

## MINUTES

### REGULAR MEETING OF THE EVERGREEN COMMUNITY CHARTER SCHOOL BOARD OF DIRECTORS February 20, 2014 - 5:30 P.M. In Stuart's Middle School Classroom

Meeting called to order at 5:38 p.m. by Dan Leroy.

Present: President of the Board Dan Leroy, Vice-President of the Board Annie Jonas, Secretary Kelly Stephenson, Treasurer Aaron Slate, Ron Kelley, Susan Gottfried, Eben Heasley, Lori Hilliard, Murphy Doty, Ira Starr, Laura Branch, Eric Howard, James Kilbourne

Absent: Tyson Miller, Stuart Miles, Stu Ryman

#### AGENDA:

##### 1. Visitor Recognition

The following visitors were recognized: Board-Staff Liaison Chris Weaver, Business Manager Gordon Simmons, Director of Development Eleanor Ashton, Program for Advanced Learners Teacher Fynn Crooks, Director of Exceptional Children Kathy Norris, and Associate Director Sarah Shoemaker

##### 2. Minutes from Last Month

The minutes of the last meeting were approved.

##### 3. Correspondences Received

There were no correspondences received.

##### 4. Celebration of Success

The board celebrated the birth of Stuart Miles' daughter! In addition, Evergreen will soon receive a donation of \$5,000 from a donor thanks to the hard work of Ron Kelley.

##### 5. Program Update

Crooks & Norris, presented an update from the Program for Advanced Learners (PAL), and Exceptional Children Program (EC). Notes are attached. Norris and Crooks fielded questions from board members regarding these programs.

##### 6. Action Items

###### a. 2014 - 2015 School Year Start Date

Gottfried discussed the start date of the 2014 - 2015 school year.

**Gottfried moved to approve the start date of August 18, 2014. Hilliard seconded the motion. The motion was adopted.**

###### b. Additional Snow Make-Up Days

**Gottfried moved to adopt the snow make-up days as written in attached board packet. Branch seconded. The motion was adopted.**

##### 7. Discussion Items

###### a. Operational Plan for Meeting Strategic Goals – update

Gottfried presented an update on the Strategy Mapping process. The four Strategic Goals are still in place, and capacity and internal processes to meet these goals have been identified. The next step is to begin building an Operational Plan which will identify key leadership, outcomes, and benchmarks to meet each goal.

###### b. Budget Process

Slate gave an update on the budget process. Multiple budget scenarios were presented at the February Finance Committee meeting, and an in-depth discussion took place. The Finance Committee will not present a budget in which contingency funds are expended. This fiscal year, the impact on the contingency fund has been \$45,000. The

Finance Committee recommended that school leadership start thinking about how to best discuss the class size option, beginning with the Executive Committee, in hopes of achieving a clear and focused budget process.

To that end, at their February meeting, the Executive Committee made a decision to discuss the budget process with the staff in small group meetings in the month of March. Members from the Executive Committee and Finance Committee will be present. At these gatherings, Susan plans to use a conversation protocol which will ensure that all staff will have an opportunity to be heard. She will present where we are now in the budgeting process, listen to ideas and concerns, and allow staff to share openly. In addition, Finance Committee notes will be distributed directly to staff members.

Much data was gathered last year, specifically regarding the issue of increasing class size. This data is on file, and will be referenced during the process. Leadership will work together to prepare a progress report on the potential solutions identified last year, and where/how those solutions have been identified or integrated since then. Slate will prepare an update on the most significant factors which affect the budget (both positively and negatively). These reports will be shared with staff, parents, and community members.

Board members, parents, and staff are encouraged to attend the next Finance Committee meeting, held on March 4 at 8:15am.

## 8. Committee Reports

### a. Finance

a. Associate Compensation Task Force:  
No clarifying questions.

### b. Director

No clarifying questions.

### c. Board Staff Liaison Report

No report was submitted.

### d. Development

Ashton reported that the Boosterthon Fun Run fundraiser kicked off two days ago, and it has already brought in \$10,000.

a. Fundraising Leadership Team  
No clarifying questions.

b. Grant Writing Team  
No clarifying questions.

### e. Nominating & Evaluating

No clarifying questions.

### f. Facilities / Master Plan / Building

The Facilities Committee report was handed out at the meeting. It is attached.

**The Facilities Committee brought forth a motion to approve up to \$30,000 to pay for new storage space adjacent to the Gym.** Discussion ensued. It was confirmed that Evergreen has the increased borrowing capacity on the current gym loan to include these funds. **The recommendation was adopted.**

### g. Grievance

No report was submitted.

### h. School Improvement Team

No report was submitted.

### i. Executive

No clarifying questions.

### j. Diversity

No clarifying questions.

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

**Hilliard moved to go into closed session to discuss a personal matter. Howard seconded. The motion was adopted, and the board entered closed session.**

**Branch made a motion to come out of closed session. Starr seconded. The motion was adopted.**

**Branch then made a motion to approve the minutes from the previous closed session meeting. Slate seconded. The motion was adopted.**

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

Next month's agenda shall include: Budget Scenarios from Finance, Diversity Committee proposal regarding the Evergreen Mission Statement, Associate Pay Taskforce Report from Finance, and Update on Strategic Planning

**Meeting adjourned by Leroy at 7:27pm.**

Respectfully Submitted,  
Kelly Stephenson