

NEW CITY SCHOOL BOARD MEETING --January 17, 2018

Attendance: Todd Bartholomay, Hans Ott, Vince Esades, Karla Musser, Dave Gundale, Andy Lum, Kalli Novak

5:00 Call to order by Vince

- Motion to approve the agenda.
  - Andy motions
  - Dave second
  - Vote
    - Yeah: Dave, Hans, Vince, Kalli, Andy, Karla
    - Nay: none
- Board Election
- Todd read the letter by Tessa Anttila , 3<sup>rd</sup> grade parent, expressing interest and intent to become a new board member.
  - Discussion:
    - Did other parents show interest?
      - One other, but there was found to be a conflict of interest.
      - Motion to approve 7, Hans Ott, Vince Esades, Karla Musser, Dave Gundale, Andy Lum, Kalli Novak, members and new member by Vince
    - Second: Hans
      - Yeah: All in attendance (current board members and those on the sign in sheet)
      - Nay: none

~~STUDENT SIGN IN/OUT~~

DATE: 1-17-2018

# New City Staff - Board slate Voters

DATE	TIME IN	TIME OUT	NAME	REASON
			Andrew Gravidis	
			Kim Gillespie	
			Morgan Meints	
			Mohamed Farah	
			Ashley Davis	
			Dana Haberman	
			Christine Hirsch	
			Felix Inhoff	
			Rita Schuster	
			Nick Pierce	
			Breanna Lund	
			Cheryl Stephaus	
			Joshua Baumgartner	
			Abby Mandell	
			Robyn Olson	

Jeremy Nellis  
Kirsten Holmquist

- Approval of minutes
  - Motion: Andy
  - Second: Vince
    - Discussion:
      - The format of the notes is appreciated
      - Will move to a cloud storage
    - Vote:
      - Yeah: Hans Ott, Vince Esades, Karla Musser, Dave Gundale, Andy Lum, Kalli Novak
      - Nay: none
- Public comment
  - None present
- State of the School - Board Report
  - This section has been on agendas for various purposes.
  - In the future this section will be changed to Board Report
    - Introduction of new board member
      - Tessa Anttila, not in attendance, has been installed.
    - Consent Agenda

- The board meeting will now include a consent agenda section.
- Board Development
  - Todd:
    - Sharing that as the school has grown there now may be a need for new roles of the board.
    - Looking at the meetings of the board it may be necessary to devote time at each to cover committee work that occurs over the course of the year.
    - Suggested focuses:

Todd's recommendation to NC Board for consideration.

Focus particular board meetings on key buckets of oversight work.

1. September—Contracts, vendors, finances/enrollment/revenues/budget
2. November—Year goals based on analysis of needs
  - Academic assessment data analysis (MCA, F&P, iReady, Aspire)
  - WBWF Goals
  - Literacy Plan
3. January—Vision and program examination/adjustment; longer term planning and goal-setting
4. April—Projected budget—staffing, tech, equipment, materials for coming year
5. June—Director and goals progress evaluation

April 2018 meeting: Director (and possibly Leadership Team) will share and get feedback on:

1. Budget and staffing plans for 2018-19 school year.
2. Long-range program goals and stages.

- The board will work to vet and address these items throughout the year, with identified areas of focus.
- Vince:
  - Confirms the value of the plan
  - This reinforces board member roles and the areas they focus on.
  - May need to also consider improving new board member on boarding
  - Vince will develop a board development plan around these topics and will present at the April board meeting.
- Kalli
  - Agrees that having a board calendar would benefit the work
  - This would be valuable in the case the chair/director were not able to be present.
  - It would be helpful to have the by laws and other key documents.

- Todd
  - Todd will develop an orientation packet for new board members, beginning with Tessa.
- Karla
  - Current members would benefit from this as well.
- Vince:
  - Commenting on the value of aligning the school documents
  - Having methods to share resources like the school handbook with the school community
  - Looking at the agreement between school documents
    - By-Laws
    - Handbook
    - School policies and procedures
- Dave
  - It helped me to understand the culture of the school
  - This assists with orientating new staff and families as well
  - Helps to identify the why the school does what it does
- Hans
  - It is timely with the move to the new building
- Todd
  - In the past there were systems that naturally came to being. There is a need to clarify agreements moving forward for important items
  - Todd will bring to the April board meeting
    - Budget
    - Staff plan
    - Draft of Long term vision
- Hans
  - Is the plan from the director or something that is developed by school leadership or the community
- Todd
  - It is something we can use and develop together about how NCCS will work to meet the student and community needs.
- Kalli
  - This is something that would come to staff as well?
- Todd
  - Yes and something we develop over next year.
- Kalli:
  - Relative to the focus areas, we will make budget decisions in April?
  - And how about materials and technology for the move
- Todd
  - This is really about planning for next year.

