


<p>NEW CITY SCHOOL BOARD MEETING November 13, 2019</p>  <p><i>Call to Order/Reading Mission-Vision</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>Declaration of Conflict of Interest if any</p>	<p><u>Board members read the agenda and disclose if they have any real or perceived conflict of interest with any agenda item.</u></p>			
<p>ATTENDANCE</p>	<p>Board Members: Vince Esades, Board Chair (Present) Hans Ott, Secretary (Present) Tessa Anttila, Director (Present) Karla Musser, Director (Present) Departed at 7:30 p.m. Kati Cunningham, Director (Present) Michael Hickel – Teacher Representative (Present) Abby Mandell - Teacher Representative (Present)</p> <p>Others: Principal & Director: Todd Batholomay (Present) Cheryl Stephani - Data & Intervention Lead (Present for part of meeting) Jackie Paradis - Accountant (Present for part of meeting)</p>		<p>Vince: Yes Hans: Yes Tessa: Yes Karla: Yes Kati: Yes Michael: Yes Abby: Yes</p>	
<p>CALL TO ORDER</p>	<p>5:00 p.m.</p>			
<p>AGENDA ITEM (STANDING AGENDA BOLD)</p>	<p>PURPOSE</p>	<p>ACTION</p>	<p>WHO</p>	<p>TIME</p>
<p><u>Approve Agenda & Previous Meeting Minutes</u> Approve Proposed Agenda Approve Previous Meeting Minutes from <i>September 11, 2019</i></p>	<p>Motion: Approve Agenda (Vince) 2nd: Mike Yea: Vince: Yes Hans: Yes Tessa: Yes Karla: Yes Kati: Yes Michael: Yes Abby: Yes</p> <p>Nay: None Abstain: None</p>	<p>Approval</p>	<p>Board members</p>	<p>5</p>

	<p>Motion: Approve Minutes (Vince) 2nd: Karla Yea: Vince: Yes Hans: Yes Tessa: Yes Karla: Yes Kati: Yes Michael: Yes Abby: Yes</p> <p>Nay: None Abstain: None</p>			
<u>Public Comment</u>	Community input: none present			
<u>Budget / Financials</u> Review Summary Financials Budget Updates <i>Approve Revised Budget</i> <i>Approve Check Register</i> <i>Approve Journal Entries</i> Update Cash Flows Update Bank Reconciliation Update Uncashed Checks	<p>Provide timely financial information to board members for oversight of financial matters.</p> <p><i>Approve Revised Budget</i> Revisions to the budget to reflect minor changes in enrollment. Motion: Approve revisions (Vince) 2nd: Mike Yea: Vince: Yes Hans: Yes Tessa: Yes Karla: Yes Kati: Yes Michael: Yes Abby: Yes</p> <p>Nay: None Abstain: None</p>	Vet and approve the financial report.	Jackie Paradis, accountant & Board members	20

Approve Check Register

Check Register
Q: Indigo education & MMKR? This is the special education provider and auditor
Motion: Approve check register (Vince)
2nd: Katie
Yea:
Vince: Yes
Hans: Yes
Tessa: Yes
Karla: Yes
Kati: Yes
Michael: Yes
Abby: Yes

Nay: None
Abstain: None

Approve Journal Entries

Journal Entries since last board meeting.
Motion: Approve journal entries (Vince)
2nd: Mike
Yea:
Vince: Yes
Hans: Yes
Tessa: Yes
Karla: Yes
Kati: Yes
Michael: Yes
Abby: Yes

Nay: None

Abstain: None

Update Cash Flows
Update Bank Reconciliation
Update Uncashed Checks

Cash Flow
Revisit a question about BMO and our collateral. This was something cited. Todd and Accountant reviewed this issue and it has been addressed. The concern was that BMO was not responding timely to MMKR. We will explore other bank options and to determine a long term solution.

Motion: Approve Jackie and Todd to look into other bank options(Vince)

- 2nd: Katie
- Yea:
- Vince: Yes
- Hans: Yes
- Tessa: Yes
- Karla: Yes
- Kati: Yes
- Michael: Yes
- Abby: Yes

Nay: None
Abstain: None

Topic: Director's medicare contribution.
Expected medicare cost is approximately \$300 per month, which would be less than what NCS

contributes to the Director's health insurance.

