

**NEW CITY SCHOOL
BOARD MEETING**

January 22, 2020



NCS Vision: 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.
NCS Mission: 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.

Call to Order/Reading Mission-Vision

ATTENDANCE

Board Members:
Vince Esades, Board Chair (Present)
Hans Ott, Secretary (Present)
Tessa Anttila, Director (Absent)
Karla Musser, Director (Absent)
Kati Cunningham, Director (Absent)
Michael Hickel – Teacher Representative (Present)
Abby Mandell - Teacher Representative (Present)

CALL TO ORDER

5:24 p.m. and reading of the vision and mission

AGENDA ITEM

(STANDING AGENDA BOLD)

PURPOSE

ACTION

WHO

TIME

Approve Agenda & Previous Meeting Minutes
Approve Proposed Agenda
Approve Previous Meeting Minutes from
November 13, 2019

Approval
Approve Proposed Agenda
Motion: Approve Agenda

Motion: Approve Agenda
(Hans)
2nd: Mike
Yea:
Vince: Yes
Hans: Yes
Michael: Yes
Abby: Yes
Nay: None
Abstain: None

Motion: **Approve Previous Minutes**

Board members

5

		<p>Motion: Approve Agenda (Vince) 2nd: Mike Yea: Vince: Yes Hans: Yes Michael: Yes Abby: Yes Nay: None Abstain: None</p>		
<u>Public Comment</u>	Community input None			
<u>Board Election--Action (first item; staff attending)</u> All board seats are up for reelection for term from January 2020 to January 2022.	Biennial required elections Board openings were posted on various websites and social media.	<p>Vote on board candidates</p> <p>Candidates on the slate: Vince Esades - Parent Representative Hans Ott - Community Member Tessa Anttila - Parent Representative Karla Musser - Community Member Kati Cunningham - Parent Representative Michael Hickel – Teacher Representative Abby Mandell - Teacher Representative</p> <p>Unanimous by vote of community members present</p>	Staff and Parent Community Stakeholders	10
<u>Budget / Financials</u> Review Summary Financials Budget Updates	Provide timely financial information to board members for oversight of financial matters.	Vet and approve the financial report.	Jackie Paradis, accountant & Board members	20

