

**The Greene School
Board of Directors Meeting Minutes
94 John Potter Rd
West Greenwich, RI
September 19th, 2012 at 7PM**

Open Session- Meeting began at 7:10PM

Call to order- Members present: Christa, Pam, Dawn, Amy, Karen, Kelly, Debbie, Jen, Laura

Nonmembers present: Dee Duncan and Rob Coulter

Reading of the mission statement done by Debbie Fletcher

Approval of 02/12 open and closed session minutes.- Dawn made a motion to accept the open minutes from the 02/15/12 meeting. Karen 2nd- abstaining from the vote were Laura, Jen, Pam and Kelly. All others agreed unanimously. Karen made a motion to accept the closed minutes from the 02/15/12 minutes. Dawn 2nd the motion. Abstaining from the vote were Laura, Jen, Pam and Kelly. All agreed unanimously.

Approval of the August 8th, 2012 minutes- Christa made a motion to accept the 08/08/12 minutes with a change in spelling of two names- Dichristofero and Jim. Debbie 2nd. Abstaining from the vote are Laura, Jen, Dawn and Kelly. All agree unanimously.

Old Business:

1. Outreach Committee Report

- a. Pam passed around the proof for the RI Monthly magazine. More newspaper advertising will start soon.
- b. Christa is looking into the Central Chamber of Commerce for networking. It costs \$295.00 a year.
- c. Dee began a discussion on how to grow to 210 students next year
- d. We have two openings for 12th grade and currently no wait list
- e. Amy suggests using Salesforce which would help our fundraising stay organized and can be used for newsletters as well
- f. Linda Andriote currently working on a constant contact newsletter to be distributed soon.
- g. Debbie will attend the West Greenwich Land Trust "Celebrate West Greenwich day" on September 30th for further outreach and networking and to maintain a strong connection with the EWG community.

- h. Debbie is making progress with obtaining professional looking out reach materials. Amy would like her to involve O'Toole and Parr in this endeavor. Dee reminds us to focus on and include 21st century technology.
 - i. Our logo is currently not registered
2. Finance Report- Karen
- a. Auditors have started the audit. Karen has drafted statements. No budget to actual for this meeting. She circulated the Statement of Financial Position. 2012 looks good- \$115,290.00
 - b. Karen will start the process of obtaining a line of credit for the school after our third year and current audit.
 - c. Finance committee meeting notes: Dee spoke. The school has met with Randy about improving communication and how to keep everyone in the loop and getting reports in a timely manner- decision made that every month they will get a report, but it will be two months previous.
 - d. Dee will clarify who at Dittmar McNeill is our contact person because the firm still seems to have communications difficulties.
 - e. The auditors will work at TGS first, then they go back to their office to do the accounting part.
3. Head of School Report
- a. A tremendous addition of technology- we need to show our gratitude to John Domen for all the IT improvements free of charge
 - b. We have had computers and high powered projectors donated for free from Bryant University through John Domen.
 - c. Grade norms for the staff and numeracy has been a focus
 - d. Recruitment and open houses have started
 - e. Fire Marshall was at the school and had a small list of corrections which will need to be corrected by Gateway.
 - f. RIDE has started a 1:1 initiative – we currently have 100 laptops which will be distributed to all 11th and 12th graders.
4. Facilities Report
- a. Building still crowded even with the addition of the annex building
 - b. If we want to revisit NK- need to contact them soon.
 - c. Busing will no longer be an issue in location as we are now paying for all busing

- d. Fred Presley is the town planner for West Warwick- lots of projects going on and knows of a mill that TGS could possibly move into.
 - e. Amy will be meeting with Coventry Town manager and Planner on Tuesday
 - f. Lighthouse Academy on rte 3 in West Greenwich has an awkward lay out and would need massive renovations.
 - g. Modulars at John Potter Road still a possibility
5. Academic Standards report- Jen
- a. Merit pay discussion ensued- general consensus is that merit pay may not be a good idea in such a small school, better to pay more for extracurricular activities and department chairs
 - b. Next step is to take those suggestions to the finance committee to find out how much we can pay for after school clubs and department chairs.
 - c. Paul is going to look into different models for salaries
 - d. We want teachers to know we are concerned about their salaries
6. Fundraising Report- Deb
- a. We are still accepting donations for the auction
 - b. We set a ticket price of \$45.00 to cover the dinner at the Quidnessett and make a few extra dollars on this
 - c. Everything seems to be moving along smoothly
 - d. Grant update- Sustainable Learning Center grant has gone out to Chichester Dupont Foundation in Maryland- will find out in the fall if we receive this or not
 - e. May work on a RIF grant to cover a consultant to assist with the Business Operations Plan for the Master Plan.
 - f. Betsy Grenier is working on the federal NOAA grant to connect with the *Finding Our Place by the Sea* grant.
 - g. Three year planning grant is finishing up on September 30th and the final report is due December 30th. Amy Pratt is working on this report.
7. Website Update- pretty much done for now and ready to go live
New website address is www.tgsri.org
Plan is still to launch at curriculum night for parents to see.
8. Bylaws Update-

- a. Amy has reached out to Tom and Larry to see how they are feeling about still being on the BOD or if they would like to remain involved by being on an advisory circle.
- b. Bylaws will be updated/changed by Jim, Laura and Rob in early November and will be ready to voted on by the November board meeting.
- c. We will redefine our committees in the bylaws
- d. May change quorum to 2/3 requirement for certain votes, such as expanding and removing people from the board

New Business:

1. Code of Ethics- Rob Coulter, our legal counsel, spoke on this
 - a. Law is unclear- there are three kinds of charter schools and while districts are open to the code of ethics, no one has ever tried to hold all three types of charter schools open to the code of ethics.
 - b. The ethics commission sees everyone as a public official and requires yearly financial statements from them.
 - c. Rob does not feel we are municipal state workers- we are private citizens working for a private 501c3.
 - d. Submitting the financial statement form is expected at the individual level by the Board of Ethics. Individuals are free to challenge this requirement.
 - e. Questions are general and do not ask for actual numbers or salaries/income
 - f. Rob will hold a workshop to help us fill out these forms.
 - g. Dee will ask at the league of Charter schools meeting tomorrow night to see how other charter schools are handling this.
2. Selection process of architectural firms and potential vote
 - a. Selection committee interviewed four architectural firms for Master Planning services.
 - b. Unanimous decision of the Selection Committee was RGB, based out of Providence
 - c. Dan Moos will notify everyone who interviewed tomorrow of the outcome
 - d. Amy is recommending we agree with the selection committee's choice.

- e. Dawn made a motion to accept RGB , based on the recommendation by the selection committee, to begin the Master Planning of our future sustainable learning center/campus. Laura 2nd. All agreed unanimously.

Meeting adjourned at 9:10 PM