

## **New City School, Inc.**

### **Board Meeting September 13, 2016**

#### **New City School**

**Present:** Vince Esades, Barbara Glaser. Kalli Novak, Andy Lum, no community members present.

**Also Present:** Jitendrapal Kundan, Director, New City School and ex-officio member of Board; Todd Bartholomay, Principal, New City School, Jackie Paradis (through budget part of agenda), Dr. Jean Neuman observing from NEO, our authorizer.

The meeting convened at 5:00 p.m. with introductions of those present.

**Minutes from Previous Meeting:** A motion to approve the minutes of the Board's June 8, 2016 meeting was moved by Vince Esades, seconded by Barbara Glaser and unanimously approved.

Board titles suggested: Chair - Vince Esades; Clerk - Andy Lum; Secretary/Clerk - Barbara Glaser; Treasurer - Kalli Novak. A motion to approve the titles was moved by Andy Lum, seconded by Kalli Novak and unanimously approved.

#### **Agenda**

The agenda of this meeting: Budget updates, Charter School Director Evaluation, State of School - Board Report and Director's Report, Gift/Donations/Fundraising, Partnerships, Committees and Board Meeting Calendar for SY 16/17.

#### **Budget Updates**

Jackie Paradis reported on NCS' budget. The revised 2016/17 school budget is based on 245 students. As of 9/13/16 we had received \$289,683, or 12% of our revised revenue budget, and had expended \$255,583, or 10% of our revised expense budget. We have a current year fund balance gain of \$17,595. Vince Esades moved to approve the budget and Barbara Glaser seconded the motion; unanimously approved.

#### **Check register 6/2/16 –9/13/16**

Board reviewed checks written and asked for clarification of some vendors/payees and amounts. A motion to approve the check register was made by Andy Lum, seconded by Vince Esades and unanimously approved.

#### **Journal entries 6/2/16 –9/13/16**

Andy Lum moved approval of the journal entries, Kalli Novak seconded. The motion was unanimously approved by the board.

The Board wishes to recognize Jackie Paradis and School Management Services for their excellent work. New City School's audit was the first completed. Thank you, Jackie for your excellent work!

60% or more of our budget goes to instruction, the remainder goes toward building operation (maintenance, rent, insurance, etc.).

NCS will pay a \$100 bank fee so our line of credit is automatically

renewed. This saves much time and energy to apply for the renewal each year. We have not tapped our Line of Credit (LOC) in five years as the State has been timely in its payments, but it is important to keep our LOC as a safeguard.

### **Director/Principal Evaluation**

The work of our director, Mr. Jit, is in compliance and MDE (Minnesota Department of Education) carefully scrutinizes his work. The Board will begin an evaluation of Mr. Todd's work in January. Principal Bartholomay will reflect on essential aspects of the job of school principal and prepare his reflections for board members to review. The Board will respond and ask questions around Mr. Todd's reflections. These responses will be reviewed at our January 2017 meeting.

### **State of School – Board Report**

New City met all of its state reading goals in the 2015/16 school year, and although our math scores are improving, we have not yet met state goals and will remain in the "Continuous Improvement" category this year while we implement our new math curriculum throughout all grades, K-8.

A motion to approve vendors and give Mr. Jit authority to hire new vendors was made by Vince Esades, seconded by Kalli Novak, and unanimously approved.

A motion to approve new hires and returning staff except Kalli Novak and Andy Lumm was made by Vince Esades and seconded by Barbara Glaser, unanimously approved. A motion to approve returning staff Kalli Novak and Andy Lumm was made by Vince Esades, seconded by Barbara Glaser and unanimously approved.

### **Growth/Facilities**

Regarding our interest in opening a pre-school, Robin Toewe of IFF (a non-profit lender and real-estate consultant), indicates that we can apply to open a pre-school. It takes a year for an organization to get approval, so we may be ready to open by January of 2018. We hope to open a two year preschool for children ages 3 - 5. We have a 5-year lease with Grace Center, and a year to year lease with our Main Campus building.

By October 3, grades 4 and 5 will be in their new spaces at Grace Center!

### **Board Training**

New members must begin their training within 6 months of being seated. For all board members, training is on-going, related to topics we are discussing. At our next meeting, we will look at our by-laws.

### **Gifts/Donations**

Many thanks to all donors their generous donations.

Andy Lumm moved to approve donations made to NCS from 6/2/16 – 9/13/16, seconded by Vince Esades; unanimously approved.

### **Board Meeting Calendar for SY 16/17**

A motion was made by Andy Lum to change the April 12th board meeting

to April 11th, making our meeting schedule as follows:

October 25, January 17, April 11 and June 14

A motion to adjourn the meeting was made by Andy Lum, seconded by Vince Esades, unanimously approved.

The meeting was adjourned at 7:25 p.m.