<p>Approve Revised Budget Approve Check Register Approve Journal Entries Update Cash Flows Update Bank Reconciliation Update Uncashed Checks Banking alternatives information</p>	<p>Review Summary Financials Budget Updates</p> <ul style="list-style-type: none"> • Some dollars due in from the state for FY 19 mostly special education • The revised budget has not changed since Nov. • On track for revenue collection for the year. <p>Vince: We had budgeted for 320 students where are we at? Todd: 315 about where we are at today with a few families moving out recently. Jackie: We were at or above 320 most of 2nd semester. Potential impact would be about \$30,000 to fund balance. Vince: Does that put our fund balance in concern? Jackie: We would still be good, but close.</p> <p>Approve Revised Budget No revisions</p> <p>Approve Check Register Register</p> <ul style="list-style-type: none"> • Hans: Are the PED Psych charges monthly? • Jackie they are billed monthly and depend on amount of service. 	<p>Motion: Approve Register</p> <p>Motion: Approve Agenda (Vince) 2nd: Hans Yea: Vince: Yes Hans: Yes Michael: Yes Abby: Yes Nay: None</p>		
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	<p>Approve Journal Entries Journal Entries: Jackie: no changes to what is presented.</p> <p>Update Cash Flows Update Bank Reconciliation Update Uncashed Checks Jackie: No planned shortages. No changes to what is presented in the cash flow</p> <p>Banking alternatives information Jackie: Put out an RFP to local banks. Western Bank is the only formal response. Sunrise provided information, but did not submit a formal response. BMO Harris has been our current institution and contributed to a finding in our audit last year. Western Bank works with about 40 charter schools. NCS would need to follow up with Western Bank with school financials.</p> <p>Vince: Consider negotiating Prime rate down.</p>	<p>Abstain: None</p> <p>Motion: Approve Journal Entries</p> <p>Motion: Approve Agenda (Vince) 2nd: Mike Yea: Vince: Yes Hans: Yes Michael: Yes Abby: Yes Nay: None Abstain: None</p> <p>Motion: Move forward with changing banking institution to Western Bank with attempt to reduce the Prime + rate.</p> <p>Motion: Vince 2nd: Mike Yea: Vince: Yes Hans: Yes Michael: Yes Abby: Yes Nay: None Abstain: None</p>		
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	<p>Jackie: We have used our CD \$75,000 as collateral to reduce that rate in the past.</p>			
<p><u>New City Vision Highlight</u></p> <ul style="list-style-type: none"> ● Extra-curricular developments <ul style="list-style-type: none"> ○ Destination Imagine--5 teams ○ Wednesday morning music ○ Girls on the Run ○ Friday morning basketball ○ Nerd Club ○ Seussical the Musical ○ Yearbook Club 	<p>Inform board members or vision/mission-representative</p>	<p>Inform</p> <p>Todd: As NCS grows opportunities are increasing. Destination Imagine--5 teams</p> <ul style="list-style-type: none"> - Parents are leading these teams and include a Kindergarten group <p>Wednesday morning music Included</p> <ul style="list-style-type: none"> - Sarah leads this and continues to grow. <p>Girls on the Run</p> <ul style="list-style-type: none"> - A parent and local volunteers are leaders. <p>Friday morning basketball</p> <ul style="list-style-type: none"> - Teachers and parents are involved. <p>Mike participated in the faculty/parent vs. students game</p> <p>Nerd Club</p> <ul style="list-style-type: none"> - Josh hosts a club on Friday afternoons. Middle school students playing games including Magic, D&D, etc... 	<p>Board members</p>	<p>10</p>

		<p>Seussical the Musical - Seussical Jr. is the February performance, practices on lively.</p> <p>Yearbook Club - Volunteer middle school student are working with Erin after school.</p>		
<p><u>Board Action:</u></p> <ul style="list-style-type: none"> ● Review and approve annual report ● Update early kindergarten admission policy ● 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 ● Review and approve health insurance benefit/contribution for executive director. Approve compensation plan. ● 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 	<p>School governance and oversight Continuous improvement of school performance and leadership</p> <p>Approval of MDE required policy change for contract renewal.</p> <p>Board officer election</p> <p>Health insurance adjustment in light of director’s medicare eligibility</p> <p>Information/update</p> <p>Annual approval for authority for Finance Manager</p> <p>Motion: Approve authority for Finance Manager (Jackie Paradis) and firm (SMS) to move NCS funds to manage NCS financial needs</p>	<p>Approve</p> <p>Approve</p> <p>Approve</p> <p>Approve</p> <p>Guidance from board</p> <p>Motion: Vince 2nd: Mike Yea: Vince: Yes Hans: Yes Michael: Yes Abby: Yes</p>	<p>Curriculum & Instruction Lead , Board, Director</p> <p>Board, Director</p> <p>Board, Director</p> <p>Board</p> <p>Board, Director</p>	<p>15</p> <p>5</p> <p>5</p> <p>5</p> <p>5</p>

