

**The Greene School
BOD Meeting minutes
09/18/13**

Open Session:

Call to order at 7:06PM

Members present: Paul, Debbie, Christa, David, Kurt, Amy, Dick, Jen, Laura and Kelly. (10/12 present-quorum met)

Non-members present: Emily, Brooke, Lisa and Gayle

Reading of the mission statement by Debbie Fletcher

Expeditionary Learning Implementation Review by Dr. Emily Lichenstein

- Emily passed around our implementation review scores from Spring 2012/13 and a letter to our school from Expeditionary Learning School
- This report measures how much we implemented the EL model and practices
- The goal is to see growth on what was worked on during the year's work plan
- Emily reviewed the rubric and how scores were given
- Emily also passed around the work plan for this school year (2013-2014)
- Credentialing- implementation and best practices , professional development plan from the work plan
- Goals for this year and rationales:
 - High quality products that reflect complexity and craftsmanship
 - Teachers will design curriculum and instruction that aligns with the CCSS for writing, reading, and math and facilitates student mastery of the knowledge and skills necessary to succeed on traditional assessment measures to produce high quality work.
 - Students will become more reflective and engaged learners and as a result, improve their HOW grades
 - Lots of structures for reflection and also built into the proficiency based grading system.

Data points are also included

School SLO's will be presented at a future meeting by the Assistant Principal, Ms. Hall

Paul motioned to approve the Expeditionary Learning/The Greene School work plan for the 2013-2014 school year as presented today. Debbie 2nd. All agree unanimously.

Emily Lichenstein left the meeting at this point.

Laura motioned to change the order of the agenda for Lisa Cash to speak now for the finance committee update. Debbie 2nd. All agree unanimously.

Finance committee update: Lisa Cash

- Business office update on hard copy circulated
- Trying to cash out the books for 2012-2013 – codes are affected for this year as well
- Need correct RIDE codes from Randy Dittmar
- Audit to start on the upcoming Monday
- Tomorrow morning- Randy should upload everything to RIDE
- Paul Morse (in conjunction with the Finance Committee) will send a letter from the finance committee to Randy Dittmar in regards to getting the books updated, his role in working with

the auditor and when our expectations are met, we will have a meeting to settle our his bills and make a payment to him.

- Lisa also circulated a statement of activities and changes in net assets from 7/1/13-9/30/13
- The new budget is not in the system yet
- Next finance meeting will be at Paul's office on 11/13/2013 at 5 PM

Approval of the August 21st, 2013 open and closed meeting minutes

1. Jen made a motion to approve the 8/21/13 open minutes, Christa 2nd. All agree unanimously
2. Jen made a motion to approve the 8/21/13 closed minutes, Dick 2nd. All agree unanimously

Old Business:

1. Head of School update

- a. Ms. Duncan has circulated a detailed Head of School report for the month by email
- b. Highlights include:
 - i. We have been selected to participate in the performance based assessment workshops with RIDE
 - ii. New this year to wilderness was geocaching by the seniors, will have all grades participate in this next year
 - iii. The national honor society students will participate in national parklet day in Providence
 - iv. Inspections: the fire marshal was here, wrote a report, Health and safety has also visited the school
 - v. Safety plan- still trying to get fire marshall and police here for this purpose
 - vi. Charter renewal process: annual report just submitted will be the foundation for this.
 - vii. Technical site visit- changed to Friday from today by RIDE's request
 - viii. Renewal site visit protocol- list of questions, interviews parents, board members, teachers- a 3 day site visit, scheduled for Nov. 19th- 21st.
 - ix. Ms. Duncan has hired a new math certified teacher to replace Mr. Cherko
 - x. Proficiency based grading- our school is furthest ahead with this in the state
 - xi. Enrollment- all but 7 students came to new student orientation
 - xii. Chrome books will be the new 1:1 initiative
 - xiii. Should we allow parent sponsored clubs? Jen and Amy will discuss this and bring a policy to the board.
 - xiv. Transportation- 2 biodiesel buses, not many kids on a few district buses (costs \$12,000)
 - xv. Dee is going to look at the rosters of the buses and may start to use some satellite stops for district buses with only 2 or 3 students on them to reduce costs.
 - xvi. School improvement plan to begin and is being facilitated by Kirsten La Croix- a few board members should attend these three meetings
 - xvii. Paul made a motion to accept the Head of School report. Debbie 2nd. All agree unanimously.

