

**Meeting Minutes for  
Evergreen Community Charter School Board of Trustees  
ANNUAL MEETING held 7:00 PM Thursday, July 24, 2008 at  
Evergreen Community Charter School**

**ATTENDANCE:**

**Board of Trustees**

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

**Advisory Panel**

Jill Shoemith, Nancy Lewis, Patti O'Keefe

**Pocono Mountain School District Liaison**

Henry Bockelman

**Guests**

Rob Baxter, Kyle Haab, and Missy Beyer

**ABSENT:**

Joanne Storer, Board of Trustees

Nancy Price, Advisory Panel

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 7:06 PM after it was established that a quorum of the membership was present. Jill presented Board members with laptops.
  2. Pledge of Allegiance, led by Chris Kinsley
  7. Recognition of Visitors (Community input/ presenters, etc)  
Kyle Haab presented his completed Eagle Scout project to the Board by explaining his project. And then he took the Board members outside on the deck to see his completed Outdoor Classroom/Picnic Area.
  3. Approval/Disapproval/Corrections/Additions of Previous Meeting's Minutes from June 26, 2008

**Mary Baxter made a motion to accept the meeting minutes of June 26, 2008 as submitted.**

Frank Lopez seconded the motion

Motion carried unanimously (5:0:2)

Cindy Haab, Board Secretary, and Andalisa Lopez 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 July 24, 2008 verbally

Jill reported that school renovations have been ongoing including superficial painting. The science lab is almost complete and tables will be arriving on Monday.

Jill also reported that Evergreen's \$2,500 bid was accepted by Pocono Mountain School District for a 24 passenger, handicap accessible, diesel bus. Jill thanked Henry and mentioned that Larry Laubach is currently enrolled in a bus driving class through the IU 20.

Jill reported that the building plans for the enclosed solar heated walkway have been approved by the township and work should begin within 1 week. Only one bid for the work was received by Chuck Yerkes.

Jill also reported that the second part of the Implementation Grant has been granted- \$293,000. The money needs to be earmarked by August 28<sup>th</sup>. Jill reported that the money will be used for the second phase of the outside hallway and will be used to renovate the basement next year. For now the elevator project is being deferred.

#### 5. Executive Session

Jill discussed teacher salaries with the Board. She asked that the senior teachers, Patti O'Keefe and Nancy Price, salaries be increased to \$50K per year and that all remaining staff have a raise from \$16.50 per hour to \$20 per hour.

Holly thought this would be a good time to go over the proposed budget with the Board.

9.1.3. Holly explained the proposed operating budget including a \$60K contribution from the Foundation and other income assumptions. Jill mentioned that the proposed budget is very conservative and includes significant increases for auto, fuel, utilities, and health insurance expenses. Chris mentioned that a predicted 10% increase in health insurance may be low- he recently experienced a 17% increase. Jill will check on the increase ASAP with the health insurance provider. After the budget was gone over and explained to the Board:

**Mary Baxter made a motion to approve the proposed salary of \$50,000 per year for both Patti O'Keefe and Nancy Price**

Cindy Haab seconded the motion

Motion carried unanimously (6:0:1)

Holly Corcoran abstained from voting.

**Mary Baxter made a motion to approve the proposed hourly rate increase from \$16.50 to \$20 per hour for all other staff**

Frank Lopez seconded the motion

Motion carried unanimously (6:0:1)

Holly Corcoran abstained from voting.

**Frank Lopez made a motion to approve the proposed 2008/2009 budget (pending a health insurance review).**

Cindy Haab seconded the motion

Motion carried unanimously (6:0:1)

Holly Corcoran abstained from voting.

6. Instructional Report by Teachers and Students (*not applicable this meeting*)

8. Items for Discussion and Possible Resolution

8.1. Board Members were provided with Statement of Financial Interests and are asked to fill them out. One copy stays at Evergreen and the other copy goes to Pocono Mountain all copies remain in sealed and signed envelopes.