	<p>Signatories for signing checks</p> <p>Todd: Recommend having a 3rd person beyond the executive director and financial officer.</p> <p>Jackie: Recommends Board Treasurer</p> <p>Users For NCS Credit/Debit Card</p> <p>Todd: This is currently the Executive Director</p>	<p>Nay: None Abstain: None</p> <p>Motion: Approve Specific Signatories For signing checks (SMS/Finance Manager; Executive Director & Board Treasurer)</p> <p>Motion: Vince 2nd: Hans Yea: Vince: Yes Hans: Yes Michael: Yes Abby: Yes Nay: None Abstain: None</p> <p>Motion: Approve Users For NCS Credit/Debit Card (Executive Director)</p> <p>Motion: Vince 2nd: Hans Yea: Vince: Yes Hans: Yes Michael: Yes</p>		
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	<p>Contracting with Minnesota Association of Charter Schools</p> <p>Todd: Discusses the value with support, advocacy, hiring resources. We had delayed in for a few years and have benefited from our membership.</p> <p>Motion: Approve contract with Minnesota Association of Charter Schools</p> <p>Motion: Vince 2nd: Mike Yea: Vince: Yes Hans: Yes Michael: Yes Abby: Yes Nay: None Abstain: None</p> <p>Executive Director health insurance.</p> <p>Review and approve health insurance benefit/contribution for director.</p> <p>Vince: From previous discussions it was recommended to determine a process that offers a win-win between the staff member and the school. It is now to determine which way to proceed with the implementation.</p>	<p>Abby: Yes Nay: None Abstain: None</p> <p>Motion: Approve contract with Minnesota Association of Charter Schools</p> <p>Motion: Vince 2nd: Mike Yea: Vince: Yes Hans: Yes Michael: Yes Abby: Yes Nay: None Abstain: None</p> <p>Motion: Approve the MOU between NCS and Todd Bartholomay, Executive Director</p> <p>Memorandum of Understanding</p>		
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	<p>Review and approve annual report</p> <p>Todd: Shared the report which will be posted online and addressed the schools World's Best Workforce plan.</p>	<p>Between New City School and Todd Bartholomay, Director</p> <p>The Executive Director may choose not to enroll in New City School's health insurance due to eligibility in Medicare. If the Director elects to opt-out of coverage, he will receive additional compensation in the amount of two hundred and fifty dollars (\$250) per month, which the Director may use for any purpose except to pay for coverage under New City School's health plan. This amount will be paid to the Director, in the form of taxable salary, on a per paycheck basis.</p> <p>Motion: Vince 2nd: Mike Yea: Vince: Yes Hans: Yes Michael: Yes Abby: Yes Nay: None Abstain: None</p>		
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	<p>Includes additional sections and changes slightly each year given state requirements.</p> <p>Vince: We are working on the Board development plan regarding the timeline for this each year.</p> <p>Todd: The report has a due date, signature date and public presentation and posting date.</p> <p>Vince: I will look for follow up from Todd and Cheryl on this section of Board development.</p> <p>Hans: Who will post the report?</p> <p>Todd: Andrew will post</p> <p>Update early kindergarten admission policy</p> <p>Vince: Regarding Early Enrollment - Changes include removing language about Executive Director’s discretion and replacing it with clarifying the timeline and process for Early Enrollment.</p> <p>Conduct Vote for Board Officers (Elected by Board of Directors for 1-year term) – Permissible to</p>	<p>Motion: Approve the annual report</p> <p>Motion: Vince 2nd: Mike Yea: Vince: Yes Hans: Yes Michael: Yes Abby: Yes Nay: None Abstain: None</p> <p>Motion: Approve the enrollment policy</p> <p>Motion: Vince 2nd: Hans Yea: Vince: Yes Hans: Yes Michael: Yes Abby: Yes Nay: None Abstain: None</p>		
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	<p>have any officers but required to have at least: Chair, Executive Director and Treasurer</p>	<p>Motion: Elect Vince as Chair, Tessa as Treasurer, Hans for Secretary, and Todd as Executive Director</p> <p>Motion: Hans 2nd: Vince Yea: Vince: Yes Hans: Yes Michael: Yes Abby: Yes Nay: None Abstain: None</p>		
<p><u>Board Training Subject:</u> State required reporting:</p> <ul style="list-style-type: none"> Annual report approval <p>Maintaining an informed board--possible dashboard use.</p> <p>Board elections information</p>	<p>Development of board skills and knowledge for:</p> <ul style="list-style-type: none"> Governance; Financial and budget oversight; , accountability, and quality systems. Oversight of essential compliance <p>Vince: At each Board meeting, as we did with the online resources available last meeting, the Board will spend time at each Board meeting engaging in development. We can continue to use mncharterboard.com resources.</p> <p>Todd: Recommending Board development with an NCS dashboard with appropriate data.</p>	<p>Ongoing training as required</p>	<p>Board, Director</p> <p>Director</p> <p>Chair</p>	<p>15</p> <p>5</p> <p>10</p>

