

New City School Board Meeting Minutes
FISCAL YEAR 2011
July 1 2010 – June 30 2011

New City School Inc.
Board Meeting April 12, 2011
New City School

Present: Linda Crawford, Karla Bisco, Gary Crawford, Ruth Hamlin, Joan Fehlen

Also Present: Jitendrapal Kundan, ex-officio member of Board; Jackie Paradis from School Management Services

Absent: Carolyn Rottman, Sharon Greaves

Meeting convened at 5:15 p.m.

Minutes

Minutes from Board Meeting January 11, 2011 were presented. Karla Bisco moved their approval as submitted, Joan Fehlen seconded; unanimously approved.

State of the School

Conferences will be at 100% attendance by April 15.

Art-A-Whirl will occur on May 21 and the parent group will hold a rummage sale

The Spring Fling is scheduled for April 30. There will be a silent auction, entertainment, refreshments, and a poetry slam by the 7th/8th graders.

The 8th grade graduation ceremony will be held on June 3 from 3-4 pm. Sharon Greaves will be the Board representative speaker at the ceremony.

Finances

The Board approved the Quarterly Financial Report dated 4/5/11:

Income to date:	\$605,464.
Expenses	797,692
Change in	
Fund Balance change	(\$192,228)

To date we have tapped our line of credit for \$75000.00. There is currently \$145000.00 remaining, which is expected to see us through till the state reimburses us in the fall.

Motion to approve by Gary Crawford; seconded by Ruth Hamlin; unanimously approved.

Principal Kundan and Jackie Paradis presented 4 budget scenarios for next year, 2011-2012. The Board considered them all and Joan Fehlen moved and Ruth Hamlin seconded a motion that we approve option #3:

Based on 120 ADM's

Income	\$1,157,606.
Expenses	1,200,449
Fund balance change	\$ (42,843)

Expenses exceed income because this budget allows for the hiring of an additional middle level

teacher who would teach math and science. New City School does have a fund balance large enough to permit us to experience a negative fund balance change of this amount. However, enrollment for 2011-2012 is currently projected at 139 (not 120), a number which would yield a positive fund balance change. The 120 ADM's projected in the budget for 2011-2012 is a very conservative number, but even if the enrollment is that low, we will have the funds to make up the shortage, as well as to be able to continue to carry a loan for part of the year. The Board feels confident that Principal Kundan, the finance committee, and our financial management group will be able to successfully work within this budget as proposed. Motion approved unanimously.

Motion to adopt a Fund Balance Policy that is in compliance with the Revised **GASB (Governmental Accounting Standards Board)** Statement #5 was made by Gary Crawford, seconded by Ruth Hamlin, and approved unanimously.

Checks dated January 11-April 12, 2011 were reviewed. Joan Fehlen moved the approval, second was by Karla Bisco; unanimously approved.

The Journal Entries Journal from 1-11 through 4-12-11 was reviewed. Linda Crawford moved their approval; Karla Bisco seconded; unanimously approved.

Fiscal 2010-2011 Audit

NCS hopes to have all field work for the audit completed by the first week in August, 2011 as we did in 2010.

School Growth

At its present rate of growth, with enrollment and student retention continuing at the present rate, by the 2012-2013 school year, New City will not be able to fit all enrolled students in our present building. Therefore the Board is taking steps now to explore possibilities for relocating, especially the possibilities in the northeast Minneapolis area. There are buildings available, and we will need support from a realtor to examine the possibilities.

A motion to hire NorthMarq Real Estate Brokerage LLC as our representative in an investigation of new site possibilities for New City School was made by Gary Crawford and seconded by Ruth Hamlin. The motion was unanimously approved.

Principal Kundan provided four scenarios for growth, and the Board expressed a preference for Plan C in which we could grow to up to 250 students, K-8, and afford a larger building, additional teachers, salary increases, and our own bus to transport students to and from school and on field trips.

Staff and enrollment for 2011-2012

All teachers have expressed a desire to return for next year.

Enrollment is projected at 139 students (including the new kindergarten class). Advertising through the Charter Schools Directory and the newspaper has been very effective.

Calendar for 2011-2012

School begins for grades 1 through 8 on August 29 and ends for students on June 5.

Kindergarteners will begin on **August 31**.

A motion was made to approve the 2011-2012 calendar by Karla Bisco, seconded by Joan Fehlen, and unanimously approved.

Approval of contracted services

Principal Kundan will negotiate contracts with the same organizations (e.g., MacPhail) with whom we contracted this year and will attempt to keep costs stable.

