

Meeting Minutes for  
Evergreen Community Charter School Board of Trustees  
October 28, 2010

ATTENDANCE:

Board of Trustees

Joanne Storer, Frank Lopez, Mary Baxter, Holly Corcoran, and Andalisa Lopez.

Advisory Panel

Jill Shoesmith, Nancy Lewis, and Nancy Price

Guests

Jane Knecht, Carol Hardy, and Karen Hardy

ABSENT:

Chris Kinsley, Cindy Haab (Board), Rudy Haab, Patti O'Keefe (Advisory Panel), Henry Bockelman (PMSD Liason)

1. Call to Order by President Joanne Storer at 7:10 pm.
2. Pledge of Allegiance led by Joanne Storer.
3. Recognition of Visitors: Jill read a letter from the solicitors advising that policy is clear that grandfathered students must complete an application prior to the deadline of June 1 each year in order to be guaranteed a spot. Family was disappointed but understood that without an application a sibling may not take precedent over existing lottery alternates.
4. Approval of Minutes:
  - 4.1 Mary Baxter made the motion to correct the date of the meeting. Andalisa seconded the motion and it was unanimously approved. Frank Lopez made the motion to accept the corrected minutes. Seconded by Mary Baxter. Approved 5-0.
5. Director Report:
  - 5.1 Based on recommendations from the Auditing Team, Jill and Nancy L. will need to complete the ethics statement each year as well as the Board members. These statements should be kept on file at Evergreen and not forwarded to any other district office.
  - 5.2 Jill reported that the Solar Panel Project is currently awaiting final electrical engineering before the application may be submitted to the Township for permit review.
  - 5.3 The cooking classroom is nearly complete and will be available for a Board Tour at the December meeting. This three station cooking area is designed to supplement the curriculum of every department and is not intended to be used as a cafeteria facility.
  - 5.4 Additional recommendations were made by the solicitor to make sure the application was clear and concise. A member suggested that we should outline the hours of homework usually

assigned to each grade level. The solicitor offered to draft additional policies for the Board's review. They suggested that these policies be made available on the website. Jill offered to work with the staff to draft policies specific to Evergreen and have them available at the next Board meeting.

A motion was made by Joanne Storer and seconded by Mary Baxter to table the changes in application and addition of policies until the next Board meeting. Motion approved 5-0.

5.6 Jill then reported on the Audit Findings: These findings will be submitted to PDE and either approved or denied. At that time we will have two years to make corrections. When the Audit Team returns in two years they will be looking for ways we have followed the approved recommendations.

1<sup>st</sup> – We haven't completed a tax return #990. Holly has spoken with the IRS and because we are affiliated with a government entity (school district) we have fulfilled a certain criteria to be exempt. Holly has requested clarification from IRS and we are awaiting their answer.

2<sup>nd</sup> – Ethic Statements must be completed and on file every year.

3<sup>rd</sup> – Lease Reimbursement – Each year PDE reviews our lease, nonprofit status, and other pertinent documents to determine if the Charter school qualifies for partial reimbursement. Every year since 2006 the department has approved our application. The Auditing Team has said they have made this a finding in all Charter schools they have audited this year. We will await PDE's approval or disapproval and adjust accordingly.

4<sup>th</sup> – Possible Conflict of Interest – Holly serves on the Board of Trustees and her firm receives payment for CPA services provided to the school. We will await PDE's approval or disapproval and adjust accordingly.

5<sup>th</sup> – Certification Questions – Our reading specialist is currently certified in Texas and not PA. She is in the process of completing the transfer paperwork. This puts us at 73.5% instead of the 75%.

Also, our Director does not have a Supervisor's Certification although she has a Masters in Ed and additional certification in Mathematics. Her credentials have been reviewed and approved by the district and PDE. We will await PDE's approval or disapproval and adjust accordingly.

6. Executive Session  
Not necessary at this meeting.
7. Instructional Report  
None

8. Items for Discussion

8.1 Annual Financial Report

Holly indicated that the AFR will be ready for submission by Oct 31<sup>st</sup>.

9. Items Requiring Board Action

9.1 Financials

9.1.1 Motion was made to approve the Payment to Vendors and check register for the month of September 2010 by Joanne Storer and seconded by Andalisa Lopez. Motion approved 4-0 with Holly abstaining.

9.1.2 Motion was made to approve the Profit and Loss Report for the month of September 2010 by Mary Baxter and seconded by Frank Lopez. Motion approved 4-0 with Holly abstaining.

9.1.3 Motion was made to approve the Grant Expenses for the month of September 2010 by Mary Baxter and seconded by Andalisa Lopez. Motion approved 4-0 with Holly abstaining.

9.1.4 Motion was made by Frank Lopez and seconded by Joanne Storer to approve the Financial Statements (including the Balance Sheet) to be filed for Pocono Mountain's Business Office quarterly review. Motion approved 4-0 with Holly abstaining.

8. Open Discussion

8.1 Holly asked if we had yet to hear from People's Resources, Victoria Mavis. We would like to develop a personnel handbook to define job descriptions, compensation, and benefits. We have only contacted via email and will try to set up a meeting and report back.

9. Adjournment

9.1 The next meeting will be held on December 9<sup>th</sup> 2010 at 7pm. With no other business to come before the Board a motion for adjournment was made by Andalisa Lopez and seconded by Holly Corcoran. Motion passed 5-0.