

**The Greene School
Board of Director's Meeting Minutes
The Greene School
94 John Potter Rd
West Greenwich, RI
May 15th, 2013 at 7 PM**

Open Session-

Call to order at 7:07 PM

Members present: Amy, Debbie, Laura, Christa, Karen, Jen, Dick (quorum present 7/10 in attendance)

Non- members present: Ms. Deanna Duncan, Mr. Rob Coulter and Mr. Van Dexter

Reading of the Mission Statement- done by Debbie Fletcher

Welcome Mr. Van Dexter to speak about the RI Flower Show exhibit

- Our exhibit won third place for non-profits
- The theme was "cherish the in between"
- Students were very involved with the designing of the exhibit
- Had to figure out the cubic yards of materials needed
- Used many tools: it took 4 days to build the garden display and only a few hours to take it down at the end.
- Mr. Litvinoff (ELA teacher also assisted)
- Some students provided music during the flower show by playing guitars.
- Received \$90 in donations for a scholarship fund in Ally's name
- We were shown many pictures of the preparation and the actual display.
- Already starting to plan next year's garden display
- Made many connections and was great exposure for the school
- Mr. Van Dexter is interested in having the school design a "parklet" in Providence
- Julie Pettis is also involved in this project.

Mr. Van Dexter left the meeting at this time.

Approval of the April 24th, 2013 open meeting minutes and the April 24th, 2013 closed meeting minutes:

Jen made a motion to accept the 4/24/13 meeting minutes with the following change suggested by Rob Coulter, legal counsel:

"Amy made a motion to move back into open session. Debbie 2nd. All agree unanimously.

No votes were taken in closed session.

Amy made a motion to seal the minutes from the closed session. Debbie 2nd. All agree unanimously. " Debbie 2nd. All agreed unanimously.

Jen made a motion to accept the closed minutes from the 4/24/13 minutes with the following change suggested by Rob Coulter, legal counsel: list the names of the members and non-members present at the meeting. Christa 2nd. All agreed unanimously.

Approval of the May 11th, 2013 closed meeting minutes: will vote on these at the meeting next month.

Old Business:

1. Outreach Committee Update
 - a. Dates have been finalized for next year's open houses and are on the website

2. Finance Committee Update by Karen O'Neil
 - a. Potential hire of S. Crotty and M. Abney
 - i. We have asked for a contract and Sue sent ours in which will need some revision- wont suffice with what we need
 - ii. Mike could be the contact person until Sept 2013- a year after Sue formally resigned from the board.
 - iii. Rob Coulter, legal counsel, questioned benefits, which the part time employees won't need, would this be an at will contract- Sue would be comfortable with this. Sue and Mike would be separate hires.
 - iv. Karen O-Neil, the Board Treasurer , brought up the concern about paying \$7500.00 more than Randy Dittmar and also unemployment because they would be employees instead of consultants
 - v. The benefit of them being a consultant would be to write off the expenses, which we couldn't if they are employees
 - vi. 5 year renewal is coming up next year , so we need to get our financials improved
 - vii. Karen will speak to Sue about both Sue and Mike being consultants instead of an employee
 - b. Proposed budget
 - i. Finance committee meeting report: \$100-\$150,000.00 surplus for the year
 - ii. Budget will be ready for a vote in June.
3. Head of School Update
 - a. Lots of decisions being made for the first graduation. The committee has worked on this immensely
 - b. Confidential CD received today about our accountability- determining status your school has
 - c. Charter has to outperform the district they are located in
 - d. We are a leading school
 - e. Dee plans to show data from how our school looks
 - f. Amanda Nelson, a senior from our school, spoke to the General Assembly last month about Chariho's new legislation that would affect charter school reimbursement from sending districts.
4. Facilities Update
 - a. Dee and Amy have reviewed options in the report
 - b. After the finance committee meeting tonight, we have decided to just do the annex renovations which will give us two big classrooms.
 - c. Will cost approximately \$50,000.00. We will need to get bids – this is only a rough estimate
 - d. Dee is fine with this plan
 - e. Hope is for a person from Washington Trust bank to come and talk to the board about working with charter schools for which they have experience. This person can give us some ideas on what we should be doing.
 - f. Dave Mitchell from the business school of URI will be coming to the next board meeting
 - g. He has experience working with Johnson and Wales and has helped the Beacon charter school tremendously in the past
 - h. Dick made a motion to spend no more than \$60,000.00 for the renovations of the annex and to proceed with drawings and obtaining bids. Debbie 2nd. All agree unanimously.

- i. Extension of old lease/ New lease with Gateway
 - i. Rob Coulter spoke with Gateway's attorneys yesterday.
 - ii. Rob circulated the lease agreement he received this afternoon
 - iii. Discussion ensued about article 10 in the lease agreement
 - 1. Rob had focused mainly on the maintenance responsibility
 - 2. Rent numbers appear incorrect- Amy, Rob and Karen are working to clarify this by looking back at Paul's email based on what was discussed with Mr. Di Christofero from Gateway.
 - 3. Corrected lease ready for Amy's signature.
- 4. Dick made a motion that we will approve the lease from Gateway with the corrected rent amounts in it, Debbie 2nd. All agree unanimously
- 5. May 30th Master Plan briefing to URI/ Bob Weygand: Dick and Amy to attend
 - iv. Plan is to try to get a contingency lease before he leaves
 - v. Dick will contact RGB tomorrow
- 5. Fundraising Update
 - a. Bafflin grant has been submitted by Amy for \$100,000.00
 - b. Funding plan for MP by Betsy Grenier. She is uncomfortable because it is really bold, and expects a million dollar major gift. We currently do not have that capacity.
- 6. Personnel Committee Update
 - a. Policy on teacher and staff communications and activities
 - i. Policy will be that we don't intend to control what people say, anyone is invited to join a board meeting, an item can be added to the agenda which is posted 48 hours ahead of the meeting.
 - ii. Karen made a motion to accept the teacher and staff communications and activities as part of the employee handbook. Christa 2nd. All agree unanimously.

New Business:

- 1. Discussion and potential vote on salary proposal
 - a. Jon Anderson was at the meeting with the teachers
 - b. There was a good showing and it was very positive
 - c. 3% raises will be given next year
 - d. Jen asked for volunteers to join the salary sub- committee and Ms. Edelman has joined
 - e. Jen made a motion to give certified staff a 3% raise effective on the first day of their contract for school year 2013-2014. Karen 2nd the motion. All agreed unanimously.
- 2. Graduation
 - a. Awards/recognition
 - i. Greene school scholarship to be funded towards a student's college
 - ii. Sue Hoaglund is working on the selection process
 - iii. Dick made a motion to establish a budget line for The Greene School scholarship and the first year's award will be \$500.00. Jen 2nd. All agreed unanimously.
 - b. Alumni Association 501(c) (3)
 - i. Just need three directors for this- \$35.00 annual fee
 - ii. You can declare yourself to be a 501 (c)(3) for small association.

Non-profit information on how non-profits do business was circulated by Dick. He would like to meet over the summer to further discuss this information and make some decisions on how we want to do business as a board. Jen Sherer will try to coordinate a meeting place and time.

Karen O'Neil made a motion to adjourn the meeting at 9:52PM. Laura 2nd. All agreed unanimously.

