

New City Charter School
Board Meeting

November 15, 2017

Present: Vince, Kalli, Carla Andy, Hans, Todd, Jackie
Absent: David

1. Approved the agenda
 - a. Andy motioned
 - b. Carla seconded
 - c. All voted in favor (Andy, Carla, Kali and Vince)
2. Previous meeting notes from Sept 13, 2017
 - a. Accepted the notes
 - i. Vince motioned
 - ii. Andy seconded
 - iii. All voted in favor(Andy, Carla, Kali and Vince)
 - b. Amended
 - i. Added updated budget numbers
3. Budget update
 - a. Jackie reviewed items in the board packet
 - i. Enrollment is at 271 and was expected to be at 288.
 - ii. Adjustments will be made
 - b. Cash flow and checks
 - i. Vince motioned
 - ii. Andy seconded
 - iii. All voted in favor (Andy, Carla, Kali and Vince)
 - c. Signatories, finance institutions and Fund Balances
 - i. Vince motioned
 - ii. Kali seconded
 - iii. All voted in favor (Andy, Carla, Kali and Vince)
 1. Discussion
 - a. Andy and Kali brought up the need for building improvements at the Grace Center needed
 - b. Vince: Thought the board should receive and summary from the Grace Center Transition Committee with what the needs and budget are for the transition.
 - c. Grace Center Space
 - i. Need to identify the needs regarding the space
 - ii. Needing to address scenarios
 1. (V) Scenarios with different number of students

- a. (TB) 2017-2018, we are up about 30 students, we expected to be up further
 - 2. (Jackie) Moving costs
 - a. We should be out by the month of June
 - i. Need to put something in budget for moving costs
 - 3. Will need to set aside funds
 - a.
4. Director/Principal Evaluation Check In
 - a. Topic: Cultivating a vision of academic and social success for all students
 - b. Introducing Cheryl
 - i. Todd
 - 1. Cheryl is here to help the academic achievement and have the best place for learning. Instead of spending more on administrative support, we realize that we need the academic focus and that is Cheryl's role. Tied into Todd's goals fo cultivating a vision of academic and social success for all students.
 - ii. Current work
 - 1. Starting the school year in June, working with MDE and looking at Data
 - 2. Looked at Fountas Pinnell and iReady Math
 - 3. Now rapping up assessments with younger students
 - 4. ACT early assessment is in progress
 - 5. Looking for trends in data from MDE and the other school assessments
 - 6. Working with 2 interventionists
 - a. Reading and Math
 - i. They are starting groups
 - ii. Will meet with all K-4 teachers and one middle school
 - 7. Coordinating with SPED and ELL – looking to jointly work on the interventions and resources together.
 - 8. Just rolled out intervention groups, now in week 3
 - 9. Doing a lot of PD for staff, PLC and staff meetings
 - 10. Looked at teacher practice profiles
 - 11. Differentiation PD
 - 12. Closer look at core curriculum to come
 - a. How interventions fit in with the core curriculum.
 - c. Fall family survey: Director/Principal Goal area – Relationships with Parents
 - i. Reviewing the survey and comments
 - ii. 78 responses

- iii. Kalli mentioned she has the quick fix to address the comments around too many emails
 - d.
- 5. State of the school – Director’s report
 - a. Vince: There is a need to look at the Evaluation of School Principal/Director
 - i. In the past it has been difficult
 - b. Todd: This is a working draft to inform our conversations
 - c. Vince: At the end of the year the board would comment on your goals.
 - i. Comments from staff can be sent to the board as well
 - d. Todd:
 - i. Organized by:
 1. Topic
 2. Context
 3. Work
 4. Desired results
 - e. Hans
 - i. Is there a rating scale or rubric for the evaluation
 - f. Vince
 - i. In the past the board members picked a few items and commented with a narrative. In the past it was more effective than a generalized rating form. This is meant to be ongoing opposed to a year end one shot.
 - ii. Should be a year end evaluation about the year end evaluation process
 - g. Andy
 - i. How would board members be able to comment on some of the goals if they aren’t in the school often enough?
 - h. Vince
 - i. It is necessary for board members to identify items early and then have an opportunity to engage throughout the year.
 - i. Carla
 - i. Is there a way for board members to get feedback from staff, families or students?
 - j. Todd
 - i. There are surveys that are done, like the conference surveys
 - ii. Staff and student surveys are possible
 - k. Vince
 - i. Often informally asks parents
 - l. Andy
 - i. Any value in, embedding some check ins at board meetings along the year.
 - ii. Would it help to pair down the number of items?
 - m. Vince
 - i. So picking 1-2 each board meeting, can be more effective each board meeting.
 - n. Kalli

