


<p><b>NEW CITY SCHOOL BOARD MEETING MINUTES</b> April 17, 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 (Absent) Kalli Novak, Treasurer (Present) Tessa Anttila, Director (Present) Andy Lum, Director (Present) Karla Musser, Director (Present) Kati Cunningham, Director (Present) - note taker for minutes in Hans' absence</p> <p>Others: Principal &amp; Director: Todd Batholomay (Present) Cheryl Stephani - Data &amp; Intervention Lead (Present for part of meeting) Jackie Paradis - Accountant (Present for part of meeting) Mike Smith - PE Teacher (Present for part of meeting)</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><b>Approve Agenda &amp; Previous Meeting Minutes</b></p>	<p>Board membership</p>			
<p><b>Approve Proposed Agenda</b> <b>Approve Previous Meeting Minutes</b> from Jan. 16, 2019</p>	<p>Motion: Approve Agenda &amp; Previous Meeting Minutes</p> <p>Vince: Motion to approve minutes from the previous meeting Andy: Second</p>	<p>Approval</p>	<p>Board members</p>	<p>5</p>

	<p>Discussion:</p> <p>Andy: expressed appreciation for expediency of last meeting</p> <p>Kati: noted that minutes state she is an interim board member but actually she is filling out the term for a prior board member</p> <p>Aye: Vince, Kalli, Tessa, Andy, Karla, Kati</p> <p>Nay: none</p> <p>Abstention: none</p>			
<u>Public Comment</u>	<p>Community input</p> <p>No public comment.</p>			
<p><u>New City Vision Highlight</u></p> <ul style="list-style-type: none"> <li>• Talent Show and Options</li> <li>• Wolf Ridge Env. Learning—5<sup>th</sup> grade trip</li> </ul>	<p>Inform board members or vision/mission-representative</p> <p>Todd: reported that the talent show was successful &amp; community-building</p> <p>Andy: provided overview, noting this year there were evening and daytime shows to accommodate audience size</p> <p>Vince: encouraged board to attend</p> <p>Todd: reported that there was still a lot of snow but the Wolf Ridge Learning trip was an excellent example of how NCS cultivates environmental learning with the students</p> <p>Todd: noted that Options classes will be discussed at next board meeting</p>	Inform	Board members	5

<p>Budget / Financials</p> <p><b>Review Summary Financials</b></p> <p><b>Budget Updates</b></p> <p><i>Approve Revised Budget</i></p> <p><i>Approve Check Register</i></p> <p><i>Approve Journal Entries</i></p> <p><b>Update Cash Flows</b></p> <p><b>Update Bank Reconciliation</b></p> <p><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></p> <p>Jackie: walked through the updated balance sheets and gave update on budget, noting that NCS is slightly ahead from last year at this time with regard to budget, partly because the timing changed for when Grace is paid</p> <p>Discussion of 2019-2020 budget included professional development for teachers budget, Title I funding, and adopted v. revised budget. It was noted that “adopted” is what will be approved in June and “revised” includes changes approved in January.</p> <p>Vince: Motion to approve preliminary budget for 2019-2020 Karla: Second Discussion: The board discussed whether to wait until June when there will be more firm numbers and it will be known if state funding will increase/decrease. It was noted that a revised budget would be presented to the board if needed. Aye: Vince, Kalli, Tessa, Andy, Karla, Kati</p>	<p>Vet and approve the financial report.</p>	<p>Jackie Paradis, accountant &amp; Board members</p>	<p>30</p>
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	<p>Nay: none  Abstention: none</p> <p><b>Check Register</b>  Jackie: presented the check register  Andy: Motion to approve the check register  Kallie: Second  Discussion: none  Aye: Vince, Kalli, Tessa, Andy, Karla, Kati  Nay: none  Abstention: none</p> <p><b>Journal Entries</b>  Jackie: presented the journal entries  Andy: Motion to approve the journal entries  Karla: Second  Discussion: none  Aye: Vince, Kalli, Tessa, Andy, Karla, Kati  Nay: none  Abstention: none</p> <p><b>Cash Flow</b>  Jackie: reported on cash flow, noting there is enough through the end of the year</p> <p><b>Bank Reconciliations &amp; Outstanding Checks</b></p>			
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	<p>Jackie: presented update on outstanding checks and reconciliations</p> <p>Discussion ensued regarding ABC Corp, established for the purpose of buying a building. It was noted that now that NCS may be moving toward a long term lease, the corporation may no longer be needed. Jackie indicated that she will discuss with the auditors whether NCS can close the corp. and how to go about it.</p>			
<p><u>Wellness Committee Report</u> Report from Wellness Committee (Karla and Tessa and Mike Smith PE teacher)</p>	<p>Inform board members of committees' activities and progress</p> <p><b>Wellness Committee</b> (This report was moved up in the agenda). Report from the Wellness Committee: Mike Smith has been added to the committee. Purpose of the committee was discussed. The board was informed that the School Health Index is used to gauge NCS's performance re wellness; the wellness policy is on the website; committee is looking at integrating mindfulness training and inclusion into the policy. The board and committee discussed approaches to structured cooperative game play including gender inclusion. The committee now includes Mike, Tessa, Karla, Miss Anna (who runs food</p>	None	Mike Smith (PE), Karla Musser, Tessa Anttila	10

