

**The Greene School  
BOD Meeting Minutes  
94 John Potter Rd  
West Greenwich, RI  
November 19<sup>th</sup>, 2014 at 7 PM**

Open Session:

Call to order at 7:05PM

Members present: Christa Andrews, Gayle Jendzejec, Laura Clavette, Amy Pratt, Kelly Presley, Paul Morse, Jen Sherer (7/12 present- quorum met)

Kurt Teichert joined the meeting at 7:43PM

Non-members: Ms. Deanna Duncan (Head of School) and Ms. Lisa Cash (Business Manager)

Reading of the Mission Statement- read by Paul Morse

Mr. Ryan Hall (technology teacher) to present email signature instructions

- Presented a power point on how to add an electronic signature to emails
- Example given on what to include  
He will email the power point to the Board
- He is available for help if needed

New website proposal by Melissa Hall, Assistant Principal

- A new website is greatly needed, current one is not operating very well and has too many limitations
- Too many steps to get to important information
- We aren't able to change the home page at all except for the slide show
- Advantages- we need a true PR tool
- Accessible links to facebook, twitter, linking up with these social media pages
- Needs to be more user friendly
- We need to have complete control over content
- Ms. Hall has looked to other charter school websites for guidance
- She has reached out to Intoon (website company) . She has received a quote for \$3,000.00. The quote was circulated to the Board. We asked Ms. Hall to get one more quote for comparison.

Approval of the 10/15/14 open and closed meeting minutes

**Paul Morse made a motion to approve the open and closed minutes from 10/15/14 with one change in the closed minutes- in #2- change "and not" to "can not". Jen 2<sup>nd</sup>. All agreed unanimously. Copies of the closed minutes were circulated on hard copy prior to this vote.**

Conduct nominations/elections of the Board for all 5 seats

**Paul made a motion to elect 4 seats for another term of 2 years on the Board : Laura Clavette, Kelly Presley, Jen Sherer and Kathleen van Rijn. Christa 2<sup>nd</sup>. All agreed unanimously.**

Kurt Teichert did not seek reelection, but will remain on the facilities committee

Old Business:

1. Head of School report
  - a. HOS report has been circulated
  - b. Ms. Torres is learning how to pull data from RIDE- this is the information Ms. Duncan needs for her data dashboard.

- c. Enrollment is at 166 again, we are planning to bring in one more 9<sup>th</sup> grader which will bring their class up to 48 students
- d. Will be ok with RIDE as long as we are within 10% of where our enrollment should be
- e. Quite a bit of recruiting being done- 7<sup>th</sup> grade class from the Learning Community was here again, and a 8<sup>th</sup> grade class from a regular Providence public school visited as well
- f. Applications- comparing this year to last: many more so far this year. Most seem to hear about us from word of mouth. School plans to send postcards to public middle school students again and do some more radio advertising.
- g. She has done 5 fire drills so far this year and will do a lock down once new walkie-talkies are purchased.
- h. Benchmarks ad data- Melissa Denton from RIDE partnered with us this year and will share our practices with others in the state- looking at each grade level to see what year- long skill is being learned, and then making sure it can be monitored and can show growth.
- i. The new state test, PARCC, will eventually be the assessment used to show growth.
- j. Ms. Duncan has been busy looking at first quarter proficiency grades over the last week and a half.
- k. This data helps her figure out where to put each student during intensive week: building blocks, habits of mind, or enrichment
- l. Habits of mind is meant for students at risk for dropping out, poor Habits of work grades- the goal is to help these students develop skills to be successful and to also work on fixing current grades.
- m. This process can take a few years to see a change with these students
- n. 22 students are in habits of mind intensive at this time- smaller number than previous years
- o. 55 students are in the building blocks intensive
- p. Ms. Duncan has begun collecting data from alumnae with a survey- will make some changes in the answers ( scale) to get more accurate results
- q. First alumnae event is on Wednesday (11/26/14) 15 have RSVP'd. They will have lunch and also serve on a panel with the seniors to talk about college and life after high school graduation
- r. There is a commission being formed to look at funding- introduced last year by four state representatives- commission has been filled with 12 members.

## 2. Finance Committee report

- a. Nov. 12<sup>th</sup> 2014 Minutes have been circulated
  - i. Estimated we can spend 8-9% on facilities in the budget
  - ii. Finishing up on information for accrued benefits
  - iii. Washington Trust representative was at their meeting – showed a power point about 2 types of financing, they work with charter schools which have been guaranteed by large companies. At this point, they would not be able to give us a loan without similar backing.
- b. First Quarter financial results- circulated to Board prior to meeting
- c. Audit update
  - i. Working on it, so far no issues
- d. New funding formula is paying us slightly more than last year, but not much- budget will be similar for next year

- e. Projections- Lisa Cash provided to help figure out how much we can pay for facilities
- f. Greene School statement of financial position: cash reserves are in place
- g. Revenue- year to date: quarterly: 28% of revenue in first quarter, which is right on target , we have spent 19% so far
- h. Predictability of revenue to expenses is good

3. Facilities Committee report

- a. RIDE expansion request review and potential vote
  - i. Ms. Duncan, Jen Sherer, and Amy Pratt have been working on an expansion request letter. Ms. Duncan will send it to Drew and Steve at RIDE to check it over
  - ii. **Paul made a motion to approve making a request that we ask RIDE to increase our enrollment up to 360 students. Jen 2<sup>nd</sup>. All agreed unanimously.**
- b. Potential property updates
  - i. Ms. Duncan and Amy Pratt went to look at a property in East Greenwich, Amy created a power point which was circulated prior to the meeting about the visit. It included pictures
  - ii. She will also be looking at a property in Cranston on Monday
  - iii. Amy has 3 names of architects who have built schools using the USDA rural development loan

4. Fundraising Committee report

- a. Bidding for Good auction update
  - i. Auction is LIVE- we can still accept donations
  - ii. Quite a few bids so far considering it has not been highly advertised yet.
- b. Razoo update
  - i. We reached our goal for the Juniors trip to New York for The CODE
  - ii. Students had other fundraisers as well

New Business:

- 1. Resignation of Dean Burdon from the Board
- 2. Plan for governance, nomination and recruitment to the Board
  - a. Kelly Presley talked about her experiences with increasing board numbers
  - b. We need to find some new members who are dedicated to helping us raise money
  - c. We discussed moving the meetings to Warwick to make it more appealing for people in Providence to come to the board meetings.
- 3. Review of third Rhode Island Professional Development for Charter School Boards
  - a. No electronics are to be used at board meetings or committee meetings- this includes skype and conference calls, even if that person is not going to be involved in voting
  - b. There are 2 exceptions- if you are serving actively in the military and are deployed or you are declared disabled by the State Board of Disability

**At 9PM, Paul Morse made a motion to adjourn the meeting. Jen 2<sup>nd</sup>. All agreed unanimously.**

