

New City School Inc.
Board Meeting October 29, 2013
New City School

Present: Linda Crawford, Gary Crawford, Vince Esades, Sharon Greaves, Lindsey Lynch, Ven Anderson, Karla Bisco

Also Present: Jitendrapal Kundan, ex-officio member of Board; Jackie Paradis from School Management Services; Auditor, Jim Eichten; Damon Fraser from NEO, our authorizer

Absent: none

Meeting convened at 5:00 pm.

Minutes from previous meeting

The minutes from the meeting on September 10, 2013 were approved. Vince Esades moved approval; Ven Anderson seconded; unanimously approved.

Audit

Presented by Jim Eichten

New City School was the first charter school in the state to complete their audit last year. This year New City was the first operational charter school to complete their audit. We received an unmodified opinion. The auditor reviewed the audit:

Findings of note:

1. The auditor participated in the preparation of the New City School year end financial statement, in addition to auditing the school finances. The state prefers that the two functions be performed by two different accountants, but there is no corrective action that we need to take.
2. New City School failed to pay a few invoices within 45 days of receipt. A corrective action plan will be submitted to MDE. The plan is to date stamp all invoices on the date received. We suspect that the invoices that appeared to be paid late last year were in fact most likely received later than the date indicated on the invoice, but there was no way to prove that since we did not date stamp them on the date received.

Other points of interest:

- Financial data is based in part on estimates in the audit.
- There was no difficulty in the performance of the audit; everything was submitted in a timely manner.
- The audit showed an increase of 1.5% over last year in state revenues per child.
- The ADM shows an increase in enrollment of 21 students.
- The fund balance at year's end was at \$294,313 or 17.6% of 2013 expenditures. This reflects an increase of \$55,801.
- Cash at the end of the year was \$270,856. Cash is mostly invested in money markets. There are restrictions for charter schools on how they can invest cash (money markets, c.d.'s, government bonds, and commercial paper).
- Total 2013 revenues were \$1,276,925 (\$72,152 over budget).
- Total 2013 expenditures were \$1,213,882 (\$65,515 increase over budget)

A motion to approve the audit was made by Vince Esades, seconded by Gary Crawford, and unanimously approved.

Linda Crawford moved that the Board extend its grateful appreciation to Principal Kundan and Jackie Paradis for the responsible, effective financial management they provide to us each year. Gary Crawford, Karla Bisco, Ven Anderson, and Vince Esades all seconded the motion; unanimously approved.

Revised Budget 2013-2014

Revenues	\$1,661,609
Expenses	1,659,611
Increase in	
Fund Bal	1,998

A motion was made by Vince Esades and seconded by Gary Crawford to approve the revised budget. Motion was approved unanimously.

Checks issued 9/10/13-10/29/13

Checks totaled \$107,309.80

Gary Crawford moved approval, Vince Esades seconded; unanimously approved.

Journal Entries 9/10/13 through 10/29/13

Journal entries totaled \$349.20.

Lindsey Lynch moved approval; Sharon Greaves seconded. Unanimously approved.

Section 125 (Flex) Plan

Sharon Greaves moved approval of a premium only Flex Plan for employees for the calendar year 2014. Gary Crawford seconded. Unanimously approved.

Nepotism Policy

Sharon Greaves and Lindsey Lynch will form a workgroup to develop a nepotism policy for New City School and will have the draft policy ready by the January Board meeting.

New City School Mission

The mission statement includes the statement: “New City School will create a learning community that is diverse, knowledgeable, thinking, and caring....” The Board discussed the fact that the school is not as culturally diverse as we would like it to be. A discussion ensued about various ways we can attract a diverse group of students representing the diversity of Minneapolis, one that includes more Latina/o, Somali, African American, Hmong, etc. families. Ideas included having a parent liaison staff member and more focus on marketing, as well as communications at open houses about our eagerness to attract diverse families.

State of the School

New City has been officially recognized by MDE as a 2013 Reward School. New City School was in the 99th percentile in the state for reaching its math and reading proficiency targets, in addition to scoring in the 91st percentile for growth, and 81st percentile for reducing the achievement gap). We earned 68.19 total points out of 75 for a rating of 90.92% overall. Lindsey Lynch made a motion to recognize and acknowledge the New City School staff, students, and

families for leading New City School to become a Rewards School as recognized by the Minnesota Department of Education. Sharon Greaves seconded the motion and it was unanimously approved.

New Math Test Trial

A new norm referenced math test is being tried this year, the Aims Web. The test is given three times a year: September, January, and in the spring. The test measures both computation and problem-solving skills as they develop during the year. It will provide the data we need to determine how students are progressing in math during the year. We can use the data from the tests to further assist our students in gaining math proficiency. The September scores are still being entered into the system.

Annual Report, CSPR, Comparability, Title Assurances reports have all been submitted

All contracts to date have been approved.

Approval of new hires

Zahra Muse and Ana Robles, two full time bilingual paraprofessionals and outreach coordinators have been hired. Ven Anderson moved approval of the hires, Karla Bisco seconded; unanimously approved.

Facilities report

NCS needs to expand another 12,000 square feet to meet expected enrollment. The architect, Paul May of the architectural firm, **Miller Dunwiddie Architecture**, led the previous building improvement project and has been hired to create a plan and drawing for this expansion. Our landlord, the St. Cyril's Church, has indicated a willingness to support the expansion project, and if we have made final arrangements by January, the Minnesota Department of Education will amend our lease to provide the lease aid necessary to support the project.

Vince Esades moved approval of NCS spending \$5,000 for architect drawings for the project and up to \$3500 for lawyer's fees; Gary Crawford seconded the motion; unanimously approved.

Board Trustee training

Every Board member must take one board training session each year. Principal Kundan will email to all Board members notice of the trainings.

Board Election will be held January 14, 2014

The election will be held before the Board meeting (which begins at 5 pm). Principal Kundan encouraged Board members to invite people who can contribute new points of view, ideas to the Board. The current Board contains seven members. The maximum number for the Board is eleven.

New gifts and donations total \$7,107.16

Anonymous	\$6140.00
United Educators Foundation	500.00
Target Foundation	79.00
Augsburg College	200.00

Todd Olson family

188.16

Sharon Greaves moved approval of the new gifts and donations; Vince Esades seconded; unanimously approved.

Partnerships

New City School staff attended a diversity workshop hosted by The Origins Program on October 17, 2013 at no charge to NCS.

Committees

Finance Committee is working with the church and lawyer on the school expansion project.

Next Board meetings: January 14, 2014 and April 8, 2014.

Adjournment

Motion to adjourn was made by Karla Bisco, seconded by Ven Anderson, and unanimously approved.

Meeting was adjourned at 7:45 p.m.