Employees Health insurance

We will continue with the same policy as this year with Health Partners.

Liability insurance

Gary Crawford made a motion that NCS should add coverage for claims regarding sexual misconduct and molestation at a cost of \$1,000 per year. Ruth Hamlin seconded, and the Board unanimously approved the motion.

Ruth Hamlin made a motion that NCS should increase coverage against acts of violence to \$1,000,000. Joan Fehlen seconded the motion and it was unanimously approved.

Authorizer approval

Because NCS will have a new authorizer, we will have to submit an application for renewal of approval in 2-3 years.

Adjournment

Karla Bisco moved adjournment at 8 p.m.; Ruth Hamlin seconded; unanimously approved.

Next Board Meeting:

A May 31 date was set for the next meeting if a meeting is deemed necessary by Principal Kundan and the finance committee. Otherwise the next meeting will be in August, when we will have accurate enrollment numbers for the upcoming school year. Board members will be informed about the tentative May meeting and the date for August.

Respectfully submitted,

Linda Crawford, Board Chair

New City School Inc.
Board Meeting January 11, 2011
New City School

Present: Linda Crawford, Carolyn Rottman, Karla Bisco, Gary Crawford, Sharon Greaves, and Ruth Hamlin

Also Present: Jitendrapal Kundan, ex-officio member of Board; Jackie Paradis from School Management Services

Absent: Joan Fehlen

Meeting convened at 5:05 p.m.

Minutes

Minutes from Board Meeting October 12, 2010 were presented. Sharon Greaves moved their approval as submitted, Karla Bisco seconded; unanimously approved.

FINANCIALS

Revised Budget 2010-2011

Based on 116 students

Revenues:	\$1,180,877
Expenses:	1,162,140
Excess:	18,737

Fund Balance : \$86,121.

A motion was made to approve the revised budget by Ruth Hamlin, seconded by Gary Crawford, and unanimously passed.

Check Register 10/13/10-1/11/11

A motion was made to approve the checks issued during this period for a total of \$198,289. Motion by Gary Crawford, seconded by Ruth Hamlin, and unanimously passed.

Journal Entries 10/13/10-1/11/11

Motion to approve made by Karla Bisco, seconded by Gary Crawford, and unanimously passed.

Cash Flow Report for Fiscal 2011 as of 1/7/11 showed a beginning cash balance of \$74,563, a balance by 1/1/11 of \$20,706, and a projected ending balance by 6/30/10 of (\$121,364) because of the scheduled delays in state payments. To carry us through the delayed state payment period, we drew upon our Line of Credit for \$25,000 in January (a month later than last year) and we will continue to use the Line of Credit to manage cash flow until Fall, 2011 when all state payments for this year are received and we have paid back our Line of Credit in full, as we did in the Fall, 2010. It is projected that our Line of Credit is sufficient to allow us to manage cash flow for the year as we did last year.

Approval of Cash Flow Report moved by Ruth Hamlin, seconded by Sharon Greaves, and passed unanimously.

Authorizations for signatories and EFT transfers

A motion to approve:

- 1) Linda Crawford, Board chair and Jitendrapal Kundan, Principal as check signatories and Jackie

Paradis as a signatory for transferring funds among accounts

2) Linda Crawford, Jitendrapal Kundan, and Jackie Paradis as authorized to make EFT's.

The motion was made by Carolyn Rottman, seconded by Ruth Hamlin, and unanimously passed.

Official school banks

A motion to approve M&I Bank and US Bank as the official banks used by New City School was made by Gary Crawford, seconded by Sharon Greaves, and unanimously passed.

STATE OF THE SCHOOL

Enrollment

Current enrollment is 127.

Conferences

We have had 99% attendance so far. Principal Kundan assures the Board that once again we will have 100%.

Special Education

The Special Education audit had some findings which are easily reversed. We will need to fill in a few missing signatures and dates, and brief all staff again on Special Education procedures by May.

Thematics

The science unit is coming to a close. There have been in-process work shares and everyone is generally more excited about science now. Teachers are currently working on their planning for the upcoming social studies units.

Specialists

MacPhail teachers are on track with their goals of giving students a deeper understanding of music—fluency plus comprehension is the goal. There is more collaboration between art and music. Demian will also work with students on computer literacy this semester. K-3rd grade students are working with artist-in-residence Joyce Kapell on handcraft skills such as knitting.

ITBS (Iowa Test of Basic Skills) results are in. The children's scores are generally good and suggest that we can expect promising results from the upcoming Minnesota Comprehensive Assessments tests.

