

**The Greene School
Board of Director's Meeting Minutes -
16 International Way
Warwick, RI 02886
Wednesday, December 16, 2015 at 6:30PM**

Open Session:

Call to order: 6:33 pm

Members present: Amy Pratt, Jen Sherer, Octavia Abell, Mary Jane Sorrentino, Paul Morse, Dominique King (Quorum met with 6/10 members present)

Non-members present: Mr. Laplante (Head of School), Ms. Lisa Cash (Business Manager) and Ms. Alex Edelmann (Dean of students), Duane DeSisto

Reading of the Mission Statement: read by Ms. Jen Sherer

Public Comment (15 minute limit): No-one from the public spoke during this time

Approval of the November 18th 2015 open and closed meeting minutes. Amy distributed the closed minutes.

Change needed in article 1 – note that Jen was also at that meeting as was a RIDE person.

Paul made a motion to make changes on closed minutes, Octavia 2nd, all in favor. Minutes approved with the changes.

Nomination and Election of the Officers of the Board for a 1-year term. **Mary Jane presented the slate of officers and make a motion to elect: Amy Pratt as President, Jen Sherer as Vice President, Dominique King as Treasurer, and Laura Clavette as Secretary. Octavia 2nd, all in favor.**

Old Business:

1. Head of School report:
 - A. School has 173 total enrollment - up 10 students since last report
 - B. Want to increase enrollment of grades 9,10,11 - hope to be at 180 soon. Wrote to RIDE that we will be close to 200 – this will lead to structural shifts to be determined but staffing and curriculum will be the same. Report marked in red showing attendance - 7% decrease in grade 9 (7 students); increase marked in green for Grade 12. Grade 9 has lowest attendance mainly due to illness, but noted Dec. is difficult time for many students and families.
 - C. *Intensives* start today - 7 enrichment classes are offered for those who met proficiency. Students choose their Intensive, which lasts for 5 days.
 - D. *Building Blocks* is a remediation program - they spend time with small groups to revise and meet proficiency - 63 students are part of this program
Intended to give them the energy to work better next semester (over ½ of the students who were in *Habits of Mind/ Renaissance Lab*, which was a weeklong intensive, are now doing daily support instead. They find that targeting smaller groups at a time is better than previous year's Habit of Mind Intensives. Students are now able to get more intervention on a daily/weekly basis and targeted help.

E. Extended holiday cheer and thanked Board for their work.

2. Finance Committee report

Minutes from the 12/09/15 finance meeting circulated.

The following topics were addressed during the Finance Committee Meeting:

1. **401K Update:** *Lisa reported that she submitted to the 401k Plan, the required employer match to get the custodian's 401k funded appropriately. She also informed the group that forfeitures expected for other employees that left Greene School prior to becoming vested could be expected when these individuals elect to move their 401k accounts out of the Greene School plan. Paul and Lisa made plans to conference call the advisor for the Greene School 401k plan to discuss potential amendments to the plan, discussed in the prior finance committee meeting. They will report back to the group afterwards.*

Lisa reported that the custodian's 401k contribution was made and we are caught up.

2. **FS Audit 2015:** *Lisa reported that the audit of the 2014/2015 is going well, and that, Nancy Mancini, the independent auditor, will be able to provide audited financial statements on time to meet RIDE deadlines (end of December '15).*
3. **2016/2017 Budget:** *Lisa expressed interest in setting a time frame to begin formulating the Greene School's 2016/2017 budget. The budget would typically be approved by the Board in May '16, and submitted to RIDE in June '16. Paul and Dominique agreed that the group should begin the process by February; especially once the 6-month-end financials are examined. Lisa said she would be pulling those internal financials together by early January.*
4. **Six-month end reporting - 2015/2016 year:** *With regard to financial reporting as of December 31st, Lisa, Dominique, and Paul discussed the format of the information. It was agreed that Lisa would pull together accrual and receivable information to get a better picture of "actual" financial position as of the 6-month-end.*

Lisa noted that she amended the 401K plan to include minimum requirements: 21 years old, min. 1000 hrs. worked, all plans have to be changed in April. Jeff Brown at Compensation Planning Inc. will charge standard fee and give \$300 in donation. Discussed audit underway, draft presented, few open items and Lisa took care of items and sent to Nancy. Nancy will present the final to the Board at the Jan 20th meeting.

