

**Minutes of Board of Trustees Meeting – Growing Up Green Charter School II  
Tuesday, January 26, 2016, 7:30pm - 8:30pm**

**Attendance**

- a. GUG I board members present: Board Chair, Jeff Mueller; Vice Chair, Kyla Kupferstein; Treasurer, Reid Chase; Officer, Kate Hooker; Parent Representative, Preethi Krishnamurthy
- b. Non-board members present: School Leader, Matthew Greenberg; PTO Co-President, Tonia Nelson; prospective Board Member, Kathryn Klingenstein; Program Coordinator, Jennifer Pearsall; Director of Finance, Gina Palma (via phone) and prospective School Leader of GUGCS II, Nancy Wong.

Motion was made by GUGCS I Board Chair Jeff Mueller to begin the meeting, and the motion was seconded by GUGCS I Vice Chair, Kyla Kupferstein.

**1. Formally appoint Board members**

- a. A motion to formally appoint board members was made by GUGCS I Board Chair Jeff Mueller, and seconded by GUGCS I officer Kate Hooker; was unanimously approved.

**2. Assign and vote on Board member positions**

- a. A motion was made by GUGCS I Board Chair, Jeff Mueller; and seconded by GUGCS I Vice Chair, Kyla Kupferstein; and unanimously approved to appoint the following people to board members and accompanying positions of GUG II:
  - i. Board Chair - Jeff Muller
  - ii. Vice Chair - Kyla Kupferstein
  - iii. Treasurer - Reid Chase
  - iv. Secretary - Kate Hooker
  - v. Officer - Kurt Shuman
  - vi. Parent Representative - Preethi Krishnamurthy

**3. Assign Board Committees**

- a. Motion was made by Board Chair Jeff Mueller; to create a Finance Committee made up of Board Chair Jeff Mueller; Treasurer, Reid Chase; and Officer, Kurt Shuman; was seconded by Vice Chair, Kyla Kupferstein, and unanimously approved.

**4. Approval of Board meeting calendar dates**

- a. The board unanimously approved the following 2016 meeting dates: March 29th, May 24th and June 14th.

**5. Approval of Pre-opening budget**

- a. Vice Chair Kyla Kupferstein made a motion to approve the pre-opening budget. It was seconded by Secretary, Kate Hooker; and unanimously approved.

**6. Approval of Bylaws**

- a. A motion to approve the Bylaws was made by Secretary Kate Hooker, seconded by Vice Chair Kyla Kupferstein; and unanimously approved.

**7. Approval of Code of Ethics & Conflict of Interest Policy**

- a. A motion to approve the Code of Ethics and Conflict of Interest Policy was made by Secretary Kate Hooker, seconded by Vice Chair Kyla Kupferstein; and unanimously approved.

**8. Approval of Whistleblower policy**

- a. A motion to approve the Whistleblower policy was made by Secretary Kate Hooker, seconded by Vice Chair Kyla Kupferstein; and unanimously approved.

**9. Approval of Financial Policies and Procedures**

- a. A motion to approve the Financial Policies and Procedures, was made by Secretary Kate Hooker, seconded by Vice Chair Kyla Kupferstein; and unanimously approved.

**10. Approval for School Leader, Matthew Greenberg to open GUG II Bank accounts at Citibank**

- a. A motion to approve the School Leader to open GUGCS II Bank accounts at Citibank was made by Board Chair Jeff Mueller, seconded by Secretary Kate Hooker; and unanimously approved.

**11. Presentation by Nancy Wong on GUG II at District 28**

- a. Matthew Greenberg introduces Nancy Wong; prospective GUGCS II, School Leader
- b. Nancy Wong discusses her background, District 28 information (location, student and area breakdown) and tentative GUGCS II location layout
- c. Matthew Greenberg shares first open house date (January 28th)

**12. Ratification to the original Charter to move GUGCS II to District 28**

- a. A motion was made by Board Treasurer Reid Chase, seconded by Secretary Kate Hooker; and unanimously approved; to ratify the location change for GUGCS II to move from District 30 to District 28.

**13. New Business – Introduction of potential New Board Member**

- a. Matthew Greenberg introduces Kathryn Klingenstein, potential member
- b. Kathryn Klingenstein discusses her background
- c. Q&A between current and potential board members

- d. *The Growing Up Green Charter School II Board of Trustees, has voted to select Kathryn B. Klingenstein as a final candidate to its Board of Trustees, with a term expiring on January 26, 2018], which will be dependent on a thorough background check via a fingerprint scan, as required, which must result in no State or federal criminal history, or having provided such history to SED if found, needs to be approved by SED. The resolution approving Kathryn B. Klingenstein is formally adopted upon SED's approval.*

**14. Meeting Conclusion**

- c. The board concluded the meeting with a motion to adjourn made by Board Treasurer Reid Chase, seconded by Vice Chair Kyla Kupferstein; and unanimously approved.