Vince explained that in some other business settings this is often helpful. At times the employee receives additional pay, in lieu of paying for their health insurance.

Jackie: Cautioned about setting precedent and we are obligated to offer medical insurance.

Hans: How close are we to a pool level of insurance?

Jackie: We are not insured as a pool, this would not affect other staff rates.

Discussion of timeline to be approved.

Todd: Jackie, Robert and Todd would discuss adding a Medicare supplement through

Motion: The board approves Todd and Jackie adding a Medicare supplement through our existing medical provider, if available, as long as it follows the Affordable Care Act and is a net economic benefit to NCS. (Hans)

2nd: Vince

Discussion: This would be annually beneficial

Yea:

Vince: Yes

Hans: Yes
Tessa: Yes
Karla: Yes
Kati: Yes
Michael: Yes
Abby: Yes

Nay: None
Abstain: None

Jackie: NCS is to contribute at least 50% of health benefits and Todd has received less than 50% since FY 17. For FY 19 this is approximately \$2,000.

Jackie: To remedy this Todd

Motion: The board authorizes Jackie to determine the proper amount to make Mr. Todd whole with respect to under contributing towards his health plan in FY17, FY18 and FY19 and authorize payment to be made to Mr. Todd.

(Hans)
2nd: Mike
Discussion: none
Yea:
Vince: Yes
Hans: Yes
Tessa: Yes
Karla: Yes
Kati: Yes
Michael: Yes
Abby: Yes

	<p>Nay: None Abstain: None</p> <p>Board Dinner Break 5:45 - 6:20</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>Tabled to the January meeting.</p>	Inform	Board members	10
<p><u>Board Action:</u></p> <ul style="list-style-type: none"> ● Review WBWF Summary plan ● Review achievement data and share goals for 2019-20 <ul style="list-style-type: none"> ○ Link to Performance Framework goals ○ Plan to address achievement gap based on achievement data analysis ● Authorize Identified Official with Authority. The board meeting minutes must clearly specify the name and EDIAM user ID (or email address) of the IOwA designee as well as the name of the local education agency and organization number for which that individual has the responsibility of assigning job duties. Please include the following language in your meeting minutes for designating the IOwA: <i>Designation of an Identified Official with Authority for Education Identity Access Management The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local education</i> 	<p>School governance and oversight Board governance Continuous improvement of school performance and leadership</p> <p>Information/update</p> <p>Authorization for compliance</p> <p>Review WBWF Summary plan</p> <p>Cheryl reviewing the 2018-2019 Draft of the WBWF report, on Part A.</p> <p>Discussion: Date of public presentation of the final WBWF report.</p>	<p>Review draft</p> <p>Inform and input</p> <p>Board authorization</p>	<p>Curriculum & Instruction Lead (Cheryl), Board, NCS Director</p> <p>Board, Director</p> <p>Board</p>	<p>15</p> <p>15</p> <p>1</p>

<p><i>agency that uses the Education Identity Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local education agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties. The Director recommends the Board authorize add person's name, email, and EDIAM user ID to act as the Identified Official with Authority (IOwA) for add LEA name and organization number.</i> Step 3: Send an email to Education Identity Access Management Helpdesk (useraccess.mde@state.mn.us) with the name of the designated Identified Official with Authority and the associated board meeting minutes attached.</p> <ul style="list-style-type: none"> ● Exit Interview policy and procedure adoption ● Decide on health insurance benefit/contribution for director ● Possible dashboard utility 	<p>Annually the WBWF summary report will be submitted by the required date in December. Board members will review the Annual report prior to the January board meeting and approve the Annual report at the January board meeting.</p> <p>The public meeting will become a part of the February family night. This year that date is February 6, 2020 at 5:30 p.m.</p> <p>Cheryl: Presenting an overview of key components of the WBWF report.</p> <p>Discussion and recommendation to have Mr. Todd report in January on a plan for a small task force to address NCS strategy to recruit and retain a diverse workforce.</p> <p>Discussion and request for Mr. Todd to present a summary of the racial identification enrollment process.</p> <p>Motion: Approve Mr. Todd as the IOwA for NCS (Hans) 2nd: Vince</p> <p>Yea: Vince: Yes Hans: Yes Michael: Yes</p>	<p>Board approval</p> <p>Decision</p> <p>Information</p>	<p>Board</p> <p>Board</p> <p>Director & Board</p>	<p>5</p> <p>5</p> <p>5</p>
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Abby: Yes
Nay: None
Abstain: None