8.2. Approval/Disapproval of proposed Board of Trustee meeting schedule for upcoming school year. Cindy proposed meeting every other month and conducting any Board business electronically otherwise. Meetings would still be on Thursdays, generally the 4<sup>th</sup> during the months of September, December (2<sup>nd</sup> Thursday), February, April, June and the Annual Meeting would be held in July, close to the time that the budget needs to be submitted to PDE.

**Holly Corcoran made a motion to approve the proposed 2008/2009 meeting schedule.**

Mary Baxter seconded the motion

Motion carried unanimously (7:0)

8.3. Nominating Committee presentation of new Board Member- Andalisa Lopez  
The Board welcomed our new Evergreen alumnus member, Andalisa. Jill thanked Bryan for his service on the Board and wished him luck at Bloomsburg University. Jill explained to Andalisa the importance of her viewpoint from the students' perspective.

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 June 1<sup>st</sup> to June 30<sup>th</sup>. Jill also asked Holly's advice on how to handle the second grant check. Holly says a separate checking account would need to be opened.

**Mary Baxter then made a motion to approve the payments to vendors for June 2008.**

Cindy Haab seconded the motion

Motion carried unanimously (6:0:1)

Holly Corcoran abstained from voting.

- 9.1.2. Approval/Disapproval of current Financial Statements to be given to PMSD, including the June 2008 Profit & Loss Statement and June 30, 2008 Balance Sheet  
Jill provided the Board with a copy of the Profit/Loss Statement and Balance Sheet from June.

**Mary Baxter then made a motion to approve the Profit/Loss Statement and Balance Sheet to be given to Pocono Mountain School District from June 2008.**

Andalisa Lopez seconded the motion

Motion carried unanimously (6:0:1)

Holly Corcoran abstained from voting.

- 9.1.4. Review of front enclosure project

Jill reviewed the plans for the front enclosure with the Board. There will be 2 phases. Phase One is \$61K and Phase Two is \$80K and includes the redirecting of the parking lot grade to help with the ice issues.

- 9.2. Students Curriculum and Policy

- 9.2.1. Approval/Disapproval of the 2008/2009 School Calendar

Jill explained the School Calendar. She mentioned that there's a long Christmas Break this year and that Graduation will not be held on Memorial Day Weekend, but a week later on May 31<sup>st</sup>. Jill mentioned that our school is based upon hours of education and not on 180 days. Henry then discussed the various school schedules.

**Mary Baxter made a motion to approve the 2008/2009 School Calendar.**

Andalisa Lopez seconded the motion

Motion carried unanimously (7:0)

- 9.2. Personnel- Professional Staff

- 9.3.1. Teacher Salaries

were discussed in Executive Session

- 9.4. Personnel- Support Staff

- 9.4.1. Personnel- Support Staff Salaries

were discussed in Executive Session

10. Open Discussion

10.3. Board Members

Cindy Haab mentioned that she will be working on getting Board members email address- [first.lastname@everygreencommunityschool.org](mailto:first.lastname@everygreencommunityschool.org) so Board business could be emailed.

10.4. Advisory Panel/Evergreen Foundation Members (*not applicable this meeting*)

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

10.6. Public Comment

Rob Baxter commented that he liked the move to the electronic age.

11. Adjournment

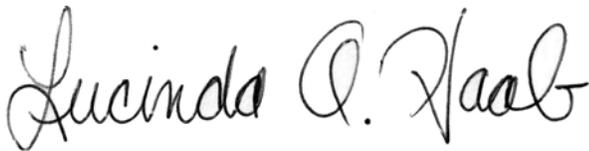
Cindy announced that the next Board of Trustees meeting will be held on Thursday, September 25<sup>th</sup> at 7 PM at Evergreen Community Charter School.

**Andalisa Lopez made a motion to adjourn**

Frank Lopez seconded the motion

Motion carried unanimously (7:0)

At 8:37 PM the meeting was adjourned.



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