

**Meeting Minutes for  
Evergreen Community Charter School Board of Trustees  
held 7:00 PM Thursday, March 25, 2010 at  
Evergreen Community Charter School**

**ATTENDANCE:**

**Board of Trustees**

Mary Baxter, Joanne Storer, Andalisa Lopez, Frank Lopez, Holly Corcoran, Chris Kinsley, and Cindy Haab

**Advisory Panel**

Jill Shoemsmith, Patti O’Keefe, Nancy Price, and Nancy Lewis

**Guests**

None

**ABSENT:**

Rudy Haab, Advisory Panel

Henry Bockelman, Pocono Mountain Liaison

1. Call to Order by Vice President – Chris Kinsley called the meeting to order at 7:05 PM.
2. Pledge of Allegiance led by Chris Kinsley
3. Approval of Previous Meeting’s Minutes from January 28, 2010

A motion was made by Mary Baxter and seconded by Frank Lopez to approve the minutes from the January 28, 2010 meeting. Motion passed 5:0:2 (Cindy and Chris abstained)

4. Reports

4.1. Chief Executive Officer and Director of Evergreen Community Charter School –  
Jill Shoemsmith

- Jill reported that Sandy Carter has returned to teaching full time and she is handling the workload well.
- Jill reported on the recent review of the ECCS Special Education programs by the PA Dept of Ed. No official report has been received; however during the exit interview the reviewers had a concern regarding all of the records from the sending school. Overall it was a positive experience. These are some additional things that the school can work on: more specific transition goals; more formalized parent training; include migrate students on the enrollment application. The formal report should be received in 3 weeks and will become part of the “Right to Know” document. The school will be reviewed every 5 years.
- Jill reported that the school received a Line of Credit from Penn Star Bank for

\$280K.

- The Technology Grant was received for \$18,360, to be used for innovative technology and involving students. The grant will have matching funds for the next 3 years. Jill reported that the school is considering a Solar Electric Power System. The school will be looking for the maximum amount of megawatts that can be made for the least amount of money. Jill has prepared a Request for Proposal that the Board will be voting on.
- Jill reported on the Kitchen Project. The basement requires reinsulating. There is also ongoing discussion on the air exchange due to the 3 hoods. Installation of opening windows is being considered.
- Jill reported that the school recently received good PR in the Pocono Record for their Right to Know response.

5. Executive Session

*Not necessary at this meeting.*

6. Instructional Report by Teachers and Students

- 6.1. Patti O'Keefe reported that a student did a propane use comparison between 2008 and 2009.

2008	11,082 gallons	\$17,326.09
2009	9,094 gallons	\$11,195.12

7. Recognition of Visitors (Community input/ presenters, etc)

*None at this meeting.*

8. Items for Discussion and Possible Resolution–

8.1. Bid for Garbage

A discussion was held that a bid needs to be prepared prior to July 1st. ECCS has had Waste Management for 4 years and they do not recycle.

8.2. Bid for Lawn Mowing

A discussion was held that a bid needs to be prepared for lawn mowing at the school.

Joanne Storer made a motion and Holly Corcoran seconded it that a bid for lawn mowing should be prepared and send out. All were in favor. Motion passed 7:0.

9. Items Requiring Board Action

9.1. Business and Financial Affairs

- 9.1.1. Approval/Disapproval of payments to vendors via the January and February 2010 Check Register –

Jill mentioned that in January Modern Gas made 3 deliveries.

Motion made by Mary Baxter and seconded by Frank Lopez to approve the vendor payments for January and February 2010, passed 6:0:1 (Holly Corcoran

abstained)

- 9.1.2. Approval/Disapproval of current Financial Statements to be given to PMSD, including the January and February Profit & Loss

Holly clarified the money due to affiliate as money due to the Foundation.

Motion made by Joanne Storer and seconded by Mary Baxter to approve the January and February 2010 Profit & Loss to be given to PMSD, passed 6:0:1 (Holly Corcoran abstained)

- 9.1.3. Approval/Disapproval of current Financial Statements to be given to PMSD, including the Balance Sheets of January 31, 2010 and February 28, 2010.

Motion made by Joanne Storer and seconded by Frank Lopez to approve the Balance Sheet as of the end of January and February, passed 6:0:1 (Holly Corcoran abstained)

- 9.1.4. Approval/Disapproval of Grant Expenditures through February 2010

There was only interest earned and no expenditures. *No Board action needed.*

- 9.1.5. Review of June 30, 2009 Audit Report by Riley and Company

Jill, Nancy Lewis, and Holly met with Debbie Borger and Jay from Rileys to report the audit report. They had a concern with defining the school's affiliation with the Foundation and how the two can be kept separate. Volunteer time and time spent on Special Education also needs to be looked at closely.

Mary Baxter made a motion to accept the Audit Report as of June 30, 2009. Andalisa Lopez seconded it. All were in favor. Motion passed 7:0.

- 9.1.6. Approval/Disapproval of RFP's received for the upcoming annual audit dated June 30, 2010 (*tabled from last meeting*)

Riley \$10K+

Kirk & Co \$8,800 (Jill confirmed no fee changed)

Holly reported that both firms are comparable.

Joanne Storer made a motion to use Kirk & Company for the next 3 years. Mary Baxter seconded. All were in favor. Motion passed 7:0

- 9.1.7. Discuss and Approval/Disapproval of Revised 2009-2010 Budget

Holly explained changes to the existing budget, including: change in tuition reimbursement rate, Special Education allocation is much higher, health insurance went from \$7K to \$9K, students have been lost and not replaced.

It was decided to table the Approval/Disapproval of Revised 2009-2010 Budget until the next meeting.

- 9.1.8. Approval/Disapproval of RFP for Solar Demo Project  
As discussed during Jill's report

Cindy Haab made a motion to send the RFP for the Solar Demo Project out to prospective contractors. Holly Corcoran seconded the motion. All were in favor. Motion passed 7:0.

9.2. Students Curriculum and Policy

- 9.2.1. Discuss proposed changes to the Lottery and Admission Policy  
The Board held a discussion on point 4.18.

Holly Corcoran made a motion to remove 4.18 from the Lottery and Admission Policy. Cindy Haab seconded it. All were in favor. The motion was passed 7:0.

9.3. Personnel- Professional Staff– *n/a*

9.4. Personnel- Support Staff ) – *n/a*

10. Open Discussion

- 10.1. Board Members– *n/a*  
10.2. Advisory Panel/Evergreen Foundation Members– *n/a*  
10.3. Pocono Mountain School District Liaison – *n/a*  
10.4. Public Comment– *n/a*

Adjournment

Andalisa Lopez made a motion to adjourn; Holly Corcoran seconded it; motion carried 7:0

The meeting was adjourned at 8:15 PM

Respectfully Submitted,



Lucinda A Haab  
Secretary, Board of Trustees