


<p><b>NEW CITY SCHOOL BOARD MEETING</b> January 16, 2019</p>  <p><i>Call to Order/Reading School Mission</i></p>	<p><u>NCS Vision:</u> New City School is a supportive community which actively engages students to build knowledge, ask meaningful questions, design creative solutions, open their minds, care for themselves and their community, and become skilled, responsive citizens in the world. <u>NCS Mission:</u> New City School will create a learning community that is diverse, knowledgeable, thoughtful, and caring. We will serve as a demonstration site for best practices in the integration of social and academic learning.</p>			
<p><b>ATTENDANCE</b></p>	<p>Board Members: Vince Esades, Board Chair (Present) Hans Ott, Secretary (Present) Kalli Novak, Treasurer (Absent) Tessa Anttila, Director (Present) Andy Lum, Director (Present) Karla Musser, Director (Present)</p> <p>Principal &amp; Director: Todd Bartholomay Cheryl Stephani - Data &amp; Intervention Lead Jackie Paradis – Accountant</p> <p>Kati Cunningham - Parent</p>			
<p><b>CALL TO ORDER</b></p>	<p>5:00 p.m.</p>			
<p><b>AGENDA ITEM (STANDING AGENDA BOLD)</b></p>	<p><b>PURPOSE</b></p>	<p><b>ACTION</b></p>	<p><b>WHO</b></p>	<p><b>TIME</b></p>
<p><u>Introduction and approval of new interim board member—Kati Cunningham</u></p>	<p>Board membership Todd introduces Kati. Kati shares about her student at New City, passion for education and work in legal/advocacy matters regarding education.</p> <p>Vince: Motion to approve Kati Cunningham as interim board member Andy: Second Discussion: none Yeah: Vince, Andy, Hans, Tessa, Karla</p>			

	Nay: none Abstention: none			
<u>Approve Agenda &amp; Previous Meeting Minutes</u> <b>Approve Proposed Agenda</b> <b>Approve Previous Meeting Minutes</b> from Nov. 14, 2018	Motion: Approve Agenda  Vince: Motion to approve proposed agenda Karla: Second Discussion: none Yeah: Vince, Andy, Hans, Tessa, Karla Nay: none Abstention: none  Vince: Motion to approve minutes from the previous meeting Andy: Second Discussion: none Yeah: Vince, Andy, Hans, Tessa, Karla Nay: none Abstention: none	Approval	Board members	5
<u>Public Comment</u>	Community input  No public comment			
<u>New City Vision Highlight (new item)</u> <ul style="list-style-type: none"> <li>• Middle School Camp Menogyn Trip (4 days). 5<sup>th</sup> grade to Wolf Ridge Env. Lrng. Center</li> <li>• Outdoor classroom design</li> </ul>	Inform board members or vision/mission-representative  Todd: Updated the board on the successful experience happening with the 5 <sup>th</sup> grade students. This is a valuable time for the students and for the school	Inform	Board members	5

	<p>community. Students look forward to this each year. The experience is connected with the learning in the school throughout the year.</p> <p>Todd: Shared plans for the outdoor classroom including learning spaces, a potential design that includes walking paths, a mini-woodland area with new trees and plants as well as a class meeting area.</p>			
<p><u>Budget / Financials</u>  <b>Review Summary Financials</b>  <b>Budget Updates</b>  <i>Approve Revised Budget</i>  <i>Approve Check Register</i>  <i>Approve Journal Entries</i>  <b>Update Cash Flows</b>  <b>Update Bank Reconciliation</b>  <b>Update Uncashed Checks</b></p>	<p>Provide timely financial information to board members for oversight of financial matters.</p> <p><b>Balance Sheet &amp; Revised Budget</b>  Jackie:  Shared the updated balance sheet and the revised budget. The fund balance is within our adopted limits.  We are at the estimated amount spent for our budget this year.</p> <p>Vince: references the recent update to our fund balance policy.</p> <p>Vince: Motion to approve the balance sheet and revised budget.  Hans: Second  Discussion: none  Yeah: Vince, Andy, Hans, Tessa, Karla  Nay: none  Abstention: none</p>	<p>Vet and approve the financial report.</p>	<p>Jackie Paradis,  accountant &amp;  Board members</p>	<p>30</p>

