

## The Greene School

### BOD Minutes

#### Spruce Lodge at Alton Jones Campus, WG, RI

November 3<sup>rd</sup>, 2010, 7 PM

Call to order; Discussion and vote on approval of 10/06/10 meeting minutes; Reading of the mission statement- Debbie.

- Members present: Amy, Karen, Laura, Dawn, Pam, Paul, Gregg, Dick, Debbie
- Non members present: Dee, Rob
- Quorum met with 9 /15 members present
- Correction to the minutes made by Rob Coulter to explain the code of ethics- He states that the code of ethics does not apply to a non municipal charter school-
- Correction to the misspelled word "Lodge"
- Motion by Gregg to accept the 10/06/10 minutes with the above changes, Karen 2<sup>nds</sup> , all agree unanimously

Guest Introductions : Students from the school

- Students were not able to make it to the meeting tonight . Will plan to do this at a later time

Discuss the establishment of an advisory circle/ friends of the school

- This would be available for people who want to be helpful and not be on the board, but also be connected to us
- Dick suggests "Friends of The Greene School" to promote/support the mission of the school whether it be financial, consultation.... On the website
- Needs to be defined.

Conduct nominations/elections of the Board of Directors for 7 seats

- Dawn motioned to conduct the nominations and elections of the BOD for 7 seats, Paul 2<sup>nd</sup>
- Discussion ensued
- Gregg made a motion to close the above discussion, Paul 2<sup>nd</sup>. All agreed unanimously
- All agree unanimously to elect the current slate of directors for a 2 year term. They are Tom Mitchell, Sue Crotty, Laura Clavette, Dawn Fusco, Kathy Swann, Gregg DeMaria, Jen Sherer

Conduct nominations/elections of the Officers of the Board of Directors.

- Dawn nominates Amy Pratt to be President of the BOD
- Laura nominates Debbie Fletcher to be Vice President of the BOD
- Pam nominates Karen O'Neill to be Treasurer of the BOD

- Debbie nominates Laura Clavette to be Secretary of the BOD
- All agree unanimously.

Discuss the establishment and staffing of committees to be formed at the December meeting

- We have decided on 6 committees to be formed and staffed at the next meeting. Each BOD member will need to serve on 1-2 committees
- The committees are:
  - Finance
  - Facilities
  - Outreach
  - Fundraising
  - Nominating/Governance
  - School design/ Curriculum

Old Business:

1. Finance Committee report- Amy
  - a. Discussion and Potential vote on the budget
    - Randy has prepared an annual budget which was circulated and discussion ensued.
    - The budget has to be sent to the state in this format (UCOA). Next month we will see the budget to actual from Randy
    - Discussed need to change the date of our monthly BOD meetings to the 3<sup>rd</sup> Wednesday to enable more time to prepare our monthly financial statements
    - Gregg states we need a cash flow statement
    - Dick states we need to have a better understanding of our financials and is willing to help with this situation. Both Paul and Dick will try to meet with Amy, Dee and Randy at the school Friday morning at 9 AM
    - Motion made by Paul that the Board votes to approve this budget worksheet of anticipated revenues and expenses created in July-June 2011 to submit as a template from which to gauge our progress when the actual expenses are compared to the budget expenses. Dawn 2<sup>nd</sup>. All approve unanimously
2. Head of School Report- Dee
  - a. Dee prepared a written report and passed it around to everyone-
  - b. Key point is that each charter school will have to come up with goals to be assessed to see if it will be able to be renewed. Measurements passed around by Dee in a written report
3. Outreach Committee Report/Gear/Printing- Dawn
  - a. School as a Tool for networking went well in Providence with Amy, Laura , Gregg and Dawn in attendance
  - b. Printing for business cards, letterhead.... Is still in progress- machinery is malfunctioning
  - c. Gear is in and embroidery shirts have been passed around to all board members
  - d. Pam and Christa attended the Meadowbrook high school night with 2 students from the school. Went well.

4. Facilities Committee Report- Gregg

- a. Discussion and possible vote on the purchase of classroom door locks
  - i. Atlantic locks has given us an estimate of \$1800 for this and Gregg states that this should be covered under building maintenance in the budget
- b. Fire drills- Fire trucks keep coming to the school during fire drills. This is necessary because the current alarm system has no ability to run a test without fire fighters present to turn off the alarm. Gateway is not willing to update the alarm system.
- c. Tom Mitchell is going to meet with Vern and Gregg to prepare for the state properties committee meeting in January. Location to be worked out.
- d. Gregg to meet with RIDE to keep moving in the process. He made a connection with the passive solar institute . RISD professor has contacted him.
- e. Earth tub moving forward . Gregg has met with an electrician to set this up. \$1000.00 donated by earth tub for an inverter . Lots of community help with this . Rosies crew wants to help with this, as well as Mr. Haggerty's
- f. Gregg is going to set up a meeting with students/teachers to help with design

5. Fundraising Report- Amy

- a. Thursday at 2:30 PM, Gregg and Amy to meet with Betsey Grenier about the feasibility study , will talk to her about how she will work with us

6. Report on National Green Schools Conference- Amy/Debbie

- a. In Minneapolis, - Benevon Seminar ( please refer to their website) – Amy ordered a fundraising book in terms of organizing the board to have people come in to see the school. Process of level of entry, phonecalls, asking if others are interested and then a free one hour breakfast. Similar to how Southside Land Trust raises money.
- b. Sustainable giving is the goal, long term connections
- c. Training event in April 2011 in Washington DC for Benevon

Amy motions to adjourn the meeting, Laura 2<sup>nd</sup>, All agree unanimously

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