

New City School Inc.
Board Meeting August 19, 2014
New City School

Present: Linda Crawford, Gary Crawford, Vince Esades, Marcy Myers, Melissa Johnson, Barbara Glaser

Also Present: Jitendrapal Kundan, director of New City School and ex-officio member of Board; Jackie Paradis, School Management Services

Karla Bisco, no longer a teacher at New City School, is no longer a teacher representative on the Board.

Meeting convened at 5:00 pm.

Agenda

The agenda was reviewed. Vince Esades moved approval of the agenda; Melissa Johnson seconded; unanimously approved.

New Community Board Member

Motion to approve Barbara Glaser as a community representative to the New City School Board to replace Sharon Greaves who resigned last school year. Barbara lives in Minneapolis, has experience as a middle school teacher in two different schools, and has worked as a grant writer for a local social services organization. She is currently an active volunteer tutor for children dealing with homelessness. Gary Crawford made the motion; Melissa Johnson seconded; unanimously approved.

Minutes from previous meeting

The minutes from the meeting on April 8, 2014 were approved. Marcy Myers moved approval; Melissa Johnson seconded; Minutes unanimously approved as written.

Financials

Fund Balance: A discussion was held about the fact that our current fund balance exceeds the 20% limit the Board has set for the fund balance. The following resolution was then passed:

The New City School Board recognizes that we currently exceed the limitation we previously set for the fund balance--to maintain it at 20% of current operating costs. However, we believe that exceeding the 20% is reasonable at this time because we are currently expanding our population and facility, and may need the extra resources soon. Moved by Gary Crawford; seconded by Marcy Myers. Unanimously passed.

Final Financial Statement for Fiscal 2013-14

Income: \$1,784,864.

Expenditures: 1,674,136.

Change in Fund Balance: \$ 110,727.

Budget for Fiscal 2014-15

Income: \$2,147,587
Expenses: 2,070,806
Change in Fund Balance: \$76,781

Approval of both final Financial Statement for Fiscal 2014 and budget for Fiscal 2015 moved by Vince Esades; seconded by Marcy Myers; unanimously approved.

Check register

Checks written from 5/13/14 through 8/19/14 totaling \$272,367.67 were reviewed by the Board. Melissa Johnson moved approval; seconded by Gary Crawford. Unanimously approved.

Journal entries

Journal entries from 5/13-8/19/14 totaling \$800,993.46 were reviewed by the Board. Approval of the journal entries was moved by Vince Esades, seconded by Melissa Johnson, and unanimously approved.

Signatories

Approval of the following people as signatories on New City School Checks: Todd Netzke, Jackie Paradis, Jitendrapal Kundan, and Linda Crawford. Melissa Johnson moved approval. Marcy Myers seconded. Unanimously approved.

Direct Deposit to Financial Institutions

BMO Harris Bank

US Bank

Approval of our financial institutions was moved by Vince Esades, seconded by Melissa Johnson, and unanimously approved.

Line of Credit

The continuance of New City School sustaining a line of credit at BMO Harris Bank was moved by Marcy Myers, seconded by Gary Crawford, and unanimously approved.

Authorization for EFT's

Authorization for Jackie Paradis and Jitendrapal Kundan to make electronic fund transfers (EFT's) was moved by Melissa Johnson, seconded by Gary Crawford, and unanimously approved. EFT's are initiated in an email from Director Kundan to Jackie Paradis.

Director Evaluations

Director evaluation surveys were completed by Board members in June. Responses were very favorable. The Board discussed ways to make the surveys more meaningful by putting the emphasis more on written comments and less on numerical ratings. It was generally agreed that the best feedback was specific and timely, and Director Kundan invites such feedback regularly.

New City School Mission

A discussion of the mission focused on the commitment at New City School to provide the scaffolding for students to develop self-controls and self-regulation rather than having to have adults constantly control and supervise them.

Testing

We will use Aimsweb testing for fall, winter, and spring testing, making use of the entire math and reading tests. We tried them out last year, using only two sections of the Aimsweb math test, and teachers saw that they were able to get much more information from the Aimsweb testing than from previous tests such as the ITBS. The goal of this testing is to meet the need for growth for *all* our students, now just those who are scoring at the lower levels. The testing costs are \$32,000.

Contract approvals

Todd Bartholomay has been hired by Director Kundan after a 1-2 year search. Todd is related to two Board members (Linda Crawford and Gary Crawford). The Board was not involved in the search or hiring process. Approval of the hiring of Todd Bartholomay as New City School principal was moved by Vince Esades, seconded by Marcy Myers, and approved by a majority of the Board. Linda Crawford and Gary Crawford abstained.

Jitendrapal Kundan was approved as New City School Director. Approval was moved by Melissa Johnson, seconded by Marcy Myers, and unanimously approved.

All other staff members except for Melissa Johnson were approved. Vince Esades moved approval; Gary Crawford seconded; approved by a majority of the board with one abstention (Melissa Johnson).

Approval of Marcy Myers as a teacher at New City School was moved by Gary Crawford, seconded by Vince Esades, and approved by a majority with one abstention (Marcy Myers).

Facilities report

New City School is still looking for a way to expand our facility or move to accommodate our growing student population.

Board Training

In keeping with our decision to engage in Board training at every Board meeting, we discussed:

- Finances: the role of the auditor in maintaining our financial health
- Governance: the role of the Board and Director of the school in detecting any fraud, and the policies regarding the maintenance of our fund balance.
- Mission/vision (see report above)

Board election

The next Board election will be held at the January, 2016 meeting.

Gifts and donations

Olson Family: \$177.36
\$206.92

Hiring

We lack a grades 4/5 teacher as of last week when Karla Bisco resigned. We have been actively interviewing teachers and will use current staff to teach a 4/5 class until a teacher is hired.

[Note: A grades 4/5 teacher was hired two days later on August 21.]

Well Wishes

Thank you to all our non-returning staff for their services. We will miss you and wish you the best in all your future endeavors: Pam Timm, Karla Bisco, Britt Olson, Karen Rupp and Ven Anderson.

Adjournment: 8:20 p.m.

Marcy Myers moved adjournment. Melissa Johnson seconded. Unanimously approved.

Next scheduled Board meeting: October 28, 2014 at 5 p.m.

Respectfully submitted,
Linda Crawford, Board Chair