2. Executive Committee update

- a. Annual report
 - i. Was done on an excel document, the BOD section was completed mostly by Amy and Laura
 - ii. We made half years for the terms, because our elections are held in November, starting in 2010 when school opened.

- iii. No waivers on the charter although we may have some next year.
 - iv. Governance committee to work on self-evaluation and board evaluation tool for us to do this
 - v. Paul motioned to accept the annual report. Kelly 2nd. All agree unanimously
- 3. Facilities Committee update
 - a. Green ribbon competition plan
 - i. Kurt and Brendan Haggerty to work on this, along with what to do with the earth tub.
 - b. URI update
 - i. Bob Weygand has informed us that we may not be mentioned at the Oct 7th Board of education meeting.
- 4. Fundraising Committee
 - a. Improve visibility while the capital campaign is on hold, instead have breakfast tours and invite people to tour the school
- 5. Personnel committee update
 - a. Human Resource person needed for Board- Christa Andrews will take the lead on this and network for a human resource person for the board
- 6. Governance Committee report
 - a. Christa Andrews will contact the governance committee to begin working on board member self-evaluation
 - b. Elections will be held in November
 - c. Up for reelection are: Amy, Debbie, Paul, Dick, Christa and Karen
 - d. Please email Laura or Amy if you would like to remain on the BOD

New Business:

- 1. Vote to approve Head of School evaluation process
 - a. Jen Sherer spoke on this
 - i. A revised document titled “ Leadership Evaluation Process” has been circulated prior to the meeting by email along with RIDE’s leadership standards and connecting EL to RIDE.
 - ii. One new addition to the process will be to add learning walks by a member of the evaluation team
 - iii. Amy Pratt is in the school most Fridays and is a constant weekly presence as such
 - iv. The evaluation committee will review the self- portfolio/evaluation and assist with setting goals for next year.
 - v. Use EL to guide how we look at the Head of School and how goals are set, also used RIDEs’ which is very similar
 - vi. Evaluation team should comprise of 1 person on the executive committee and should rotate 2 board members each year.
 - vii. Paul motioned to approve the Head of School evaluation process recommended by the academic standards committee, and part of this process will be one person from the executive committee and two other board members will be assigned on a yearly basis to perform the Head of School’s formal evaluation , changing board members each year. Dick 2nd All agreed unanimously.
 - viii. Kelly motioned to amend the “Leadership Evaluation Process” written by the academic standards committee by alleviating number 2 from the leadership evaluation process. Jen 2nd All agreed unanimously.
- 2. Vote to approve the required Rhode Island State educator evaluation process

3. Paul motioned to approve the required RI state educator evaluation process. Debbie 2nd. All agree unanimously.
4. Outcome of committee workshop
 - a. When having a meeting, please take minutes which can be shared prior to a board meeting
 - b. Set meeting dates/time/location
 - c. Amy looking into trying to set up a calendar system so we can all have access to when all the committee meetings will be.

At 9:13 PM, Laura made a motion to enter into executive session pursuant to R.I. General Laws 42-46-5 (a)(1) (job performance: Head of school performance evaluation)- notice provided to affected individual. Debbie 2nd. All agreed unanimously.

Ms Duncan, Brooke, Gayle and Lisa left the meeting .

At 9:35PM Paul made a motion to end the closed session. Dick 2nd. All agreed unanimously.

We are back in open session now. Action was taken in executive session.
Jen motioned that we seal the minutes of the closed session. Kelly 2nd. All agree unanimously.

Christa motioned to adjourn the meeting. Laura 2nd. All agree unanimously.

Meeting adjourned at 9:37 PM