	<p>service), and Todd as advisor. Vince, chair of the policy committee, noted that NCS has a wellness policy but it is being reworked, and the Wellness and Policy Committees can work together on it.</p>			
<p><u>Board Training Subject:</u> Performance Framework - development of framework for NCS's new 3-year authorizer contract. Framework shared by NEO/Wendy Swanson-Choi</p>	<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>(This training was moved up in the agenda.) It was noted that NCS has been working to update the framework for the new 3-year authorizer contract. Wendy, from NEO, walked through the new framework, noting, generally: points that schools typically update or customize (e.g., purpose of the school); new framework points (e.g., 1.4.17 to address any outstanding obligations from the previous contract); items that need to be current or customized (e.g., special instruction and services for children with disabilities). Other items were discussed including definitions of terms used in the framework, using state v. national standards for certain points, and the like. Todd noted the</p>	<p>Review and advise toward June approval (for new contract beginning July 1, 2019)</p>	<p>Wendy Swanson-Choi (NEO); Todd (Director); Cheryl Stephani (Data/Assessment Lead); Board</p>	<p>30</p>

	new framework will be presented for board approval at the next meeting.			
<p><b>Board Action:</b></p> <p>⇒ Approve Preliminary Budget for Upcoming School Year</p> <p>⇒ Approve School days and hours &amp; authorize Executive Director to Determine snow days</p> <p>⇒ Approve School Calendar for upcoming School Year</p> <p>⇒ Approve Renewal of Teacher &amp; Staff Contracts</p> <p>⇒ Approve Special Education Procurement Procedure</p> <p>⇒ Approve Renewal of Liability Insurance with Assured Insurance (July 1 term start)</p> <p>⇒ Approve Renewal of Employee Benefits— MN Health Insurance Network, Inc.</p> <p>⇒ Approve Vendor or Service Contracts Indigo Ed—Sp.Ed. Director, Business &amp; Compliance, Consultant, DHH Capernaum (OT) By Word of Mouth (Speech) Pediatric Psych Services</p>	<p>School governance and oversight Board governance See Budget / Financials above</p> <p><u>Snowday Allowance:</u> The board discussed the Governors’ Snowday allowance; agenda item to approve revised 2018-19 calendar in accordance. Andy: Motion to grant authority to the director to submit to the state the number of instructional hours consistent with current MN law Vince: Second Discussion: none Aye: Vince, Kalli, Tessa, Andy, Karla, Kati Nay: none Abstention: none</p> <p><u>School Calendar for ‘19-20:</u> The board reviewed draft 2019-20 calendar.</p> <p><u>Teacher &amp; Staff Contracts:</u> The board discussed approval/renewal of teacher &amp; staff contracts. It was noted that conflicts of interest policy exempts teachers from voting on contracts. Todd noted that contracts will be presented for approval at the next board meeting. The board</p>	<p>Board approval</p> <p>Approve</p> <p>Approve proposed renewal</p> <p>Approve</p> <p>Approve renewal</p> <p>Approve renewal</p> <p>Approve renewal</p>	<p>Board, Director, Accountant</p> <p>Board</p> <p>Board</p> <p>Board</p> <p>Board</p> <p>Board,</p> <p>Board,</p> <p>Board,</p>	<p>15</p> <p>5</p> <p>5</p> <p>5</p> <p>2</p> <p>2</p> <p>5</p>

