

**New City School Board
April 18, 2018**

Meeting Minutes

Attendance: Todd Bartholomay Vince Esades, Karla Musser, Dave Gundale, Andy Lum, Kalli Novak, Tessa Antilla

a.) APPROVE Board Agenda April 18, 2018

Motion: Andy

Second: Vince

Approved Unanimously

b.) APPROVE January Board Minutes

Motion: Andy

Second: Vince

Approved Unanimously

c.) Public Comment

Year of Renewal (Wendy from NEO shared this information)

- New City is on top of our data
- We have one area where our academic performance is below 50%, but this is due to missing data, which will be added before the due date of June 30, 2018
- The role of the authorizer is to visit the board at least two times per year and help with the evaluation and renewal of the charter school
- We can revise our Performance Framework any time before June 30, 2018
- All board members can view the Performance Framework, Vince and Todd can comment, and Wendy can edit it
- Todd is doing a great job of being timely with entering in data for state compliance purposes using the Epicenter software
- We checked that our Leader Database, which is a Google document, has up-to-date email addresses for all current board members
- A link to the Performance Framework was sent to all current board members

**d.) Budget and Financials with Jackie Facilitating
Review Financials Summary**

- No revisions to the current 2017-18 budget
- No need for approval of the current budget
- The current 2017-18 budget is based on an ADM of 275 students
- Current enrollment is at 281 students
- Fundraising is around \$5,000 for the 2017-18 school year, which is a significant decrease from the last two school years where we had large technology grants (\$90,000 in 2015-16 and \$60,000 in 2016-17)

e.) APPROVE Check Register

Motion: Andy

Second: Vince

Approved Unanimously

f.) APPROVE Journal Entries

Motion: Andy

Second: Karla

Approved Unanimously

Kalli proposed having a statement included in future financial reports to track the spending from the school credit card

g.) Executive Director's Report

Insurance Agency Change

- Moving from Hartford Insurance to Hanover Insurance
- New Insurance Policy will start July 1, 2018, which will now align with our fiscal year
- Our new agent is called Assured
- Final draft of the insurance changes will be presented at the June 2018 board meeting

Food Service Change

- Minneapolis Public Schools Culinary Services
- A lot healthier and only slight increase in price from our current vendor who will also be raising its prices next school year
- More varied menu offerings

Enrollment 2018-19 Update

- Currently have 293 students enrolled
- Our new space can easily accommodate 320 students
- We will be adding 1 full-time 5th grade teacher due to increased enrollment at 5th grade and 1 full-time PE teacher, which is a new position

Director Work Update for Evaluation Process

- Currently a robust leadership team that meets weekly at New City
- The members of the leadership committee:
Andrew: School Coordinator
Mary: Culture Lead
Cheryl: Data Intervention Lead
Rina: Middle School Lead
Todd: Director
- Leadership Team retreat during Parent/Teacher conferences at the end of April 2018

Proposal to Switch Out New City School Assessments

OUT: Act Aspire

IN: iReady (K-8 math, 6-8 reading)

Adopt EL K-5 Literacy Curriculum (Expeditionary Learning)

- 2018-19 school year teachers will prepare to implement this new curriculum
- This curriculum has social studies and science integration
- This curriculum is also inquiry focused
- We will not need to throw out readers and writer's workshop
- This curriculum is top rated by Ed Reports

Add Before School Program

- 8:00am-10:00am
- Range of possible activities including: athletics, iReady, theater, robotics
- The cost will need to cover the expense of the program, but an effort will be made to keep the cost down
- The before school program is already being promoted on our outdoor sign at the Grace Center
- This program may be one good way to retain current families
- In order to not have cost be a deterrent to families, Todd, Ana, and Tess will look into the possibility of grant funding to cover the cost of this program for families who qualify for free and reduced lunch

- Another possible way to promote equity for this program would be to get families who are willing to donate to before school program scholarships
- One hope of the before school program is to increase diversity at New City School

Brief discussion of additional fundraising ideas included an adult only evening event with a silent auction. Todd mentioned the need to identify how additional funds could be used at New City School. Kalli suggested having a New City School staff committee, which partners with the parent group, The New City Circle, around potential fundraising projects.

Grace Center Building Updates

- All temporary walls are being removed
- New City School is getting bids from 3 technology companies
- New acoustic tiles for sound reduction were successfully installed in the 5th grade classroom
- June 11-12, 2018 are the moving days into the new Grace Center space
- New City School can't fully move into the new rooms at Grace Center until July 1, 2018

h.) APPROVE New Hires

Brett Daniele Van-Slyke was hired to teach middle school English and Language Arts

Motion: Andy

Second: Kalli

Approved Unanimously

i.) New City School Staff Transition Committee Summary of Work

- Andy gave the board a brief 3-page summary to read that focused on the work of the transition committee
- The main point was that the transition committee identified a top priority of retaining quality staff in 2018-19 and beyond
- A summary of cosmetic changes to the Grace Center building and some longer range plans for renovating the building were also included on the summary
- Vince asked about our current fund balance, which is at 18.8%
- Currently our bylaws state that our fund balance should be between 15% and 20%
- Wendy mentioned that we may want to maintain a 20% fund balance for 2018-19 since this is the year of our contract renewal and ideally we want to get a 5 year contract

j.) ELECT and APPROVE Treasurer

Vince nominated Kalli, our current treasurer, to continue in this role for 2018.

Motion: Vince

Second: Andy

Approved Unanimously

k.) Board Training on Board Development Plan and Bylaws

- Vince spent ample time revising the Board Development Plan, Bylaws, and current New City School Policies

- Vince walked us through the changes that he made, which included using more gender inclusive language

- Thank you Vince for all of this hard work!

l.) APPROVAL of Bylaws Revisions

Motion: Andy

Second: Kalli

Approved Unanimously

m.) APPROVAL of All Current New City School Policies

Motion: Andy

Second: Karla

Approved Unanimously

n.) APPROVAL of Gifts and Donations

Motion: Andy

Second: Karla

Approved Unanimously

o.) Setting Future Board Meeting Dates

June 6, 2018

September 12, 2018

November 14, 2018

January 16, 2019

April 17, 2019

June 5, 2019

p.) APPROVAL to Adjourn the Meeting

Motion: Karla

Second: Andy

Approved Unanimously