The Board needs to review the draft form of 2014-2015 audits, of which copies were given to board tonight. It was noted that we won't be able to vote on it in time for the RIDE 12/31/15 deadline without a chance to review. Board approval is not necessary for RIDE submission, however the audit was reviewed by our Board Treasurer Dominique King, CPA who approved them to be sent to RIDE for the deadline. Noted that we should plan in Feb to vote on 2016-17 budgets instead of May. Noted that we should do 6-month reporting in Jan. – this would be equalizing - so instead of just cash basis but we also do an accrual basis – Treasurer will work with Lisa on this.

Joshua Laplante wants to give Recommendations to the Board in Feb for staff and structural changes, etc. Amy explained that we have to notify any affected teachers by March 1 if their contract won't be renewed. In order to leave enough time for contingencies and to avoid scheduling difficulties, the February Board meeting will be moved to Feb. 10, 2016 at 6:30pm at Paul Morse's office, 16 International Way, Warwick. Finance committee meets on Feb. 3, 2016 at 3:30pm at Dominique's office. Joshua Laplante is working with the TGS legal counsel Jon Anderson to be sure we are in compliance with state law.

3. Facilities Committee report
 - i. Minutes circulated from 12/9/15 meeting

4. Academic Standards Committee report
 - i. Update from the 12/15/15 ASC meeting- minutes have been circulated
 - ii. Not ready to vote on a revised tuition reimbursement policy – this will happen in January. Currently it is for teachers who want to get a Masters degree- Mr. Laplante would like to expand the policy to include advanced course work or leadership certification program. Duane Desisto suggested new wording: reimburse is for “anything we require” as part of the employee’s position. The Academic Standards Committee will work on this to present at the January Board meeting.

5. Governance Committee report: will look for new board members. 25 members maximum allowed in our by-laws, although that many board members is unwieldy. Quorum is over 50% - 15 are a reasonable target - we only have 10, so need to find 5 more. Need to build network for fundraising so need more board members to increase this.

6. Fundraising Committee report
 - i. Minutes have been circulated from 11/18/15 fundraising meeting
 - ii. Update from the 12/16/15 fundraising meeting
 1. Fall reception – still need receipts to tally
 2. Auction- cancel Bidding for Good for future - not good use of time or energy
 3. Annual fund - Courtney will make good recommendations
Relationship building-New fundraisers needed after video is ready leading up to lottery on March 1, 2016
Friend raiser ideas: Water fire at Jen’s, walk/hike at Amy’s, house party in Jamestown
Look for sponsorship opportunities & reach out to eat/drink local network in RI for 100 Mile Dinner

End open session at 7:21pm

New Business:

Amy makes motion we enter into closed session at 7:22 pm, Paul 2nds, all in favor. Invite Alex, Josh, Lisa and Duane to stay - no objections. This carried motion allows us to enter into executive Session: R.I.G.L. 42-46-5(a) (5) Any discussions or considerations related to the acquisition or lease of real property for public purposes, or of the disposition of publicly held property wherein advanced public information would be detrimental to the interest of the public.

Return to Open Session

7:34pm back in open session

It was announced that the Board voted to authorize the engagement of a realtor/attorney and for us to take some actions regarding the acquisition of property during the Executive session.

Paul made a motion to seal the minutes from closed session, Octavia seconds, all approved.

Dominique made Motion to adjourn the meeting at 7:37pm; Octavia seconded it, all in favor.