<p>SMS—Finance/accounting  Culinary Wellness (Food)  Assured Insurance  Nexus (mental health services grant)  Navigate Care Consulting (nurse)  nVision Services Inc. (Vision services)  WD Techonline (Tech/computer service)</p> <p>⇒ Building Lease Renewal</p> <p>⇒ Executive Director Evaluation</p>	<p>discussed increasing diversity in hiring. Kati offered to connect with the cultural committee and to coordinate with Todd on outreach.</p> <p><u>Vendor Contracts:</u>  Vince: Motion to authorize director to renew contracts for NCCS for next year for Assured Insurance, Minnesota Health Insurance Network, Indigo Ed, Capernaum (OT), By Word of Mouth, Pediatric Psych Services, SMS, Culinary Wellness.  Andy: Second  Discussion: none  Aye: Vince, Kalli, Tessa, Andy, Karla, Kati  Nay: none  Abstention: none</p> <p>Andy: Motion to approve contracts for Nexus, Navigate Care Consulting, InVision Services Inc., WD Techonline.  Kalli: Second  Discussion: none  Aye: Vince, Kalli, Tessa, Andy, Karla, Kati  Nay: none  Abstention: none</p> <p><u>Special Ed Procurement Procedure:</u>  The board discussed the new procurement procedure. Todd noted he will have it posted on the website.</p>	<p>Approve</p> <p>Prepare/input</p>	<p>Board</p> <p>Board</p>	<p>2</p> <p>10</p>
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	<p>It was noted that next year NCS will have its Special Ed audit and the relationship with Indigo has brought expertise to help prepare for it.  Kalli: Motion to approve the procurement procedure policy.  Andy: Second  Discussion: none  Aye: Vince, Kalli, Tessa, Andy, Karla, Kati  Nay: none  Abstention: none</p> <p><u>Building Lease Renewal:</u>  The Board discussed the building lease. it was determined that a Lease Committee will be established. Kati agreed to take the lead on it and work with Todd on it.</p> <p><u>Executive Director Evaluation:</u>  Todd presented to the board for the Executive Director Evaluation. Discussion ensued regarding how the director is evaluated and how to provide formalization and rubrics to the process, including the need for practical steps to funnel feedback from stakeholders. It was determined that a committee will be established to formalize the director evaluation and funnel communications from NCS stakeholders (staff, teachers, school community).</p>			
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<p><u>Board Report</u> New Staff Board Member needed after June 2019</p>	<p>Board Maintenance</p> <p>Discussion was held regarding the planned departure of Andy from NCS. It was noted that a new staff board member will be needed after June 2019.</p>	<p>Discussion/plan</p>	<p>Board &amp; Director</p>	<p>3</p>
<p><u>Board Committees Report</u> Report from Wellness Committee (Karla and Tessa and Mike Smith PE teacher) Policy Committee – Report (Hans &amp; Vince) Finance Committee – Report (Jackie &amp; Todd)</p>	<p>Information</p> <p><u>Wellness Committee</u>: see Wellness Committee Report, above <u>Policy Committee</u>: Kati volunteered to be added to this committee, which currently consists of Hans and Vince, to help with drafting/editing and pulling policy templates from MACS. <u>Finance Committee</u>: see Budget / Financials, above <u>Communications &amp; Director Evaluation &amp; Feedback (exit interviews) Committee</u>: see Board Action / Executive Director Evaluation above. The board discussed the need for a committee to channel feedback from the NCS community, establish a rubric for the director evaluation, and help establish a process for collecting feedback from outgoing staff and teachers. Todd &amp; Kalli will follow up with others to help form this committee. <u>Lease Committee</u>: see Board Action / Building Lease Renewal above. The board discussed the need for a</p>	<p>None</p>	<p>Mike Smith (PE), Karla Musser, Tessa Anttila</p>	<p>10</p>

	committee to focus on reviewing the lease and recruiting outside expertise to help as needed. Kati and Todd will follow up.			
<u>Director's Report</u> <ul style="list-style-type: none"> <li>● Enrollment update, staffing update</li> <li>● Anticipating 2019-20—staffing, space, program</li> <li>● Update on development of Performance Framework for contract new contract to be approved at June 2019 meeting</li> <li>● MCA plan</li> <li>● EL K-5 ELA Curriculum implementation</li> <li>● Busing update</li> <li>● School hours conversation</li> <li>● Director self-evaluation</li> </ul>	<p>Update board on key developments</p> <p>Todd reported on key items including enrollment and staffing, building space, MCA assessments (process was fairly smooth), ELA curriculum implementation, and bussing issues. Issues with bussing include buses showing up late or not showing up. Todd reported on efforts to address the matter including meeting twice with the bus supervisor from MPS and looking into providing bussing through NCS (cost would be approx. \$200k). The board discussed banding together with other charter schools to address the matter.</p>	Board input	Director (Todd) Board	15
<u>Gift &amp; Donations &amp; Fundraising</u> <b>Approve Gifts &amp; Donations</b>	<p>The board was provided with the list of donations.</p> <p>Vince: Motion to accept donations          Andy: Second          Discussion: none          Aye: Vince, Kalli, Tessa, Andy, Karla, Kati</p>	Accept	Board and Director	2

	<p>Nay: none  Abstention: none</p> <p>The Board discussed the MACS MN Charter Schools Compensation Survey Report.</p>			
<p><u>Board Mtg Calendar for School Year</u>  <b>June 5, 2019</b>  <u>Proposed Board Mtg Calendar 2019-20</u>  <b>September 11, 2019</b>  <b>November 13, 2019</b>  <b>January 15, 2019</b>  <b>April 15, 2019</b>  <b>June, 2019</b></p>	<p>Andy: Motion to approve board meeting dates: Sept. 11, Nov. 13, Jan. 8, April 8, and June 3.  Vince: Second  Discussion: it was noted that the board meeting dates sometimes are back to back with teacher activities which may make teacher board member participation difficult. The board checked the calendars.  Aye: Vince, Kalli, Tessa, Andy, Karla, Kati  Nay: none  Abstention: none</p>			