<u>Board Report</u>	Board Maintenance	Discussion/plan	Board & Director	
<u>Board Committees Report</u> -Wellness Committee (Karla and Tessa and Mike Smith, PE teacher) -Policy Committee – Report (Hans & Vince) -Finance Committee – Report (Jackie & Todd) -Executive Director Evaluation Committee—Abby, Kati, Todd -Lease Committee—Vince, Kati, Todd **Note: Suggestion that a committee, possibly new, tackle a long-range plan for benefits and compensation. Examine health care benefits, salary progression etc.		<p>Policy Committee This was addressed above.</p> <p>Vince: The dangerous drugs policy should be updated on the website along with tonight’s Enrollment policy.</p> <p>Executive Director Evaluation Abby: The committee met again recently. A survey will be completed by staff soon. The committee will support achieving a high completion rate.</p> <p>Todd: There is work being done to engage the community around school goals, including a March 19 event.</p> <p>Lease Committee Todd: We are on track to develop a 10 year lease. After meeting with the Grace Center next steps will include Grace Center evaluating the financial standing of NCS. This will be</p>	Board Committee members	10

		completed prior to our lease expiring June 2021. There is an opportunity to have this include additional space for the fall of 2021.		
<p><u>Director's Report</u></p> <ul style="list-style-type: none"> ● Enrollment and staffing update ● Update on lease and space developments. ● Ongoing work with Bellwether Education toward strategic plan. ● Website revamp update ● Staff diversity initiative 	<p>Update Board on key developments</p> <p>Information update</p> <p>Information update</p> <p>Information update</p> <p>Information update</p> <p>Todd: Hiring has not changed much. One paraprofessional was hired as a replacement recently.</p> <p>Recently presented to staff about School Quality Review & Insight Survey results regarding strategic planning. This has led to working with BellWether on strategic planning work beginning on January 6.</p> <p>People found the culture strong at NCS including a Joyful Student Culture and Community Engagement & Family Engagement. Areas of improvement include academic vision and curriculum. This aligns with the transition to new instructional materials and curriculum. Also areas of communication and decision making.</p>	<p>Board input</p> <p>None/discussion</p>	Director	15

	<p>Website revamp update Opportunity to work with a community member to develop and maintain the website with a focus on being mobile friendly and family/community engagement.</p> <p>Staff diversity initiative Todd: We have reached out to our families seeking recommendations and requests to spread the message around hiring and opportunities for employment. Have connected with Great MN Schools around their supports and efforts with recruitment, including their Talent Playbook.</p>			
<p><u>Gift & Donations & Fundraising</u> Approve Gifts & Donations</p>	.Inform	<p>Accept</p> <p>Motion: Approve the donations from Your Cause, LLC, The Benevity Community Impact Fund and Mighty Cause Charitable Foundation.</p> <p>Motion: Vince 2nd: Hans Yea: Vince: Yes Hans: Yes Michael: Yes Abby: Yes Nay: None Abstain: None</p>	Board and Director	2
<p><u>Board Mtg Calendar 2019-20</u> April 15, 2019 June 3, 2019</p>	<p>Future meetings are: April 9, 2019 June 3, 2019</p>	<p>Motion: Adjurn @ 7:28</p>		

		Motion: Vince 2nd: Hans Yea: Vince: Yes Hans: Yes Michael: Yes Abby: Yes Nay: None Abstain: None		
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