

**Meeting Minutes for  
Evergreen Community Charter School Board of Trustees  
held 7:00 PM Tuesday, April 24, 2008 at  
Evergreen Community Charter School**

**ATTENDENCE:**

**Board of Trustees**

Mary Baxter, Holly Corcoran, Bryan Dunlap, Cindy Haab, Frank Lopez, and Joanne Storer

**Advisory Panel**

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

**Pocono Mountain School District Liaison**

Henry Bockelman

**Guests**

Kyle Haab, 11<sup>th</sup> grade student and Boy Scout Troop 89 member

**ABSENT:**

Chris Kinsley, Board of Trustees

Rudy Haab, Advisory Panel

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1. The meeting was called to order by Evergreen Community Charter School Board of Trustees President, Joanne Storer, at 7:06 PM after it was established that a quorum of the membership was present. There was one guest present for this meeting, Kyle Haab, and he signed in. Prior to the Call of Order, Nancy Lewis passed out the finalized auditors report from Reilly.
  2. Pledge of Allegiance, led by Joanne Storer.
  7. Recognition of Visitors (Community input/ presenters, etc)  
Joanne Storer welcomed Kyle Haab, an 11<sup>th</sup> grade student at Evergreen and a member of Boy Scout Troop 89. Kyle proposed an Eagle Scout project to the Board. He proposed making an area off of the back driveway of the school into a picnic/Outdoor Classroom space with benches and picnic tables. Jill asked Kyle what the school would be responsible for and Kyle noted that part of his project includes a trash can and the school would need to empty the trash can. Holly asked about fundraising and Kyle said that he plans to hold a Bake Sale/Car Wash at Evergreen on the Saturday of Memorial Day Weekend. Kyle passed some "Before" pictures around of the proposed site.

**Joanne Storer made a motion to accept Kyle's Eagle Scout Project Proposal.**

Mary Baxter seconded the motion

Motion carried unanimously (5:0:1)

Cindy Haab, mother, abstained from voting

3. Approval/Disapproval/Corrections/Additions of Previous Meeting's Minutes from March 4, 2008

**Bryan Dunlap made a motion to accept the meeting minutes of March 4, 2008 as submitted.**

Holly Corcoran 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 Shoemsmith.

Jill went over her Monthly Report as of April 24, 2008

In addition to her written report, Jill reported that plans are underway for dispersing the grant money. Patti and Nancy Price have been assisting and researching new equipment and furnishings in the classrooms. Costs have gone up since the grant was written nearly 2 years ago. Jill mentioned that the elevator project will be put on hold and it's more important to have the educational materials for the students. Nancy Price is also asking for the input from the students. Holly reminded us that each purchase should be in a PO number form.

Jill also mentioned that the PIMS reporting, thanks to Kathy Yerkes, is ahead of schedule. Kathy had to input 63 students information that contained 8 to 9 files per student, over 584 records.

Jill announced that the diploma will be updated this year and each graduate can invite 12 guests.

Jill then passed out an incident report that was handled by the staff members with a team approach. Henry suggested that the Board adopts a written drug policy. He said that Loree Guthrie can assist us.

5. Executive Session (*not applicable this meeting*)
6. Instructional Report by Teachers and Students (*not applicable this meeting*)
8. Items for Discussion and Possible Resolution (*not applicable this meeting*)
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 March 1<sup>st</sup> through March 31<sup>st</sup>.

Holly urged the Board to take a month to look over the finalized audit report from Reilly.

Nancy Lewis mentioned that the grant money in the Money Market account made \$295 in interest.

**Frank Lopez then made a motion to approve the payments to vendors for March 2008.**

Cindy Haab seconded the motion

Motion carried unanimously (5:0:1)

Holly Corcoran abstained from voting.

- 9.1.2. Approval/Disapproval of current Financial Statements to be given to PMSD, including the March 2008 Profit & Loss Statement

Jill provided the Board with a copy of the Profit/Loss Statement from March. Holly mentioned that the field trip income will be adjusted.

**Frank Lopez then made a motion to approve the Profit/Loss Statement to be given to Pocono Mountain School District from March 2008.**

Joanne Storer seconded the motion

Motion carried unanimously (5:0:1)

Holly Corcoran abstained from voting.

- 9.1.3. Approval/Disapproval of current Financial Statements to be given to PMSD, including the March 2008 Balance Sheet.

**Mary Baxter then made a motion to approve the Balance Sheet to be given to Pocono Mountain School District from March 2008.**

Frank Lopez seconded the motion

Motion carried unanimously (5:0:1)

Holly Corcoran abstained from voting.

## 9.2. Students Curriculum and Policy

- 9.2.1. Proposed Revised Policy 1802-02 Enrollment and Public Lottery

It was noted that the time of the lottery should be changed from 10 AM to 9 AM because many phone calls need to be made after the lottery on Friday, June 27<sup>th</sup>. Cindy offered to attend the lottery this year. Jill will follow up with the current students and determine how many new siblings will attend next year. Exact numbers of grade openings will be determined at our next Board meeting. A discussion was then held about accepting applications for next year's senior class, which is already at 13.

**Holly Corcoran made a motion to accept one senior for the 2008/2009 school year.**

Frank Lopez seconded the motion

Motion carried unanimously (6:0)

**Mary Baxter made a motion to approve the Enrollment and Lottery Policy 1802-02 with the lottery time change.**

Holly Corcoran seconded the motion

Motion carried unanimously (6:0)

9.2.2. Proposed Enrollment Application Form 2008/2009

It was noted that the lottery time should be changed to 9 AM on the Application Form. It was also noted that in the Responsibilities Code the use of cell phones should be re-visited.

**Holly Corcoran made a motion to approve the Enrollment Application Form with the lottery time change**

Bryan Dunlap seconded the motion

Motion carried unanimously (6:0)

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

Holly asked the Board to think about every other month meetings. Cindy mentioned that this can be determined at our Annual Meeting in July.

10.2. Advisory Panel/Evergreen Foundation Members

Nancy Lewis announced that the cleaning service would now like \$80 per day. But Jill mentioned that maybe we should ask different cleaning services to bid the job.

Jill asked the Board's opinion on advertising. The board feels that since there's a waiting list of students to get in, there's no need. Mary mentioned that we should be sure that we're mentioned in the Chamber guides. Nancy said that good PR is our best advertising.

10.3. Pocono Mountain School District Liaison

Henry explained to the Board that Pocono Mountain gets rid of 10% of their bus fleet every year and there's a good possibility that Evergreen may be able to obtain another bus. Henry has already spoken to the Transportation Department and asked them to set aside their "best of the lot".

Henry suggested that after the end of the year, Jill should call Kevin in the office and speak with

John the mechanic.

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

11. Adjournment

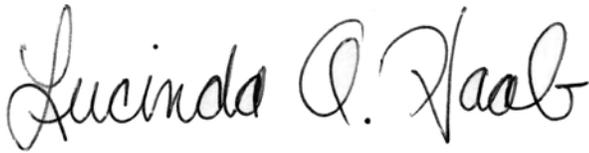
Cindy announced that the next Board of Trustees meeting will be held on Thursday, May 22nd at 7 PM at Evergreen Community Charter School.

**Bryan Dunlap made a motion to adjourn**

Holly Corcoran seconded the motion

Motion carried unanimously (6:0)

At 8:26 PM the meeting was adjourned.



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