

**Meeting Minutes for
Evergreen Community Charter School Board of Trustees
held 7:00 PM Thursday, September 24, 2009 at
Evergreen Community Charter School**

ATTENDANCE:

Board of Trustees

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

Advisory Panel

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

Guests

Rob Baxter

ABSENT:

Andalisa Lopez, Board of Trustees

Rudy Haab, Advisory Panel

Henry Bockelman, Pocono Mountain Liaison

1. Call to Order by President – Joanne Storer called the meeting to order at 7:08 PM.
2. Pledge of Allegiance led by Joanne Storer
3. Approval of Previous Meeting's Minutes from August 27, 2009

A motion was made by Chris Kinsley and seconded by Mary Baxter to approve the minutes from the August 27, 2009. Cindy Haab abstained, Motion passed 5:0:1

4. Reports

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

- Report given verbally
- Jill reported that the parking lot paving has been completed and the paperwork has been submitted and approved by the PMSD Building Superintendent to process payment. Jill noted that the school saved \$20K, spending only \$107K on the project due to overestimating the amount of fill material. She also noted that the Foundation hired a Project Supervisor for \$800.
- Jill reported that the State budget is not officially passed however an agreement has been reached. PMSD still has August and September invoices outstanding. They send 50 students out of the total of 77 students currently at Evergreen.
- Jill announced that Evergreen has received a Rural School Technology Grant for \$18,366. The school will replace laptops and add classroom laptops. Jill also reported that Evergreen has increased their internet bandwidth through ProLog for an additional \$10

to \$15 per month.

- Jill reported to the Board that the faculty understands the Board's decision to defer raises until the state budget issues have been resolved. She reported that the staff maintains a good morale.
- Recently the 6th, 7th, and 8th graders visited Millbrook Village for an Orientation for the annual Spring Project
- Jill reported that the school has received generous donations in memory of Dillion Corcoran.
- Jill reported that the start of the school year was better than imagined. The older students were very welcoming for the new students.
- A Parent's Meeting was held on September 9th and was attended by 45 to 50 people. The meeting went well.

5. Executive Session

Not necessary at this meeting.

6. Instructional Report by Teachers and Students

- 6.1. Patti reported that Engrade (online grading program) is well received by both the students and parents.
- 6.2. Nancy Price reported that the teachers are feeling the increase of students in their classes

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

- 7.1. Rob Baxter was recognized. He announced that he has some info on planning the annual Evergreen Ski Trip that he will speak to Jill about

8. Items for Discussion and Possible Resolution–

8.1. Line of Credit

Jill had asked Mary Baxter to look into various lines of credit and to report back to the Board. Mary attended a meeting with ESSA. They are willing to work with Evergreen. Mary also talked to Pocono Community Bank on the phone and she spoke to Mike at PNC. Holly had many good questions and advice. It was decided that Mary will call PennStar as per Holly's suggestion since Evergreen already has an established banking relationship with them. It was decided that the Board would be looking for a \$210K to \$250K line of credit. Mary will continue to pursue and if needed, a vote can be held via email.

9. Items Requiring Board Action

9.1. Business and Financial Affairs

- 9.1.1. Approval/Disapproval of payments to vendors via the August 2009 Check Register –

Motion made by Mary Baxter and seconded by Joanne Storer to approve the vendor payments for August 2009, passed 5:0:1 (Holly Corcoran abstained)

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

Motion made by Chris Kinsley and seconded by Frank Lopez to approve the August 2009 Profit & Loss to be given to PMSD, passed 5:0:1 (Holly Corcoran abstained)

- 9.1.3. Approval/Disapproval of current Financial Statements to be given to PMSD, including the Balance Sheet of August 31, 2009

Motion made by Joanne Storer and seconded by Frank Lopez to approve the Balance Sheet as of the end of August, passed 5:0:1 (Holly Corcoran abstained)

- 9.1.4. Approval/Disapproval of Grant Expenditures through August 2009

Holly clarified that ~ \$20K is left over from the first grant, however the paving check still needs to be written.

Motion made by Mary Baxter and seconded by Chris Kinsley to approve the Grant Expenditures through August 2009, passed 5:0:1 (Holly Corcoran abstained)

9.2. Students Curriculum and Policy– *n/a*

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
Jill passed around to the Board a political advertisement in The Journal of the Pocono Plateau from the week of September 3, 2009 (volume 14, #15) discussing PMSD two Charter Schools. The advertisement attached the Pocono Mountain School Board

10.3. Pocono Mountain School District Liaison – *n/a*

10.4. Public Comment – *n/a*

Adjournment

Frank Lopez made a motion to adjourn; Chris Kinsley seconded it; motion carried 6:0

The meeting was adjourned at 7:55 PM

Respectfully Submitted,



Lucinda A Haab
Secretary, Board of Trustees