Reading support

New City will be hiring a new staff person to help with reading, and we will also have some new regular reading volunteers. Mr. Otis is also supporting both math and reading with individual students.

TRANSFER OF AUTHORIZER

A motion was made to apply for the transfer of the charter authorization of New City School from Hamline University to Novation Education Opportunities. The motion was made by Sharon Greaves, seconded by Carolyn Rottman, and passed unanimously.

We are looking forward to a productive relationship with our new authorizer.

PARTNERSHIPS

New City Circle

Our parent group is planning a Pancake dinner for January 28 from 6:30-8:30. They will also be supporting our annual Talent Show on February 25, and doing fund-raising for the school at the Spring Fling with a silent auction and at a rummage sale. Joy

America Reads

America Reads help will begin again after January 18.

Wilder Research

Wilder will be aggregating and disaggregating the data from the ITBS and Woodcock Johnson tests, and will provide a full report. This fulfills the state requirement that all public schools test students with a norm-referenced standardized test each year.

COMMITTEE REPORTS

Fundraising

In addition to the New City Circle fund-raisers, we received over \$500 from the Give Minnesota campaign at the end of 2010, thanks to six families that made contributions online to New City School. The Board thanks those families for their generous support.

Grant Writing

We have applications pending for two grants to further develop our garden and add some picnic tables outside. In addition, an anonymous donation for science and technology equipment was made by some New City School families. The Board is deeply grateful for their generosity.

School Visitors

Thirteen teachers training to become Responsive Classroom® coaches visited the Kindergarten and 6th grade classrooms in the fall.

Recruitment

A new Charter Schools Directory has been published and New City School is listed. Recruitment for the upcoming school year has been going well. Flyers have been distributed and attendance at the monthly Open House events has been good.

Community Partnerships

We continue to work with the Bottineau Library and expect to be using the East Side Neighborhood Center by spring.

Executive Advisory Committee

The committee has been working with Principal Kundan on the transfer of charter authorization as well as the beginning of an investigation for additional or other space for the school in 2013. We are working with NorthMarq, an organization that also works on space issues with the Minneapolis Public Schools.

Next Board Meeting: Tuesday, April 12, 2011 at 5 p.m.

Respectfully submitted,
Linda Crawford

New City School Inc.
Board Meeting October 12, 2010
New City School

Present: Linda Crawford, Carolyn Rottman, Karla Bisco, Gary Crawford, Joan Fehlen, Sharon Greaves, and Ruth Hamlin

Also Present: Jitendrapal Kundan, ex-officio member of Board; Jackie Paradis from School Management Services, Adrian Warren from MMKR, NCS auditors

Absent: none

Meeting convened at 5:00 p.m.

Minutes

Minutes from Board Meeting 8-17-10 were presented. Ruth Hamlin moved their approval as submitted, Sharon Greaves seconded; unanimously approved.

FINANCIALS

Financial Report (Final) and Audit 2009-2010

Based on 112 students (115.18 pupil units)

Revenues: \$1,141,225.

Expenses: 1,161,179.

Excess: 19,954.

Fund Balance: \$206,792.

Adrian Warren reported that based on the audit of the school's financial statements for the year ended June 30, 2010, they were issuing an unqualified opinion, there were no instances of noncompliance with the Government Auditing Standards, and no findings on compliance with Minnesota laws and regulations. The one significant deficiency that they considered a material weakness was that due to the small size of the organization, MMKR prepares both the financial statement and does the audit. This is common in organizations the size of New City, and not something we need to change. Ms. Warren acknowledged the school for its timely reporting (NCS was the first charter school in the state to file its annual financial statement and audit this year), and for the healthy fund balance we maintain to protect the school financially, which also stands out among Minnesota charter schools.

The Board thanked Adrian Warren for her presentation and services, and acknowledged Jackie Paradis and Principal Kundan for their responsible and effective management of NCS's finances.

Sharon Greaves moved approval of the financial report and audit. Gary Crawford seconded. Unanimously approved.

Budget Update 2010-2011 based on 116 students (121.25 pupil units)

Revenues: \$1,150,011

Expenses: 1,142,729

Excess: 7,282

Projected Fund balance: \$211,074.

Joan Fehlen moved approval of the updated budget; Gary Crawford seconded; unanimously approved.

Quarterly Expenditures and Journal Entries

Expenditures from 8-13-10 to 10-12-10 which totaled \$22,326.41 were reviewed. A motion to approve the expenditures was made by Carolyn Rottman, seconded by Karla Bisco and unanimously approved.

