

Growing Up Green Charter School Board of Trustees

Minutes from November 14, 2012 Meeting

Present: Matthew Greenberg, Paola Vita, Reid Chase, Jeff Mueller, Kate Hooker, Erin Acosta, Kim Campbell-Williams, Kyla Kupferstein, Chris Hawkins, Lauren Barkan (Director of Curriculum), Yvonne Chan

Not present: Michael Hochanadel (by phone), Margaret Kudumala

Meeting called to order at 7.10 pm.

Proceedings:

(1) Hurricane Sandy – Mr. Greenberg

- a. Growing up Green is participating in efforts to assist those affected by Hurricane Sandy.
- b. We are collecting donations, and will deliver on Friday through a network of churches to those displaced by the hurricane in the Rockaways.
- c. Students are writing letters to those affected, and learning about the disaster in classrooms.
- d. We are planning another dropoff in about 2 weeks.

(2) Financials – Mr. Greenberg

- a. Actual expenses through November...substantially on budget.
- b. Savings at end of year resulting from:
 - i. Lower than expected health costs(because of conservative estimate based on full participation and high rates)
 - ii. Low SPED estimate in budget for per pupil allowance
 - iii. Nurse expense (now provided by DOE)—this savings has been applied towards professional development
- c. Overall expenses below projection.

(3) Audited financials – Mr. Greenberg

- a. Several board members discussed our financials with an audit professional and reported to the board that ours were considered healthy and well-prepared.
- b. Consultant will look for comparable data for other schools, for future reference.
- c. Mr. Chase moved to approve audited financials, Mr. Hawkins seconded, unanimously approved.

(4) Employee Handbook

- a. Draft distributed before last meeting
- b. Only material change since last draft (suggested by Lindsay Jones, our external counsel, as best practices): for administrative staff, vacation time going forward subject to expiration. Vacation time not used in any year will be forfeited. For vacation time already accrued, school will make lump sum payment.

- i. Ms. Vita asked about retention; Ms. Jonee has wide exposure to charter schools and considers this standard.
 - ii. Allows school to plan for administrative absences.
- c. Ms. Kupferstein moved to accept the employee handbook, Ms. Vita seconded, unanimously approved.

(5) New Board Member

- a. Jeff Mueller introduced himself and summarized his motivations for joining the board and his expected contributions.
- b. Ms. Vita moved to accept Jeff Mueller as new board member, Mr. Chase seconded, unanimously approved.

(6) Middle School – Mr. Greenberg

- a. Reviewed results of poll.
 - i. Responses very positive, but only 56% response (234 responses).
 - 1. But 56% misleading...based on 415 students. However, many students are siblings, and responses from households with more than student only counted once.
 - 2. Estimated that response rate actually closer to 70%
 - ii. Demographics also interesting—positive responses do not reflect student demographics.
 - iii. Mr. Greenberg will refine the numbers and present more detailed analysis.
 - iv. Also, will gauge interest at parent/teacher conferences next week (where 90% attendance is expected).
- b. Application is not anticipated to be difficult or problematic.
- c. Search for building continues.
- d. Discussed budget numbers and possibilities, including the surplus.

(7) Curriculum Report – Ms. Barkan

- a. Ms. Barkan was Director of Instruction of the lower school last year, and the upper school this year.
- b. Students are currently learning about China, especially its culture. Students have learned about music and seen performances of Chinese folk dance (including the ribbon dance).
- c. After the winter break, school will start the simple machines unit in science and math, and will build a compost project in the yard.

(8) Fundraiser – Ms. Kupferstein

- a. Mechanics are in place.
- b. Video/slide show being created.
- c. Teachers have been informed and invited to attend, and coached in talking about the school and its goals.
- d. Parents have been invited:

- i. Through separate evite from that delivered to friends of the board, and
- ii. Through paper invite (translated into Spanish) and sent home with students.
- e. Payment site is functioning.

(9) Board Member Expectations – Mr. Hochanadel

- a. Expectations have been formalized, along with a summary of the bylaws.
- b. Helpful for sending to potential members
- c. Proposed change to bylaws: 1 year terms, with review at the end of every year to assess commitment, etc.
- d. Board members to consider and revisit at next meeting.

Meeting Adjourned at 8.17 pm.

Minutes prepared by: _____

Yvonne Chan, Secretary