

**Minutes of Board of Trustees Meeting - Growing Up Green Charter School
Tuesday, May 7, 2013, 6:00 p.m.**

1. Attendance

- **Board members present:** Jeff Mueller, Paola Vita, Kurt Shuman
- **Board members on the phone / video conference:** Kyla Kupferstein
- **Board members not present:** Reid Chase
- **Others present:** Matthew Greenberg – School Leader, Erin Acosta – PTO Co-President
- Jeff Mueller moved to begin the meeting, and the motion was seconded and approved by all board members.
- Jeff Mueller moved to approve the board minutes from the previous board meeting of April 10, 2013. The motion was seconded and approved by all board members.

2. Financials

- Matthew Greenberg led a discussion on the school's financial position. Items of note were:
 - The school will generate a ~\$350k surplus at the end of the year
 - The school had positive outcomes for most line items
 - The school's expected reserve will be ~\$2m by year end
 - In light of the surplus, it was presented that ~\$200k of fixed asset purchases be brought forward to this fiscal year

3. Revised Bylaws and Code of Ethics

- Board Chair, Jeff Mueller, presented the revised bylaws and code of ethics and moved to have them approved. The motion was seconded and approved.
- As part of the discussion, Paola Vita raised the issue of the inclusion of roles of board members as part of the bylaws. Jeff said that element will be dealt with in an addendum to the document.
- As part of the discussion, Erin Acosta raised the issue of the parent involvement with the board and their representation on the board. Matthew and Jeff explained that there is one non-voting parent board member and that the board meetings are open to the public and that parents are welcome to attend and request that issues they have be part of the board agenda for subsequent board meetings.
- As part of the discussion, Erin suggested that adding a local community member to the board be considered. Matthew agreed it was worth considering and suggested that Father George might make an excellent choice to fill this role.

4. School Leaders Contract

- Jeff explained that Matthew Greenberg's contract was currently being revised to address deficiencies in the contract and that the final contract should be ready by June.
- Jeff moved to approve the payment of Matthew's 10% year-end bonus. The motion was seconded and approved.

5. Surplus Spending

- Matthew presented to the board the proposed purchases of fixed assets to be made from the surplus generated from this year's budget
- A motion was brought forward to approve the purchases. The motion was seconded and approved.

6. Charter Renewal Update

- Matthew informed the board that the charter renewal process is underway. Matthew will provide summary bullet points to the board to explain the process. Two key points highlighted were:
 - The Department of Education (DOE) would do a walk-through of the school on June 12th
 - The DOE will give a 3-5 year renewal recommendation and that recommendation should be known between October and December

7. State Exam Summary

- Matthew informed the board that the 3rd and 4th grade state exams were carried out. The indicative sense was that the Growing Up Green students did fine.

8. Real Estate

- Matthew informed the board that the search for additional space for a middle school expansion is on-going. Matthew said that there are 4 options available to the school:
 - 40th Street
 - 29th Street
 - Trailers
 - Public Space
- As part of the public space discussion, Matthew informed the board that a network charter program has preliminary approval for 2 public spaces in Queens. This approval came as a bit of a surprise given that Growing Up Green has been asking for public space be made available for some time. As a result, Matthew is meeting with Mark Sternberg and Kathy Nolan in order to ask:
 - What public spaces in Queens will be made available to charter schools?; and
 - What will be policy for sourcing those spaces moving forward?

9. Kate Hooker

- Kate Hooker was going to be nominated to join the board but because she was unable to attend the meeting her nomination has been postponed to the next board meeting on June 12, 2013

10. New Business

- No new business was proposed

11. June Board Meeting

- The next board meeting was scheduled for June 12, 2013 at 6 pm. The board concluded its meeting by a motion of Jeff Mueller to adjourn, which was seconded and approved by all board members.