since that meeting:

November

- * The Barrett Friendly Library had a luncheon for all of Evergreen's students to thank them for assisting in the packing and loading of over 50,000 books moved from Evergreen's basement to a wholesaler's truck.
- * Marking period ended. Report cards issued.
- * Met with representative from Reily Corp. to discuss audit findings. We are awaiting the final report which will be forwarded to the Board members.
- * Met with Paul Kelly to discuss transition period to new Business Manager from Pocono Mountain.
- * LizTech came to Evergreen's Art Classes to set up a mosaic mural that the students are going to create. The finished product will be installed at Dansbury Depot.
- * 10th and 11th grade students took the ASVAB assessment Test to determine career strengths and weaknesses.
- * Parent Teacher Conferences were held to discuss student progress. Approximately 40% of the parents participated.

December

- * Evergreen's Theater was donated for Barrett Friendly Library's Christmas Fun Raising event. Very successful, well attended by residents and businesses.
- * Met with Cindy Warren from Pocono Mountain's Information Technology department to discuss strategies to comply with the endless state paperwork. This was extremely helpful and an example of goodwill. The first PIMS report was submitted correct and on time. The next is due in the middle of February.
- * 11th and 12th visited East Stroudsburg University for a career fair.
- * Community partnership with 6th, 7th, and 8th graders reading to preschoolers at Countryside Daycare.
- * Alumni Luncheon was a feast as usual and a great chance to reconnect. (16 graduates attended)

January

- * Welcomed guest speakers to the Personal Finance class to discuss renting vs. buying. We also scheduled a visit with the District Magistrate Danny Whitesell to learn more about civil court procedures.
- * Met with snowplowing contractor to discuss exorbitant fees for November and December.
- * Audit meeting for Workman's Compensation provider.