

**The Greene School  
BOD Meeting Minutes  
W. Alton Jones Campus  
West Greenwich, RI  
The Spruce Lodge  
May 4th, 2011 7 PM**

Call to order at 7:05 PM: Amy

Members present : Amy, Karen, Paul, Jen, Debbie, Laura, Larry, Gregg, Christa, Dawn( 10/15 present-quorum met)

Non members present: Dee

Reading of the Mission Statement: Debbie

Open Session:

Approval of the 03/16/11 meeting minutes and Approval of the executive session minutes from February 16<sup>th</sup>, 2011

One change made to the 03/16 minutes: under 3<sup>rd</sup> bullet- should be: On Friday, the finance committee will have a working session to work on the draft budget.

A motion was made by Paul to approve 03/16 minutes with the correction above, Karen 2<sup>nd</sup>. All agree unanimously. Paul also made a motion to approve the closed minutes. Dawn 2<sup>nd</sup>. All agree unanimously.

Old Business:

1. Outreach Committee Report: Dawn
  - a. Possible summer advertising in the Journal
  - b. Laura to contact the ProJo for advertising rates and report to Dee and Amy
  - c. Dee would like to see a much higher number on the wait list for both 10<sup>th</sup> and 11<sup>th</sup> grade
2. Finance Report: Karen
  - a. Every district has paid. Had a finance meeting with Randy tonight prior to this meeting. We need to come up with teacher salary, rent and insurance costs before the beginning of the next school year. July 1<sup>st</sup>- state funding comes. District money won't arrive until November 30<sup>th</sup>. Transportation has been cut to charter schools- school will have to pay for this if we continue busing. Dee hopes to have the 2011-2012 budget voted on at the next BOD meeting May 25<sup>th</sup>.
3. Head of School Update: Dee
  - a. Dee has provided a HOS report prior to this meeting for our review.
  - b. Several students and staff will be at the state house today meeting representatives
  - c. Allyn Copp visited the school today. Doug Hollenbeck plans to visited May 2nd.
  - d. Students will make a visit to Tillinghast Pond in West Greenwich on June 7<sup>th</sup>
  - e. More open houses have been scheduled.
4. Facilities Update: Gregg
  - a. Dan Moos- helping Trinity, UCAP. Can help us with paperwork, knows the process for the different stages. He will give us his price if we decide to hire him to help us with building planning. Gregg has received a list of pre approved consultants from Joe Da Silva. Money in the RiF grant to help pay for this service within the feasibility funding. Money is there as well to hire an architect to run the design competition, need to schedule a facilities meeting with the guard and gateway.
5. Fundraising Report: Amy
  - a. No money in yet.

- b. Amy has applied to the Champlin foundation for another used bus- \$30,000.00
- c. EPA grant is in- has to be matched 25% by us.
- d. Plan for a auction/raffle event in the fall- Nov. 18<sup>th</sup>
- e. Fundraising entity- Friday 10AM meeting with Joe Da Silva, Rob, Karen and Amy.

New Business:

1. Discussion and potential vote on percentage to fund Ms. Duncan's and Ms. Pellerano's 401K:  
Amy
  - a. We never addressed percentage to fund this- we have money in the budget for the 403B and mres pension- totals \$21,000.00 annualized. Paul motions that we fund the 401K pension for the non teacher full time staff (currently Ms. Duncan and Ms. Pellerano) at 11.25% of their wages which is the same as the teachers contribution. Debbie 2<sup>nd</sup>. All agree unanimously.
  - b.
2. Auction Fundraiser event with PTSO event committee in November: Amy/Dee
  - a. November 18<sup>th</sup> 2011.
3. 100 mile Dinner event June16th: Amy
  - a. Coincides nicely with our food expedition this trimester
  - b. \$50 plate: local food from 100 mile radius and making a menu. Parents and staff to help with cooking and serving. This will hopefully turn into a yearly event. Art students are making centerpieces. Will be held at the environmental ed center.
4. Teacher Appreciation week: Dawn and Jen
  - a. Jen suggests a monthly lunch for the teachers
  - b. Dee suggests snacks since the teachers have lunch time duties and no teacher room available for this.
5. Potential adoption of school feedback and evaluation process :Amy
  - a. Jen, Jenny, Amy and Dee are trying to decide how to do the HOS evaluation. Debbie has input as well. Should we have exit interviews and exit surveys for teachers, employees and students who are leaving the school?
  - b. Dee's concern on exit surveys- check what can be legally asked or not asked.
  - c. Rob, Melissa and Jon met and gave their opinion to us.
  - d. The feeling is to collect feedback to make things better
  - e. Dee feels feedback should be collected once we are prepared to review and do something with the survey results- such as a school improvement team might do.
  - f. Debbie makes a motion that we give an opportunity for the staff that have left to have an exit interview. Laura 2<sup>nd</sup>. No-one else agrees. Motion did not carry.
  - g. Amy suggests a survey midway through the year next year.

Meeting adjourned at 8:45PM