Fund Balance Investment Plan

Motion: If NCS goes over its Fund Balance percentage of operating budget limits this year, we will spend the overage on instructional materials and on technology and other equipment. Proposed by Joan Fehlen; seconded by Sharon Greaves; unanimously approved.

State of the School

School Board Training will be complete for all Board members by November 13, 2010.

Line of Credit loan: currently at \$25,000; will be paid off by the end of October.

Enrollment to date: 127 students with a waiting list of 7.

First 6 weeks and goal-setting: social and academic routines have been introduced and many are well-established.

Assessments at New City School: ITBS

ITBS (Iowa Test of Basic Skills) is scheduled for January, 2011. Principal Kundan recommended that we do the ITBS earlier next year so that we know sooner what skills to concentrate on with individual students.

Motion: Upon Principal Kundan's recommendation, New City School will offer Woodcock Johnson (oral reading/math assessment) and ITBS tests in Nov/Dec each year, beginning with the 2011-2012 year, instead of the currently scheduled Jan/Feb, to get an earlier assessment.

Motion by Ruth Hamlin, seconded by Joan Fehlen; unanimously approved.

Other assessments:

DRA (Developmental Reading Assessment) one-on-one reading assessment

Writing sample analysis

Math test on skills taught the previous year

Anecdotal reports from observations

MCA (Minnesota Comprehensive Assessment) Two weeks during April 11-May 22, 2011

All the assessment information is gathered into a school-wide assessment matrix to determine to what point each child has progressed to date in reading, math, and science. Then we establish specific strategies to keep each student moving along towards proficiency in each subject.

Goal-setting conferences are expected to be at 100% participation again this year.

The artist in residence this year will be Joyce Olson-Kapell, an experienced handcraft teacher, who will teach handcraft skills to grades K-3.

Assurances will be signed and delivered to MDE by November 15, 2010.

New City School Annual Report will also be delivered to both MDE and Hamline University, our authorizer, by their respective deadlines.

New Authorizer for New City School

Because Hamline University will no longer be able to act as an authorizer of charter schools after June 30, 2011, the Board authorizes Principal Kundan to proceed with the process of applying to Novation Education Opportunities (NEO), a new authorizer, to become our authorizer (formerly called "sponsor"), and to present the completed application to the Board for approval at the January Board meeting.

Motion: A subcommittee will be formed of Carolyn Rottman, Linda Crawford, Sharon Greaves, and Gary Crawford to work with Principal Kundan on the application process, and the committee will help switch application to a different authorizer if for any reason NEO seems unacceptable. Moved by Gary Crawford; seconded by Ruth Hamlin; unanimously approved.

Motion to approved vacation for Principal Kundan

Motion to approve vacation time off for Principal Kundan from December 6 through December 17, 2010. Distributive leadership will manage NCS in his absence. Responsibilities will be divided among staff, and any further support will be provided as needed by former principal Terrance Kwame-Ross, former teacher, Erin Klug, and Linda Crawford, Board Chair.

Motion moved by Karla Bisco; seconded by Carolyn Rottman; unanimously approved.

Partnerships

Origins has provided trainings during summer, 2010, and will provide coaching on site on November 4, 2010 pro bono.

Parent group

A schedule of parent events has been created by the parent group and a calendar sent out to all families so that everyone can be aware at the beginning of the year about the events that will take place throughout the year.

Space Issue

By 2013, NCS could have almost 150 students, even if we added none above kindergarten. To plan for this possibility, we have formed a committee to look into the possibilities of additional, nearby space. The committee consists of Ruth Hamlin, Karla Bisco, Linda Crawford, and Principal Kundan.

Grants

Cy-pres Grant: NCS will apply for a grant for computers.

Next Board Meeting: January 11, 2011 at 5 p.m.

Adjournment

Respectfully submitted,

Linda Crawford, Board Chair

New City School Inc.
Board Meeting August 17, 2010
New City School

Present: Linda Crawford, Carolyn Rottman, Karla Bisco, Gary Crawford, Joan Fehlen, Sharon Greaves, and Ruth Hamlin

Also Present: Jitendrapal Kundan, ex-officio member of Board; Jackie Paradis from School Management Services

Absent: none

Meeting convened at 5:00 p.m.

Minutes

Minutes from Board Meeting 4-13-10 were presented. Gary Crawford moved their approval as submitted, Karla Bisco seconded; unanimously approved.