- i. Include the board notes in the eval processes at the end.
 - o. Cheryl
 - i. How would we document that each time?
 - p. Vince
 - i. We can add that as the board development portion of the meetings, around evaluation.
 - ii. Could pick a few for the next board meeting
 1. Hans suggested the Cultivating a vision of academic and social success for all students
 2. Vince: Financial oversight : spending decisions and integrity
 - q. Andy
 - i. So then would it be Todd's role to bring evidence to discuss?
 - r. Carla
 - i. Is there a responsibility for board members?
 1. Vince: Board members are encouraged to visit the school at least once
 - a. January 12th, Friday. Civil Rights assembly.
 - i. K-3
 2. Carla
 - a. Who do I set up a visit with?
 - i. Todd: With him walk throughs
 - s. Vince:
 - i. Thank you Todd.
 - ii. Carla: Thank you for the work put into this.
 - iii. Summary
 1. The evaluation plan is accepted
 2. We will use it as an ongoing process throughout the year and check in each board meeting.
 3. Comments will be brought together at the end of the year.
 4. Board members will be visiting the school
- 6. Introducing Cheryl
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- xi. Differentiation PD
- xii. Closer look at core curriculum to come
 1. How interventions fit in with the core curriculum.

6:05: Break

6:15: Resume

1. Staff supervision changes
 - a. Todd: Reviewing changes leading up to hiring Andrew
 - i. Andrew is now marrying Todd's daughter
 - ii. Need to address Nepotism policy
 1. Suggest that Cheryl and Mary are able to take on supervisory
 - b. Vince: It is important to note that this is made public and that the board acknowledges the change in supervision. Todd won't be involved in supervision or compensation decisions. Compensation issues will be made clear.
2. Grace Center update
 - a. Todd updated staff at a meeting and families through the newsletter.
 - i. Overall update
 - ii. Timelines
 - iii. The task team
 - b. Vince:
 - i. The need to look at costs for updates to the building as not just expenses, but a necessary piece to marketing and recruitment
 - ii. Grace center may be open to us collaborating on updates and funding options
3. Board Training – Consent Agendas
 - a. Todd sharing an overview of how they work
 - b. Vince: The authorizer also suggested this in our feedback
 - i. Worth considering with some of the budget approvals
 - c. Todd: The board can always pull items to be discussed
4. Board elections Jan 2018
 - a. Todd: There are two interested parents following the item in the newsletter.
 - i. If there are more than one then we will have to have an opportunity for them to share with the board why they wanted to.
 - b. Vince: what do the by laws state as a minimum or maximum
 - c. Todd will share those by laws prior to the next meeting.
 - d. Vince: last year we settled on 7. Todd will follow up
5. Restrictive procedure policy

- a. Todd: Working to provide information to staff and the community.
- b. Staff are getting CPI trained
- c. Review of plan is in the board packet
 - i. Vince: Motions to approve
 - ii. Andy: Seconds
 - iii. Discussion
 - 1. It is represented to be in compliance of state law.
 - iv. All vote in favor (Andy, Hans, Carla, Kali and Vince)
- 6. World's Best Workforce Plan
 - a. Cheryl shared some of the work.
 - b. Staff are working on the draft
 - c. Plan is due December 15th
- 7. School Credit and Debit card process
 - a. Todd: should know in the next week
 - b. Credit card would have \$10,000 limit and Todd would be the single signer
- 8. Ready-made fundraiser
 - a. Mr. Joe is looking at setting this up.
 - i. Indeed brewery is hosting the next event
 - ii. Called "Indeed we can".
 - iii. Suggestion to have the parent group to lead the advertising of the event.
- 9. Fall family survey: Director/Principal Goal area – Relationships with Parents
 - a. Reviewing the survey and comments
 - b. 78 responses
 - c. Kalli mentioned she has the quick fix to address the comments around too many emails
 - d. Given at each conference
 - e. Carla: How do we get data on cultural inclusivity and social emotional learning?
 - i. This can be added
 - ii. There is also an additional tool, Panoram, that can be used.
 - f. Carla: Who is filling them out and are we getting data from a diverse representation of our school
- 10. Gifts/Donations
 - a. Tabled to next meeting
- 11. Partnerships
 - a. Tabled to the next meeting
- 12. Committees
 - a. Suggestions:
 - i. School Promotion/Transition
 - ii. Insurance
 - iii. Grace Transition
 - 1. The board will have an update on needs at the January board meeting.
- 13. Board Meeting Calendar
 - a. January 17

- b. April 18
 - c. June 6
14. Motion to adjourn
- a. Andy motions
 - b. Hans Seconds
 - c. All vote in favor (Andy, Carla, Kali and Hans)