

## MINUTES

### REGULAR MEETING OF THE EVERGREEN COMMUNITY CHARTER SCHOOL BOARD OF DIRECTORS January 16, 2014 - 5:30 P.M. In Stuart's Classroom, Middle School

Meeting called to order at 6:03 p.m. by Annie Jonas.

Present: Vice-President of the Board Annie Jonas, Secretary Kelly Stephenson, Ron Kelley, Susan Gottfried, Eben Heasley, Lori Hilliard, Murphy Doty, Ira Starr, Tyson Miller, Stuart Miles, Aaron Slate, Eric Howard

Absent: President of the Board Dan Leroy, Laura Branch, James Kilbourne

#### AGENDA:

##### 1. Visitor Recognition

The following visitors were recognized: Board-Staff Liaison Chris Weaver, Business Manager Gordon Simmons, and Director of Development Eleanor Ashton.

##### 2. Minutes from Last Month

The minutes of the last meeting were approved as corrected.

##### 3. Correspondences Received

The board reviewed a letter of resignation from Treasure Smith, the 5th grade lead teacher who is currently on sabbatical. Her resignation was effective December 20, 2013.

##### 4. Celebration of Success

Miller praised Ashton and the Evergreen Development Team for writing the Education and Workforce Innovation Grant within a short time frame. Evergreen will soon find out if this potential \$75,000 grant is awarded.

##### 5. Program Update

There were no program updates.

##### 6. Action Items

###### a. New Hires

**Nathan Meltzer – EverAfter Instructor.** Nate is finishing his Master of Arts degree from Prescott College in Adventure Education and holds a BA in Spanish. His experience includes working as a field instructor for National Outdoor Leadership School, Mountain Trail Outdoor School, Eagles Nest, and United World College USA. He was a Spanish teaching apprentice and High Mountain Institute and substitute teacher in Massachusetts.

**Gottfried discussed the new hire. Gottfried moved to approve the new hire. Miller seconded the motion. The motion was adopted.**

###### b. Lottery Preferences, Order of Entry

Last month, the Board approved the lottery order of preference given to specific groups as:

- 1<sup>st</sup> preference – multiple birth siblings
- 2<sup>nd</sup> preference – full time employee's children
- 3<sup>rd</sup> preference – siblings of currently enrolled children

Upon further examination of the logistics entailed, it has become apparent that the order of preference needs to be changed to the following:

- 1<sup>st</sup> preference – full time employee's children (allowed by state law)
- 2<sup>nd</sup> preference – siblings of currently enrolled children (allowed by state law)
- 3<sup>rd</sup> preference – multiple birth siblings (required by state law)

**Kelley moved to adopt the lottery preferences statement of policy and procedure as written in attached board packet. Slate seconded. After discussion, the motion was adopted with one abstention.**

### **c. Bank Card Signatories**

Simmons brought forth a discussion raised at the Finance Committee's last meeting regarding check signing privileges. The current policy states that signing authority shall be given to the Executive Director, one Associate Director, Board Treasurer, Board Chair, Board Vice Chair, and Board Secretary. The Auditor recommended that the Business Manager be added as a signatory, and the Associate Director be removed as a signatory.

**Heasley moved that the Business Manager be added as a signatory.** Discussion ensued regarding the pros and cons of this motion.

**Hilliard made a motion to amend Heasley's motion to also remove the Associate Director as signer. The motion was adopted, Gottfried abstained.**

**Hilliard then moved to change the policy to state that "the Executive Director or Business Manager may sign checks up to and equaling \$2,500 as long as the expenditure is an approved budget line item for that fiscal year". Heasley seconded. The motion was adopted, Gottfried abstained.**

### **d. Charter School Allotment Decreases**

There is a change in the Charter School Allotment line item of the budget. This is accounted for in: planned allotment of \$4,694 per student to actual state allotment of \$4,603.86 per student; decrease in planning allotment of \$3,555 per EC student to actual allotment of \$3,528; 5 less actual EC students than planned; decrease of NCVPS funds of \$4,371; increase of Fines/Forfeitures of \$4,846 (NCVPS and F&F weren't included in planning allotment at all); and total state revenue decrease of \$56,027. A \$10,155 decrease was made on the EC books in the fall moving revenue from the Burroughs-Wellcome grant to a different line. In order to account for cash flow, the original budget of 2,178,317 was adjusted to 2,168,162 (-10,155). The change that needs to be approved now is to move from 2,168,162 to the final allotment of 2,122,290 (-45,872). But the actual change in state revenue from planning to final is 2,178,317 to 2,122,290 (-56,027).

**The Finance Committee brought forth a motion to decrease the Charter School Allotment line item from \$2,168,162.30 to \$2,122,290. The motion was adopted.**

## **7. Discussion Items**

There were no items that need discussion for future action.

## **8. Committee Reports**

### **a. Finance**

#### **a. Associate Compensation Task Force:**

Miller asked Associate Compensation Task Force chair Miles to be sure benefits are included in compensation discussion.

### **b. Director**

Miles asked Gottfried if the results of the Advance Ed reaccreditation survey will be shared and, if necessary, acted upon. They will.

### **c. Board Staff Liaison Report**

No report was submitted.

Weaver asked if the board packet could be uploaded online so that it could be easily accessed by staff. Discussion ensued. It was agreed that the packet could be placed online, but that board meeting minutes cannot be made accessible until they are approved by the board.

Weaver then asked if a budget-minded teacher could sit on the Finance Committee. This item will be placed on the agenda of the next N&E meeting.

### **d. Development**

#### **a. Fundraising Leadership Team**

The Fundraising Leadership Team Meeting Report was handed out, and is attached.

b. Grant Writing Team

Clarification was needed regarding the submission of the Innovation Grant which could bring in a potential \$75K each year for 5 years.

A few corrections were mentioned regarding the Development Committee's report: the Burroughs-Wellcome grant has yet to be submitted, but will be submitted soon. Also, Starr's challenge to board likely brought in more than reported.

e. Nominating & Evaluating

No clarifying questions.

f. Facilities / Master Plan / Building

A photograph of the gym renovation was shown to board members. The renovations are moving along as planned.

g. Grievance

No report

h. School Improvement Team

The January 15 School Improvement Team report was handed out at the board meeting. The report is attached.

The recently updated Evergreen Community Charter School Profile was included in the board packet. Discussion took place regarding this document, which is often used by other educators and board members to reference information about Evergreen's mission & beliefs, student performance, school effectiveness, and community contexts (such as demographics, community partnerships and development). Slight edits to this document were suggested. It was also suggested that the document be made accessible online. Gottfried agreed to make edits and post the document online.

i. Executive

No clarifying questions.

j. Diversity

No report.

**9. Personnel or Legal Matters** (*closed session*)

There were no matters of this kind. The board did not enter closed session.

**10. Items for Next Month's Agenda**

Next month's agenda shall include: Celebration of Success, and an update from the Program for Advanced Learners (PAL), and Exceptional Children Program (EC).

**11. Reflection**

Ashton was praised for her presentation on development. Howard mentioned that he will soon complete his doctorate dissertation. Because of this, he has been absent from some board meetings, but he is still committed to the Evergreen board, and will be able to resume more responsibilities once his dissertation is complete.

**Meeting adjourned by Jonas at 7:14pm.**

Respectfully Submitted,  
Kelly Stephenson