Exit Interview policy and procedure adoption

Vince piloted a form to collect exit feedback from staff following 2019-2020

Motion: Approve the amended exit interview policy. (Vince)
2nd: Mike

Yea:
Vince: Yes
Hans: Yes
Michael: Yes
Abby: Yes
Nay: None
Abstain: None

Possible dashboard utility

Mr. Todd will update the board at the January meeting regarding standing data points for the board to review.

Introduce exit interview process to benefit organization

Note: This is the first case of an older employee eligible to move to medicare. Question is whether to offer an allowance for health coverage when the employee doesn't take the school plan but when covering the medicare cost would save both school and employee expense compared to current costs.

<p><u>Board Training Subject:</u> Taking minutes plus introduction to possible modules</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>Topic of : Minutes of Board Meetings</p> <p>Attendance: Vince: Yes Hans: Yes Tessa: Yes Karla: Yes Kati: Yes Michael: Yes Abby: Yes Nay: None Abstain: None</p> <p>Introduced to and used mncharterboard.com</p> <p>The platform offers training based on Board training topics aligned to state statute, and examples of resources.</p> <p>The NCS Board development plan is updated on the NCS Board webpage.</p>	<p>Ongoing training as required</p>	<p>Board & Consultant, Rod Haenke</p>	<p>30</p>
<p><u>Board Report</u></p>	<p>Board Maintenance</p>	<p>Discussion/plan</p>	<p>Board & Director</p>	
<p><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)</p>	<p>Information regarding initial H&W checklist completion and possible goals for the coming year.</p>	<p>**Note: Suggestion that a committee, possibly new, tackle a long-range plan for benefits and compensation. Examine health care benefits, salary progression etc.</p>	<p>Board Committee members</p>	<p>10</p>

<p>-Executive Director Evaluation Committee—Abby, Kati, Todd -Lease Committee—Vince, Kati, Todd</p>	<p>Lease committee meeting this week to discuss next steps in the lease and potential for additional space.</p>			
<p><u>Director's Report</u></p> <ul style="list-style-type: none"> ● Enrollment update, staffing, space update ● Cruz-Guzman lawsuit update ● Lease amendment after acquisition of new space. Negotiation of longer term and space addition. ● Response to Sept. public comment for the record ● Board Dashboard proposal ● School Quality Review 	<p>Update Board on key developments</p> <p>An addition of a special education paraprofessional.</p> <p>Information update</p> <p>Cruz-Guzman lawsuit update Mediation continues on how racial segregation across the state affect student achievement and school enrollments.</p> <p>School Quality Review Data is being gathered from staff through an InSigh survey to learn more about the community.</p> <p>.</p>	<p>Board input</p> <p>None/discussion</p>	<p>Director (Todd)</p>	<p>15</p>
<p><u>Gift & Donations & Fundraising</u> Approve Gifts & Donations</p>	<p>.Inform Approve Gifts & Donations</p> <p>Motion: Approve the acceptance of the gifts and donations (Vince) 2nd: Hans</p> <p>Yea: Vince: Yes Hans: Yes Michael: Yes Abby: Yes Nay: None Abstain: None</p>	<p>Accept</p>	<p>Board and Director</p>	<p>2</p>

Proposed Board Mtg Calendar 2019-20

January 15, 2019

April 15, 2019

June 3, 2019

Future Board Meetings

January 22, 2019

April 9, 2019

June 3, 2019

Motion: Adjurne (Vince)

2nd: Mike

Yea:

Vince: Yes

Hans: Yes

Michael: Yes

Abby: Yes

Nay: None

Abstain: None