

New City School Inc.
Board Meeting April 21, 2015
New City School

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

Also Present: Jitendrapal Kundan, Director, New City School and ex-officio member of Board; Todd Bartholomay, Principal, New City School; Paul Donovan, from Cushman & Wakefield/NorthMarq; and Jackie Paradis from School Management Services

Meeting convened at 5:00 pm.

Agenda

- Reviewed, moved to approve by Vince Esades, seconded by Melissa Johnson; unanimously approved.

Community Members

- None present

Minutes from February 24, 2015 Meeting

- Moved to approve by Melissa Johnson, seconded by Marcy Myers; unanimously approved.

Budget

- Balance Sheet dated 4-21-15
 - Accounts receivable is interest on CD
 - Prepaid is workers comp insurance for July to March 15-16
- Revised Budget 2014-15
 - Based on 210 Students (reduction of 8 ADM from Aug Revised Budget)
 - Updated to reflect MMKR's clarification on facility project accounting – regarding Affiliated Building Corp. and New City Charter School.
 - Revenues-\$2,157,247
 - Expenses-\$2,153,922
 - Revenues – We have received \$1,775,834 or 81% of our revised budget, compared to 71% in 2013-14 and 81% in 2012-13
 - Expenses – We have expended \$1,669,653 or 74% of our revised budget, compared to 70% in 2013-14 and 70% in 2012-13. We are ahead of schedule on supply and equipment purchases this year due to the opening of East Campus and the expenses related to the expansion.
 - Moved to approve by Gary Crawford, seconded by Linda Crawford; unanimously approved.
- Adopted Budget 2015-16
 - Based on 229 Students
 - Estimated 1% increase in state aid
 - Salary increases as presented from Director
 - Steady federal aid
 - No new grant from Prospect Creek

- \$400/month towards insurance (health, life, dental, LTD)
- \$7,000 contingency
- Revenues - \$2,162,416
- Expenses - \$2,163,832
- This budget would require \$1,416 out of fund balance to support it.
- Moved to approve by Vince Esades, seconded by Linda Crawford; unanimously approved.
- Check Register
 - Checks from 1/13/15 to 4/21/15 totaling \$459,190.00
 - Moved to approve by Melissa Johnson, seconded by Marcy Myers; unanimously approved
- Journal Entries
 - Misc. entries made from 1/13/15 to 4/21/15.
 - Moved to approve by Vince Esades, seconded by Melissa Johnson; unanimously approved.
- Cash Flow
 - Funding levels from state have returned to 90/10 in Oct 2013. Charter schools have gone back to metered payments same as traditional ISDs, as opposed to the 16 even payments July-Feb we have been receiving.
 - We will not need to borrow in the spring for cash flow. So far it is looking like we will not need to borrow in 2015-16.
- Bank Recs – Jan-Mar – FYI
- Outstanding Checks – as of 3/31/15– FYI
- Audit for the 2014-2015 school year will be completed by the end of July 2015.

Charter School Director Evaluation

- Linda proposed a new evaluation-form for our school director. From a list of 12 traits, Jit will choose 4-5 to write comments on. Jit will email his comments to the school board members by May 1, 2015. After receiving the evaluation form, school board members will review and respond to Jit's comments by June 1.

External User Access Recertification

- It was moved by Melissa Johnson and seconded by Gary Crawford that our current executive director is Jitendrapal Kundan and such he is the identified official with authority; unanimously approved.
- External User Access Recertification: The board chair is required to send an email to MDE stating that Jit is the director/superintendent of New City School. The email will also include Jit's email address. Linda Crawford will send the email so that this will be in effect. Send an email to mde.school-verify@state.mn.us

State of School - Board Report

- As of April 21, 2015, New City School's new enrollment policy will state that previous disciplinary proceedings involving a student who is seeking admission may NOT be used for rejection of application. This was moved by Vince Esades, seconded by Linda Crawford; unanimously approved.
- Board Training: At a recent board training, Barbara Glaser was told that telephone participation at a board meeting is not permitted. While the board member may be a passive listener, s/he may not participate in the discussion or vote. Vince Esades will research the accuracy of this policy.

