

The Greene School
Board of Director's Meeting Minutes

The Greene School
94 John Potter Rd
West Greenwich, RI
June 19th, 2013 at 7 PM

Open Session- meeting began at 7:09 PM

Members present: Amy Pratt, Christa Andrews, Debbie Fletcher, Dick West, Jen Sherer, Laura Clavette, Kelly Presley (Quorum met with 7/10 members present)

Non-members present: Deanna Duncan

Reading of the Mission Statement- done by Debbie Fletcher

Welcome David Mitchell and Samantha Morse- they were not able to be here tonight

Approval of the May 11th, 2013 open and closed minutes and approval of the May 15th meeting minutes

Jen made a motion to accept the May 11th open minutes. Christa 2nd. All agreed unanimously.

Jen made a motion to accept the May 11th closed minutes. Debbie 2nd. All agreed unanimously.

Dick made a motion to accept the May 15th meeting minutes. Christa 2nd. All agreed unanimously.

Old Business:

1. Head of School update
 - a. Report was circulated prior to the meeting, below are the high lights:
 - b. Changes will be made next year with the senior projects- Advisors will be non-crew teachers. Brainstorming for topics will begin Junior Year
 - c. Enrichment intensive topics aligned well to mission and vision
 - d. Parklet Day is being planned
 - e. Hiring- RIDE will be here – we have a new Charter School rep. Transformation person is also new
 - f. Renewal process is being revised again.
 - g. We will have 3 student teachers here next year
 - h. We need to develop a 5 year strategic plan and a 3 year school improvement plan (includes facility, safety and more pieces that aren't found in the EL implementation review)- will need a committee for this made up of teachers, parents, board members and Dee is looking for someone to facilitate this
 - i. GIS at TGS: to implement into our math classes
2. Finance committee update
 - a. Vote on budget
 - i. Draft budget has been circulated and discussion ensued
 - ii. Christa makes a motion to accept the budget that the finance committee has approved. Debbie 2nd. All agreed unanimously.
 - b. Check writing policy
 - i. Sue Crotty has recommended that recurring budget items exceeding \$2000.00 would no longer need two signatures
 - ii. Jen made a motion to approve the recommendation to change the check writing policy. Debbie 2nd. All agreed unanimously
 - c. Benefits policies
 - i. There is an ambiguous sentence in our handbook in regards to accruing PTO- due to TDI we don't need accruing PTO time

- ii. Kelly made a motion to clarify that the PTO time will not accrue from contract year to contract year. Jen 2nd. All agreed unanimously.
- 3. Facilities committee update
 - a. Update on progress with URI
 - i. Went very well- they are very supportive, especially Bob Weygand. He gave a speech to set the stage
 - ii. We need an agreement in writing to get a lease when the time comes
 - iii. URI President Dooley asked about the change in our acreage requirement from 7-20.
 - iv. Joe DaSilva has encouraged us to do a multi building campus
 - b. Master plan power point
 - i. This was made by Amy for the presentation to URI and circulated to the Board
 - c. Annex renovation bids
 - i. David Tidwell has plans to do the two classrooms in the annex
 - ii. He estimates around \$40,000.00
 - iii. Asked about insurance, workman's comp, liability- what limits does the contractor have to have for these concerns, Amy referred him to speak with our insurance agent
- 4. Fundraising committee update
 - a. Update on the "Meet the Funders" event
 - i. Kelly will try to get to the next one
 - b. Amy met with Michelle McCrae who has raised funds for the Nature Conservancy
 - c. She also called Sue Mann at Lattner to talk to her about the master plan
- 5. Personnel committee update
 - a. Revision of employee contract
 - i. Finished by Sue Crotty
 - ii. Will be sent to Jon Anderson for approval and to make sure it aligns with our employee handbook revisions

New Business:

- 1. Board designation funds
 - a. Over \$1000.00 was donated and we gave \$500.00 for scholarship
- 2. Schedule board retreat
 - a. Will be held on Thursday, July 25th at 5-8 PM, location TBD

Christa made a motion to adjourn the meeting. Debbie 2nd. All agreed unanimously.

Meeting adjourned at 8:57PM