

Meeting Minutes for
Evergreen Community Charter School Board of Trustees
Held 7:00 PM Thursday April 25, 2013 at
Evergreen Community Charter School

ATTENDANCE:

Board of Trustees

Chris Kinsley, Joanne Storer, Frank Lopez, Cindy Haab, Tim Hegarty, and Holly Corcoran

Advisory Panel

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

Pocono Mountain Liaison

Jackie Leonard

Guests

2 Parents: Mr. and Mrs. Pierre-Louis, Omari's parents

1. Call to Order by President – Joanne Storer called the meeting to order at 7:06 pm.
2. Pledge of Allegiance led by Joanne Storer.

Joanne welcomes Jackie Leonard, our new Pocono Mountain School District Liaison

3. Approval of Minutes

3.1 Motion made by Chris Kinsley, seconded by Tim Hegarty to approve the minutes from the March 21, 2013 Board meeting with the correction of the spelling of Holly's and Tim's last names. 6- 0 in favor. Motion approved.

3.2 Motion made by Frank Lopez, seconded by Chris Kinsley to approve the minutes from the Special Meeting called April 5, 2013 to respond to concerns raised by the Pocono Mountain School Board 4-0 in favor. (Tim Hegarty and Holly Corcoran abstained since they were not present) Motion approved.

4. Reports

4.1 Director of Evergreen – Jill Shoemith

- Jill reported that she relayed the Board's response to Pocono Mountain School District's concerns on April 8, including supporting documentation
 - 2 opinions were obtained regarding the Fair Market Value of the square footage of the school to answer the concern that the Foundation might be overcharging
 - A new accounting firm has been hired and by mid-May all 990s will be completed and filed
 - Loree Guthie will meet with Jill on May 3rd as a consultant
 - ESL Policy was revised
- Application process is ready for May 1st
- A Graduation Speaker has been lined up, Andalisa Lopez
- Students are attending a Reading Competition tonight

5. Executive Session- *not needed*

6. Instructional Report

- Nancy Price reported that PSSA testing is completed
- Nancy also reported that 9 students will be inducted into the National Honor Society. The ceremony will be held on May 18th
- Patti O'Keefe reported that the Envirothon will be held on May 3rd. The students are also attending a ESU Biotechnology program that analyzes DNA (very CSI-like). The 8th graders will be going to the Liberty Science Center for history

8. Items for Discussion and Possible Resolution

8.1 2013-2014 Application for Admission

Jill reported that she met with Dr Robinson in October 2012 and the second page of the application with questions has been eliminated

Change July 9, 2013 to July 8, 2013 for consistency

Add "on or before June 30, 2013" instead of week of June 24th

Motion made by Joanne Storer seconded by Holly Corcoran to approve the Application for Admission with the above revisions 6-0 in favor. Motion approved

8.2 Lottery Policies and Procedures

On Page 3 of 4 4.13 should read "7/15/2013"

Revise wording on third line class size 15 and student not more than 90

4.12 add "alternates"

4.12a add "in the event of an inadvertent omission of a name the lottery for that grade will be redone on that day"

4.11 add "match names to applications publicly announcing to ensure everyone can verify that each child has been added to the bag"

Motion made by Tim Hegarty seconded by Frank Lopez to approve the Lottery Policy with the above revisions 6-0 in favor. Motion approved

8.3 ESL Policy

Jill noted that there are no current students and Kathy Yerkes is ESL certified. This was drafted from PDE. Jackie suggested adding the wording "Director or Designee"

Motion made by Tim Hegarty seconded by Holly Corcoran to approve the ESL Policy with the above revisions 6-0 in favor. Motion approved

8.4 Letter of Agreement between PMSD and ECCS

Motion made by Chris Kinsley seconded by Tim Hegarty to approve and sign the Letter of Agreement between PMSD and ECCS (Joanne will sign and Cindy will attest) 6-0 in favor. Motion approved

8.5 Policies

Joanne suggests tabling so the Board can carefully consider them all in smaller bits

9. Items Requiring Board Action

9.1 Business and Financial Affairs

- 9.1.1 *Motion was made by Frank Lopez and seconded by Chris Kinsley to approve the vendor payments March 2013. Motion passed 6-0.*
- 9.1.2 *Motion made by Frank Lopez and seconded by Chris Kinsley approve the Profit/Loss reports and Balance Sheet for February 2013. Motion passed 6-0*
Motion made by Tim Hegarty and seconded by Joanne Storer to approve the Profit/Loss reports and Balance Sheet for March 2013. Motion passed 6-0.
Jill informed Jackie that Joe, the PMSB Business Manager, asked that the information remain at ECCS for review at ECCS, but this has not been reviewed in over a year. Jackie said she would follow up.
- 9.1.3 Review of the Actual vs Budget through March 31, 2013- no Board action required
- 9.1.4. *Motion was made by Chris Kinsley and seconded by Frank Lopez to approve the Grant expenses through March 2013. Motion passed 6-0.*
- 9.1.5. Review of the revised Budget- *tabled until next month*
- 9.1.6. Engagement Letter for Riley to be the Auditor
Holly and Jill will set up a conference call to Riley soon to discuss questions
- 9.2. Students Curriculum and Policy- *none*
- 9.3. Personnel- Professional Staff- *none*
- 9.4. Personnel- Support Staff- *none*

10. Open Discussion

10.1. Board Members

Joanne thanked Frank for his thorough job on the Policies

10.2. Advisory Panel/Evergreen Foundation Members- *none*

10.3. Pocono Mountain School District Liaison

Jackie asked to me emailed reminders of the Board Meetings.

10.4. Public Comment- *none*

The motion was made at 8:34 pm to adjourn by Holly Corcoran . Seconded by Frank Lopez. Motion passed 6-0.

The next monthly meeting will be held on May 23, 2013.