Financials

Financial Report (Final) 2009-2010 based on 112 students (115.18 pupil units)

Revenues: \$1,148,725.

Expenses: 1,123,953.

Excess: 24,772.

Projected Fund Balance: \$214,292

Discussion: Jitendrapal Kundan informed the Board that \$7500 of 2010 income was actually a grant to be spent in the next school year. Linda Crawford suggested that the 09-10 Financial Report be amended to indicate that transfer.

A motion to approve the 09-10 Financial Report, as amended by the transfer of \$7500 to the 2010-2011 Budget, was made by Joan Fehlen, seconded by Gary Crawford, and unanimously approved.

Proposed Budget 2010-2011 based on 116 students (121.25 pupil units)

Revenues: \$1,143,233

Expenses: 1,140,097

Excess: 3,136

Projected Fund balance: \$217,428

Jackie Paradis will provide the Board with a comparative model budget that shows this year's proposed budget as compared to (at least) last year's actual financial report.

Sharon Greaves moved that we accept the proposed budget for this year; Joan Fehlen seconded. Unanimously approved.

Quarterly Expenditures and Journal Entries

Expenditures from 4-13-10 to 8-13-10 which totaled \$238,751.03 were reviewed. A motion to approve the expenditures was made by Ruth Hamlin, seconded by Gary Crawford and unanimously approved.

Journal entries made between 4-13-10 and 8-13-10 were reviewed. Total debits and credits were \$1,107,935.94. A motion to approve the Journal entries was made by Carolyn Rottman, seconded by Sharon Greaves, and unanimously approved.

Audit

Field work for the audit was completed by 7/28/10 and the results are now in the hands of the auditors.

Fund Balance Policy for New City School (District 4089)

The policy was presented (a copy is attached) and discussed. A small change was suggested, and the policy as amended was unanimously approved. (Ruth Hamlin moved its adoption and Gary Crawford seconded.)

State of the School

According to the results of the MCA testing, we can conclude that English language-learners show a need for additional support in their learning. Ruth Hamlin will construct a parent survey to solicit volunteer support. Teachers are committed to providing the support needed by the students. The extra 25 minutes which will be added onto the 2010-2011 and thereafter school days may be helpful in our efforts to support student learning through a variety of options offered in the last half hour of the day.

Enrollment to date: 123 students with a waiting list of 16.

Contracted Services

School Management Services Contract for financial management support.

Approval moved by Ruth Hamlin, seconded by Carolyn Rottman, and unanimously approved.

Teacher Contracts: Sevve Stember ; Kirstin Holmquist; Mary Taris; Damian Jackman; Jeremy Nellis; Pamela Timm; Katherine Sue Merry; Karla Bisco; Katherine Haag; Kalli Novak. Approval moved by Joan Fehlen, seconded by Ruth Hamlin, and unanimously approved. (Karla Bisco abstained.)

Administrative Contracts:

Mary Spohr; Clara Bell; Jitendrapal Kundan.

Approval moved by Karla Bisco, seconded by Gary Crawford, and unanimously approved.

Social Worker:

Emily Ravitz

Approval moved by Sharon Greaves, seconded by Gary Crawford, and unanimously approved.

Hourly Employees

Otis Jackson; Ross Watts; Mary Kit Frey.

Approval moved by Carolyn Rottman, seconded by Sharon Greaves, and unanimously approved.

Special Education Services

Word of Mouth (speech).

Capernum (OT/PT)

Approval moved by Karla Bisco, seconded by Joan Fehlen, and unanimously approved.

Food Service: Caravan Kids

Approval moved by Carolyn Rottman, seconded by Ruth Hamlin, and unanimously approved.

MacPhail Center for Music

Contract for about 25 weeks at the same price as last year

Approval moved by Sharon Greaves, seconded by Ruth Hamlin, and unanimously approved.

Gifts and Donations

The Board extends a grateful thanks to Todd and Sarah Olson for their gift to New City of \$96.90.

The Board also expresses our gratitude to an anonymous donor of \$7500 to be used for curriculum materials and to support an artist in residence.

Partnerships

America Reads: We're hoping for a contract for reading support for our students

Wilder Foundation: We will contract with Wilder to do testing.

Bottineau: We will use their gym for physical education as we did last year

We also have potential partnerships with Hamline University, Augsburg, and the U of M for math and science support, student teachers, and youth leadership work.

Next Board Meeting: October 12, 2010 at 5 p.m.

Adjournment

Meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Linda Crawford
Board Chair