

**The Greene School
Board of Director's Meeting minutes
94 John Potter Road West Greenwich
Wednesday, April 27st 2016, at 6:30PM**

Open Session:

Call to order at 6:32PM

Members present: Amy Pratt, Jen Sherer, Paul Morse, Laura Clavette, Dominique King, Gayle Jendzejec, Mary Jane Sorrentino (quorum met with 7/11 members present) Kelly Presley arrived at 7 PM

Non- members present: Josh Laplante (Head of school), Lisa Cash (business manager), Alex Edelmann (Dean of students, teacher)

Reading of the Mission Statement by Jen Sherer

Public Comment (15 minute limit): No-one from the public was present at the meeting

Approval of March 16th, 2016 open meeting minutes and the March 5th, 2016 retreat minutes

1. **Jen made a motion to approve both the March 16th open meeting minutes and the March 5th retreat minutes. Gayle 2nd All approved unanimously.**

Old Business

1. Head of School report

- a. Mr. Laplante shared his HOS report with us- the school plans to do outreach to students with significant absences. He also spoke about discipline at the school and how that is handled now with a letter of referral sent with the student if they need to go to the office- which eventually means the student will meet with Mr. Laplante.
- b. Alex has been tracking the referral forms and can see reasons why students are sent to the office, look for repeat offenders and also check which teacher is sending them. Josh and Alex are the moderators of student discipline.
- c. Discussion and vote on 2016-2017 school year calendar
 - i. Calendar has been circulated
 - ii. Mr. Laplante spoke about the calendar for next year and a few changes. Conference day will change, will be a day off now and scheduled all in one day. Intensives will move from June to April to allow seniors time for building blocks, grades 9 and 11 will have an additional wilderness late May. Credit recovery has changed- will be available to all students with low grades in any core class. Typically there is no transportation available, but if we can, will try to bus from the north to south. Alex Edelmann states that the calendar has been shared with staff for input and all seem satisfied with it.
 - iii. **Paul made a motion to approve the calendar for next school year (2016-2017). Mary Jane 2nd. All agreed unanimously.**
 - iv. We then spoke about the wellness policy which was previously approved by the board on May 20th, 2015. A revised policy was distributed to us at the meeting. Jen Sherer suggested that we have a wellness subcommittee and an annual wellness meeting in May to discuss the policy with input from the community. Can use a survey to get input. Gayle Jendzejec will be the board member on that committee.
 - v. Mr. Laplante shared that the school celebrated Earth day with a hike a thon and a planting of a sourwood tree- helped bring us back to our roots and our mission to take a day to celebrate our founding purpose. Would like to make this an annual event- students raised money during the hike a thon for things like the prom and

monies raised can help them get extra things that they would like to have at the school.

- vi. EL- most of our money paid to them goes to the school designers. Mr. Laplante is interested in training our two teacher leaders to become our own EL school designers. Amy reminded him that to remain an EL school, we most likely need to pay some sort of a minimal amount of money towards a contract with them.
 - vii. Senior projects: Mr. Laplante is considering moving away from how we have been doing them to more of a senior portfolio of their time spent at TGS- intensives, the rigor, wilderness, research and quality of work that goes on at the school for each student.
 - viii. Ryan Hall's position will be changing next year- first year, he will continue to teach the technology class for the first semester and then he will be in charge of senior portfolios second semester.
 - ix. Mr. Laplante also included a grant update, graduation update and upcoming projects in his HOS report.
2. Finance Committee report
- a. Budget update
 - i. Budget is almost completed. There are still some open variables. Lisa is waiting to hear on a few more district rates. It will be ready for a vote in May. Assistant admin salary will need to be worked into the budget- Paul has a few ideas about where to get the extra money.
3. Facilities committee report
- a. Update on Business planning with Dan Moos
 - i. He is making progress and trying to figure out how much we can borrow
 - b. Update on USDA loan deadline
 - i. Dan met with Joann and learned that the application deadline is September, but information is needed by July 1st, such as architectural plan. After September 30th, the grant cycle will be done and they don't know about the future.
 - 1. The village of Greene (in Coventry, RI) is now on the list for this loan but we would need a special use permit if we build in Greene.
 - ii. Alex brought up the current facility space issues and how to prepare for the larger group of students coming in next year. Modulars are too expensive. To do anything here- needs to be approved by Gateway and have to hire a structural engineer.
 - iii. Will discuss further in facilities and finance committees
4. Fundraising committee report
- a. 100 mile radius dinner is approaching- June 14th. Need to begin advertising the dinner and selling tickets.
5. Governance Committee report
- a. Board handbook
 - i. Committee descriptions by chairpersons
6. PR/Marketing committee update
- a. Tamar Sherer joined us on the phone. She has put together a document that has been circulated. We are trying to educate, satisfy and excite the state of RI to all different audiences. Brand matters. Most organizations are seen by distinctive competence. TGS has EL and environmental stewardship. Make sure the media focuses on these competencies and how it benefits people looking at them. Need a consistent look and voice. Newsletters are in the works- Tamar suggests a freelance writer create a monthly

newsletter. Tamar is also working on a new website (WIX)and it will be easier to maintain.

New Business:

1. Allocation of funds from Siener Family Trust donation to hire part time Development Associate an support for PR/Marketing development (potential vote)
 - a. Michelle Mc Rae- if hired would be on the payroll around \$15,000.00 a year. She will be working on development management software and how to contact people.
 - b. Little green light: Amy has opened a temporary account
 - c. Octavia would like to have one more sit down meeting with Mr. Laplante, Lisa and Amy to discuss Michelle's role.
 - d. Jen made a motion to hire a Part Time development associate using funding through the Siener family trust donation to the school. Mary Jane 2nd. All agreed unanimously.**
 - e. Paul made a motion that we spend up to \$2,000.00 on print support. Mary Jane 2nd. All agreed unanimously.**
2. School mint application (potential vote)
 - a. Application enrollment software program. Ivonne and Lisa have done the webinar- it allows for a parent to go on-line through our website, create a user/pass word, start the application process, tracks the input- will trigger incorrect information, incomplete statuses, will work with iphones, ipads, and can handle enrollment plus lottery. Huge time saver for staff. The cost is \$2,000.00 for the software and \$4.50 per student per year. \$2900.00 for one year with a cost of \$1200.00 for training. Lisa will call to reduce the upfront costs and this has already been included in the budget.
3. Continuing education candidate applications
 - a. We have two candidates that have filled out applications for the reimbursement program we have in place at the school. One is for the PRN program and one is for graduate work in administration.
 - b. The applications have been reviewed by the academic standards committee and have been recommended by them and Mr. Laplante for reimbursement. Their applications will remain in their HR file.
 - c. Paul made a motion to approve the two candidates to be reimbursed per our reimbursement policy as recommended by the academic standards committee and Mr. Laplante. Dominique 2nd. All agreed unanimously.**
4. Purchase of Point of Service system for school lunch (potential vote)
 - a. School lunch – currently students circle choices on a menu, a spreadsheet is made, one of the staff checks it off during lunch, goes back to Lisa to determine eligibility of need. Per the authorities, we need to have a POS and we could be fined if we don't get this situation solved. We only need 1 POS and \$4,000- \$5,000 for the software. Could use an ipad. Lisa is looking at finding an equipment grant- will look at this again in September.

5. Teacher/Staff Appreciation

- a. Paul Morse will take all staff out on his sail boat again this year. Will be on Friday June 17th. We will have refreshments available as well.

At 8:30 PM , Paul Morse made a motion to adjourn the meeting. Gayle 2nd. All agreed unanimously.