	<p><b>Check Register</b>  Jackie: Presents the check register.</p> <p>Vince: Motion to approve the check register  Andy: Second  Discussion: none  Yeah: Vince, Andy, Hans, Tessa, Karla  Nay: none  Abstention: none</p> <p><b>Journal Entries</b>  Jackie: Presents the journal entries.</p> <p>Vince: Motion to approve the journal entries.  Andy: Second  Discussion: none  Yeah: Vince, Andy, Hans, Tessa, Karla  Nay: none  Abstention: none</p> <p><b>Cash Flow</b>  Jackie: Presents updates on 2018-2019 Cash Flow</p> <p>Federal shutdown is having limited impact overall, school nutrition, nationwide, is impacted though MDE says funding will be ok.</p> <p><b>Bank Reconciliations &amp; Outstanding Checks</b></p>			
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	Jackie: Presents updates outstanding checks and reconciliations			
<p><u>Board Action:</u></p> <ul style="list-style-type: none"> <li>• <b>7:00 with Wendy from NEO.</b> Approve revised NEO (authorizer) Performance Framework in advance of contract renewal</li> <li>• Conduct Official Annual Meeting (Non-Profit Corporation) for Board Elections (Elected for 2-year term) – Last election was in 2018, next Board Election set for 2020.</li> <li>• Conduct Vote for Board Officers (Elected by Board of Directors for 1-year term) – Permissible to have any officers but required to have at least: Chair, Executive Director and Treasurer</li> <li>• Approve Banking Partners (US Bank - One account for flow-through / BMO Harris - 3 accounts)</li> <li>• Approve authority for Finance Manager (Jackie Paradis) and firm (SMS) to move NCS funds to manage NCS financial needs.</li> <li>• Approve Specific Signatories For signing checks (SMS/Finance Manager; Executive Director)</li> <li>• Approve Users For NCS Credit/Debit Card (Executive Director)</li> </ul>	<p>School governance and oversight Board governance</p> <p>Wendy: Reviewed updates to the performance framework, highlighted changes in tests being used and how goals are written to reflect student success.</p> <p>Assisted with accessing the framework online.</p> <p>Wendy shared reviewed items up for approval. Continuing with practices of Jackie as finance manager, process for approval for signing checks and credit/dept cards as recommended. Finally the approval of the MACS contract.</p> <p><b>Banking Partners (US Bank)</b> Andy: Motion to approve banking partners. Vince: Second Discussion: none Yeah: Vince, Andy, Hans, Tessa, Karla Nay: none Abstention: none</p> <p><b>Finance authority</b> Vince: Motion to approve finance manager, Jackie Paradis Karla: Second</p>	Board approval	Cheryl, Data Lead & Board	<p>Above 30</p> <p>5</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p>

<ul style="list-style-type: none"> <li>Approve contract with Minnesota Association of Charter Schools (MACS)</li> </ul>	<p>Discussion: none  Yeah: Vince, Andy, Hans, Tessa, Karla  Nay: none  Abstention: none</p> <p><b>Signatories for signing checks</b>  Vince: Motion to approve Jackie and Todd to sign checks  Karla: Second  Discussion: none  Yeah: Vince, Andy, Hans, Tessa, Karla  Nay: none  Abstention: none</p> <p><b>Use of NCS credit/debit card</b>  Vince: Motion to approve Todd as user of the debit/credit cards  Karla: Second  Discussion: none  Yeah: Vince, Andy, Hans, Tessa, Karla  Nay: none  Abstention: none</p> <p><b>MACS Contract</b>  Vince: Motion to approve the contract with MACS  Karla: Second  Discussion: none  Yeah: Vince, Andy, Hans, Tessa, Karla  Nay: none  Abstention: none</p>			
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<p><u>Board Training Subject:</u></p> <ul style="list-style-type: none"> <li>• Performance Framework – accountability framework for NCS and possible standing meeting agenda item.</li> </ul>	<p>Development of board skills and knowledge for:</p> <ul style="list-style-type: none"> <li>• Governance;</li> <li>• Financial and budget oversight; , accountability, and quality systems.</li> <li>• Oversight of essential compliance</li> </ul> <p>Todd, Cheryl and Wendy walked through the framework, highlighted points on the framework. This item will remain a standing item with updates at each board meeting.</p>		<p>Todd (Director); Cheryl Stephani (Data/Assessment Lead); Wendy Swanson-Choi (NEO Executive Director); Board</p>	30
<p><u>Board Report</u> New Board Member Needed</p>	<p>Todd: Reviewed the need as referenced above. Welcome Kati</p>			
<p><u>Board Committees Report</u> Report from Wellness Committee (Karla and Tessa) Policy Committee – Report (Hans &amp; Vince) Finance Committee – Report (Jackie &amp; Todd)</p>	<p>Information <b>Wellness Committee</b> Karla: Shared that a group of school staff are necessary to work together to carry out the policy. Todd: Shared that a few staff are interested and will have an update at the spring board meeting. Karla and Tessa will continue to check on this work.</p> <p>Vince: shared the updates to the fund balance policy.</p>			5





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<u>Gift &amp; Donations &amp; Fundraising</u> <b>Approve Gifts &amp; Donations</b>	.None	Accept	Board and Director	2
<u>Board Mtg Calendar for School Year</u> <b>January 16, 2019</b> <b>April 17, 2019</b> <b>June 5, 2019</b>	Dates set for 2019-2020 board meetings:			

Annual Board Agenda Task Distribution

**A. January Meeting**

- Conduct Official Annual Meeting (Non-Profit Corporation) for Board Elections (Elected for 2-year term) – Last election was in 2018, next Board Election set for 2020.
- Conduct Vote for Board Officers (Elected by Board of Directors for 1-year term) – Permissible to have any officers but required to have at least: Chair, Executive Director and Treasurer
- Approve Banking Partners (US Bank - One account for flow-through / BMO Harris - 3 accounts)
- Approve authority for Finance Manager (Jackie Paradis) and firm (SMS) to move NCS funds to manage NCS financial needs.
- Approve Specific Signatories For signing checks (SMS/Finance Manager; Executive Director)
- Approve Users For NCS Credit/Debit Card (Executive Director)
- Approve contract with Minnesota Association of Charter Schools
- Vision and programming examination/adjustment. Longer term planning and goal setting

**B. April/May Meeting**

- Approve Preliminary Budget for Upcoming School Year
- Approve School days and hours & authorize Executive Director to Determine snow days
- Approve School Calendar for upcoming School Year
- Approve Renewal of Teacher & Staff Contracts
- Approve Renewal of Liability Insurance with Advanced Insurance Corporation (March renewal date? Terrorism Policy 2 Year Renewal)
- Approve Renewal of Employee Benefits
- Approve and Vendor or Service Contracts
- Building Lease Renewal

- Executive Director Evaluation