

Evergreen Community Charter School Board of Directors

Minutes December 13, 2018

Attendance: Joanne Storer, Mary Ann Lewis, Kathleen Sandt, Joe Spinelli

Advisory: Jill Shoemith, Nancy Lewis

The meeting was called to order by Joanne Storer at 7:10pm followed by the Pledge of Allegiance. Motion was made by Joe, Second by Joanne, to approve the minutes from the October 2018 meeting. Motion passed 4-0.

Executive Session

Session began at 7:11pm.

Discussion of Legal and Personnel Matters

Session ended at 7:12pm and regular meeting resumed.

Director's Report

Jill reported the following:

Discussion of Renewal Visit from Pocono Mountain School District Team: Visit from PMSD Admin team last month, including representative from Human Resources. They reinforced employee policies, said all staff are required to document TB test results and complete I-9 form for personnel file, recommended standardizing curriculum, noticed increased diversity in the school community, and recommended an emergency operations plan more extensive than what is currently in place.

School Safety Update—Safe to Say Program (hotline for students): Tour took place; all improvements were noticed. Staff are trained. Students will be trained after system goes online Jan. 14, 2019.

New Student: One 8th grader left due to moving out of the area. The next person on the “grandfather” list for that grade is now enrolled.

Business and Financial Affairs

The audit is complete. AFR was submitted.

Approval of payments to vendors via the October & November 2018 Check Register and approval of current Financial Statements to be provided to PMSD, including the Profit & Loss and the Balance Sheets as of November 30, 2018, and approval of Grant Expenses: Motion by Kathleen, Second by Joe; approved 4-0.

Students, Curriculum, and Policy

Recommended Financial Policies from Pocono Mountain: Motion to accept by Kathleen, Second by Joe; approved 4-0.

Safety Manual Recommended by the State: Motion to accept by Joanne, Second by Kathleen; approved 4-0.

Suicide Awareness, Prevention, and Response Policy: Motion to accept by Mary Ann, Second by Joanne; approved 4-0.

Update to Attendance Policy: Motion to accept by Mary Ann, Second by Joanne; approved 4-0.

Personnel—Professional Staff

Purchase of 16 laptops for the Chemistry/Science Lab

As noted above, all staff are required to document TB test results and complete I-9 form for personnel files.

Adjournment: Motion by Joe, Second by Mary Ann; approved 4-0. Meeting adjourned at 8:10pm.

*The next Board of Directors meeting will be held on **Thursday, January 24, 2019** at 7 PM.*