Board Training

- New City School works strategically and proactively in addition to responding to issues that arise. We discussed the procedure of hiring, orienting and retaining a new teacher. New and returning teachers say bar is set very high for teachers at New City School and essential support is offered to every teacher and support varies from staff to staff depending on their individual needs and professional development goals. Before a teacher is offered a position, s/he is asked to visit the school, observe classrooms and ask questions about our school its culture and staff development opportunities. The second step is to teach a lesson and then get feedback from teachers and other staff members. Once hired, Mary Spohr, Jit or Todd give support, plus new teachers are assigned a buddy teacher. New staff attends additional meetings and after the first 6 weeks are asked to take control of their own growth. Jit continuously asks teachers for feedback on how the process went and asks how they feel at the end of a conversation. Staff also always sees modeling of best practices being done in staff meetings, trainings, and other daily activities.

State of School-Director's Report

- While many of the students are doing well on their state wide testing - MCA, we recognize that there have been technological issues and problems with Pearson's server - Pearson(testing vendor) system/server has gone down twice for 2 hours or longer. This has happened twice. We recognize that this interruption negatively affects the students' ability to perform well on the test.
- New City School has received 2 rewards/recognition: 1 for maintaining good finances and a second for having a clean special education audit.
- Title 1 and Special Education Night was a success. Many families attended and provided feedback regarding our programming. Our parents received valuable information/resources. Thank you to Christine Hirsch, Kate Merry, and Amber Krygiel for a job well done!
- We had 100% attendance for parent/teacher conferences.
- We will be renewing the buses through Minneapolis Public Schools.
- Linda Crawford moved to approve the contract with MACS, NEO, sped, OT, Wilder, SMS, Macphail, Americareads, Eastside Neighborhood Services, and ISES. It was seconded by Melissa Johnson; unanimously approved.

- Our current insurance policy was renewed on March 15, 2015. We have \$1 million umbrella and \$1 million for each occurrence. The terrorism policy was renewed for another 2 years. Vince Esades moved to approve the current insurance company, Advanced Insurance Corporation. It was seconded by Gary Crawford; unanimously approved.
- The calendar for the 2015-2016 school year was discussed. Changes include having equal trimesters, moving conferences so they fall mid-trimester, and the November parent/teacher conference was moved to April in an effort to evenly space out conferences throughout the year. First day for teachers will be August 13, 2015. The last day for teachers will be June 8, 2016. There will be 176 instructional days and 189 staff days. Start times and end times will remain the same. Melissa Johnson moved to approve the calendar. It was seconded by Marcy Myers; unanimously approved. Thank you to the calendar committee for their hard work in preparing the calendar.
- At the start of the year we had 206 students. Our current enrollment is 213.
- Amber R moved to California, we wish her well in her future endeavors. Jen Rea was hired as the new 4/5 teacher. Melissa Johnson moved to approve the hiring of Jen Rea. Marcy Myers seconded; unanimously approved.
- Building Update: Paul Donovan gave us this update: The church has decided neither to proceed with selling New City School the building and land, nor build an addition for us. It has been implied that the church should help cover some of our expenses, roughly \$30,000. The church will continue to honor the lease we currently have with them. This will expire in June 2015. In the meantime, Jit and Todd will continue to search for a new building.

Gifts and Donations

- Thank you to Megan Odell for donating \$100.00, to Allison Achterkirch for \$20.20 and to Sarah and Todd Olson for \$177.36.

Motion to adjourn

- Melissa Johnson moved to adjourn the meeting at 7:55. Barbara Glaser seconded, unanimously approved.
- Next board meeting will be Tuesday, August 11, 2015 at 5:00