

New City School, Inc.
Board Meeting January 12, 2016
New City School

The meeting convened at 5:03 p.m.

Present: Linda Crawford, Gary Crawford, Vince Esades, Melissa Johnson, Barbara Glaser, Jayne Fulkerson

Absent: no Board members absent

Also Present: Jitendrapal Kundan, Director, New City School and ex-officio member of Board; Todd Bartholomay, Principal, New City School, Jackie Paradis, Finance Manager

Election of the Board

Following brief introductions of Board Members to New City School teachers, a motion to approve all candidates seeking Board membership was made by Marcy Myers and seconded by Blake Regnier. Teacher Jeremy Nellis commented that the Board members' service is appreciated, and the teachers unanimously approved the Board's election.

Principal Todd Bartholomay introduced New City's new Dean of Students, Mr. Xue, who holds a doctorate in Educational Administration. We are pleased to welcome Mr. Xue to the faculty!

Agenda

Melissa Johnson moved to approve the meeting's agenda, seconded by Vince Esades; unanimously approved.

Minutes from Previous Meeting

Vince Esades moved to approve the minutes from the December 8, 2015 Board meeting, Melissa Johnson seconded the motion and the motion was unanimously approved.

Budget Updates – Cash Flow, Checks, SY 15-16

Vince Esades moved to approve New City School's budget. Gary Crawford seconded the motion. Discussion: Our budget is based on 229 students and currently 242 are enrolled. So although this budget contains a \$44,455 deficit (mostly due to the addition of our new Dean of Students), our current enrollment of 242 suggests that an actual deficit this year is unlikely. The board voted unanimously to approve New City's budget.

Check register 12/8/15 – 1/12/16

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

Journal entries 12/8/15 – 1/12/16

Total of entries: \$15,811.07

Vince Esades moved approval of the journal entries; Melissa Johnson seconded; unanimously approved by the board.

Budget Updates – Signatories, Electronic ETF and Banks

Our banking partners are U.S. Bank and BMO Harris. Melissa Johnson moved to approve our banks, Jayne Fulkerson seconded, unanimous approval by the Board.

Melissa Johnson moved that Jackie Paradis, our Finance Manager, and her firm, SMS, have the authority to move New City’s cash to manage our financial needs. Jayne Fulkerson seconded the motion. The Board’s approval was unanimous.

Signatories: currently SMS, Linda Crawford and Mr. Jit can sign checks. Mr. Jit proposed that Mr. Todd be added to this list. Vince Esades moved that signatories include Mr. Todd, Melissa Johnson seconded, and the Board unanimously approved the motion.

Board Officers

Vince Esades moved to approve the following Board Officers, seconded by Jayne Fulkerson, the Board voted unanimously to approve these officers: Board Chair – Linda Crawford; Vice Chair – Vince Esades; Clerk – Melissa Johnson; Secretary – Barbara Glaser; Treasurer – Gary Crawford.

Discussion: Board elections will be held next in January of 2018. The current board will be seated until that election. We will send a letter to our authorizer about why we didn’t have a seated board for 2 days. Vince will review New City’s bylaws to ensure that we are properly “seated” by setting the Board election date so that there is no gap.

Board Training

New board members must attend 6 hours of training to learn about basic governance, financial and employment procedures of charter schools. Our board incorporates board training into its meetings, discussing one or more of these topics (governance, finance, employment) as they relate to New City School. Linda suggested that it would be good for us to review our mission, vision and current school practices and goals. Jayne Fulkerson, Barbara Glaser, Linda Crawford, and Melissa Johnson formed a committee to do this review. Mr. Todd will join us and lend his expertise. One idea is to introduce a “logic model” at both the committee meeting and at a staff meeting so teachers can include their inputs/resources/activities/outcomes to the committee process. We have a mission of social/emotional learning, and we think we are doing well, but how do we document our successes and failures in this area?

How do we connect with parents and help them better understand how we fulfill our mission? Is it possible for the school to engage parents beyond what it already is doing?

New Hires

Melissa Johnson moved to hire Xue Lee as Dean of Students at New City School. Linda Crawford seconded the motion, which was unanimously approved by the Board.

Snow Days

Snow days will be determined at the discretion of Mr. Jit.

Gifts/Donations

\$1,740.46 was received since our last meeting.

Partnerships

The New City Building Company (Affiliated Building Company) directed Mr. Jit to cancel its contract with Cushman Wakefield.

Continuous Improvement

Mr. Todd reported on the status of New City's commitment to improve math scores. Related to our project with the State to improve math, we are in our second round of Achievement Net assessments. The assessments show a trough related to basic computation and Mr. Todd has ordered an online resource to assist students. The goal for spring is targeted growth in computation for grades 3 – 5 over a 10-week period. The assessment data is proving very helpful in determining where to aim our resources. In December, math teachers, parents, Mr. Todd, and the Achievement Net Testing Coordinator formed a team to monitor continuous improvement. We are ahead of the curve on getting this project started and are excited to have the Achievement Net tools help us assess and analyze student data. Staff is used to working a certain way, and change takes time, consensus and a mindset. The school honors all the work teachers have done and appreciate their willingness to try new methods.

Note: We wish to thank Marcy Myers for her service on the Board. Marcy's time, commitment and energy were very appreciated and she will be missed. Linda Crawford made a motion to thank Marcy for over 2 years of Board service, seconded by Barbara Glaser, and unanimously approved by the Board.

Our next board meeting is April 12th. A motion to adjourn the meeting was made by Melissa Johnson, seconded by Jayne Fulkerson, and unanimously approved. The meeting adjourned at 8:03 p.m.