- Todd will be working with the tenants at the new building about the networking infrastructure, whether it will remain in the building or not.
    - Decisions are not necessary
  - Jackie
    - The board should approve a budget amount for the move, not the itemized list
- Budget/Financials
  - Balance Sheet
    - Funds have been received as expected up to this point
  - Budget Revision
    - We have adjusted the ADM from 288 to 275, this matches where we are at in December
    - The main dollar amount change is relative to the ADM adjustment
    - This would bring the fund balance to around \$458,000 or about 18.88%
    - Motion of approval of the revised budget, Andy
      - Second Vince
        - Discussion:
          - Vince:
            - Would prefer that budgeting be more conservative on ADM and budgeting.
          - Kalli
            - Notes that spending has been spent on staffing this year, for the information of the board
          - Vince
            - We have been intentional around building up the fund balance in preparation of the move.
            - Need to be cautious as we go forward
          - Todd
            - Explaining that we are in the middle of this transition, and will explain in the director's report.
        - Vote:
          - Yeah: Hans Ott, Vince Esades, Karla Musser, Dave Gundale, Andy Lum, Kalli Novak
          - Nay: none
  - Year to Date
    - We have received 46% of our budget to this point, in alignment to past years.
    - We have correct ADM so aid payments will be adjusted
    - We have expenditures at 46% of budget, in alignment to past years.
    - The fund balance covers cash flow needs and is intentionally planned in the fund balance budgeting
      - Hans
        - Is this built into our fund balance plan

- Jackie
    - Yes
  - Kalli:
    - Is this a regular use of cash flow?
  - Jackie
    - Yes
- Check Register
  - Vince
    - What is line item: Great Minds
  - Todd
    - That is related to our math materials
  - Motion to approve the check register, Andy
    - Second, Vince
      - Vote:
        - Yeah: Hans Ott, Vince Esades, Karla Musser, Dave Gundale, Andy Lum, Kalli Nova
        - Nay: none
- Journal Entries
  - Jackie
    - There are only two
  - Motion to approve the journal entries, Vince
    - Second, Dave
      - Discussion: None
        - Vote
          - Yeah: all
          - Nay: None
- Cash Flow
  - Jackie
    - No unusual activity
    - Not necessary to approve
- Bank Requisitions and Outstanding Checks
  - Jackie
    - No out of the ordinary or expected activities
- TIES software is going away as the organization is closing
  - There will be a new software
  - Staff will be trained on this
  - It is web-based for staff
- Discussion
  - Todd
    - The school is working to complete a financial review to address a financial finding made by our audit firm.

Break: 6:04 – 6:18

- Director's Report
  - Todd
    - At the last meeting it was requested that a report on two areas of the director's work be addressed
      - Addressing: Cultivating a vision of academic and social success for all students
        - Addressing achievement gaps
          - Staff added:
            - Data and intervention lead
            - Upper school development lead
            - Math intervention paraprofessional
            - Reading intervention teacher
        - Staff re-organization and Leadership Team support
          - Supporting professional development for staff
        - Learning assessment and intervention tools
          - iReady Math and ELA
          - Fountas and Pinnell
          - Students are doing individual goal setting
            - Reviewed by family and teacher
        - Middle school is now doing student lead conferences
          - Discussion
            - Dave
              - Do all students do student led conferences?
            - Kalli
              - In K-3 there is more teacher choice, and not formal at K-5.
            - Todd
              - We are exploring options at this point and working on it with 6-8
  - Financial Oversight
    - This is the time to make sure that staff and students have the tools for the new building. We are in this place because of the fiscal responsibility of Mr. Jit, Vince and the board.
    - Staff additions
    - Instructional support tools/materials (one-time costs)
    - Professional development
    - Revenue Care-taking
      - New yard signs
      - Enrollment development and sustainability





- Post website, staff newsletter
    - Vote
      - Yeah: Hans Ott, Vince Esades, Karla Musser, Andy Lum, Kalli Novak
      - Nay: none
    - School Credit Card Update
      - MasterCard is now available
        - Todd is the only authorized user
        - \$10,000 limit
    - Performance Framework:
      - Todd
        - From our authorizer we now have a dashboard on NCCS related to the metrics the authorizer requires
    - Annual meeting World's Best Workforce
      - Review of summary report
        - Discussion
          - Karla
            - How are families engaged in the work
          - Todd
            - This is done via classroom teachers
            - Title I nights provide families information
- Gifts and Donations
  - Approvals from 10/1/2017 to 1/17/2018
  - Motion to approve the gifts and donations
    - Motion: Vince
    - Second: Andy
      - Vote
        - Yeah: Hans Ott, Vince Esades, Karla Musser, Andy Lum, Kalli Novak
        - Nay: none
- Fundraising
  - No new updates
- Partnerships
  - No new updates
- Committees
  - Vince to prepare board development pieces for April meeting
  - Todd and Vince will review the by-laws
  - Andy
    - There has been a standing item regarding insurance for staff, request to strike this off of the agenda.
    - Board agrees to remove this.
  - Compensation schedule
    - Todd will review past notes about the topic
    - Todd will reach out to other charter schools regarding salary structures

- Motion to adjourn
  - Motion : Vince
  - Second: Andy
    - Vote
      - Yeah: Hans Ott, Vince Esades, Karla Musser, Andy Lum, Kalli Novak
      - Nay: none

8:03

Maps

First Floor



Second Floor

