


MINUTES 9.11.19

<p>NEW CITY SCHOOL BOARD MEETING September 11, 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>ATTENDANCE</p>	<p>Board Members: Vince Esades, Board Chair Hans Ott, Secretary (Present for part of the meeting) Tessa Anttila, Director (Absent) Karla Musser, Director Kati Cunningham, Director - note taker for these minutes Abby Mandell - Teacher Mike Higen - Teacher Principal & Director: Todd Batholomay (ex officio)</p> <p>Others: Jim Iken - auditor/guest Sarah Hernandez - parent/guest (present for part of the meeting) Ron Cunningham - parent/guest (present for part of the meeting) Sarah Pipenberg - parent/guest (present for part of the meeting) Ellen Morrison - parent/guest (present for part of the meeting) Andi Herder - parent/guest (present for part of the meeting) Katie Miller - parent/guest (present for part of the meeting) Kristie Pres[?] - parent/guest (present for part of the meeting) Josh Baumgartner - teacher/guest (present for part of the meeting)</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>MOTIONS</p>
<p><u>Approve Agenda & Previous Meeting Minutes</u> Approve Proposed Agenda</p>	<p>Motion: Approve Agenda & Previous Meeting Minutes</p> <p>Karla: Motion to approve agenda</p>	<p>Approval</p>	<p>Board members</p>	<p>Yes (2)</p>

	<p>Mike: Second Ayes: unanimous Nays: none Abstentions: none</p> <p>Mike: Motion to approve prior minutes Karla: Second Ayes: unanimous Nays: none Abstentions: none</p>			
<u>Public Comment</u>	Community input from some of the parents present. Sarah Hernandez read out loud a letter prepared for the Board. General discussion regarding school culture, teacher turnover, arts curriculum, communications with school and families. Mr Todd offered time to meet with families and tour the school. The Chair thanked the families for their public comments.	Receive public comment	Guests	No
<u>New Board Member</u>	<p>Vince: motion for Abby Mandell to join the board Mike: second Ayes: unanimous Nays: none Abstentions: none</p>	Add new board member	Abby Mandell	Yes (1)
<u>Financial Audit Report</u>	The auditor presented to the Board preliminary results of audit, noted that he comes once a year to give results, noted he collects information from Jackie Paradis, and noted reports are due 12/31. Discussion	Receive results of financial audit report	Jim Igen	Yes (1)

	<p>ensued including around BMO's failure to renew collateral, which expired in December. It was noted that the school is in good standing by the time report issues but Todd noted he will talk to BMO to understand why it was not timely renewed by BMO. The auditor noted that he had reached out to BMO and waited more than a month for a response. The auditor recommended the school has a policy regarding how much fund balance it wants to keep. The auditor further noted that the building company has a deficit. Discussion ensued including that it represents a loan from NCS to the building company and the need to figure out how to eliminate the deficit. The auditor noted the Board should devise a plan to take care of the deficit, and goal should be to be at or above 20% for fund balance. The Chair acknowledged the auditor and Jackie for their work.</p> <p>Hans: motion to accept the presentation Vince: second Ayes: unanimous Nays: none Abstentions: none</p>			
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<p><u>Budget / Financials</u> Review Summary Financials Budget Updates Cash Flow Bank Reconciliation Outstanding Payments Approve Check Register Approve Journal Entries</p>	<p>Provide timely financial information to board members for oversight of financial matters.</p> <p>The Board reviewed the financials including check register, journal entries, cash flow, bank reconciliation, and outstanding payments. Discussion ensued. It was noted that the Board should have a way to ask about reimbursements and that it will ask Jackie to bring them to discuss.</p> <p>Vince: Motion to approve check registers Hans: Second Ayes: unanimous Nays: none Abstentions: none</p> <p>Hans: Motion to approve journal entries Vince: Second Ayes: unanimous Nays: none Abstentions: none</p>	<p>Vet and approve the financial report</p>	<p>Jackie Paradis, accountant, (not present at the meeting) & Board members</p>	<p>Yes (2)</p>
<p><u>Preliminary MCA Results</u> Report regarding Reading, Math, Science MCA results from Todd</p>	<p>Inform board members of preliminary student test results</p> <p>Todd discussed the preliminary MCS results and the Board looked at the</p>	<p>Receive report regarding test results</p>	<p>Todd Bartholomay</p>	<p>No</p>

	state website that has data including disaggregation of data by district.			
<u>NEO Performance Framework & Discussion of the Achievement Gap</u>	<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>The Board discussed the performance framework for NEO.</p> <p><u>Accuracy Review:</u> Kati reported that an accuracy review of the NEO contract was performed pursuant to the Board’s discussion at the last meeting, that the results were reported back to Mr. Todd, and that no significant anomalies identified.</p> <p><u>Achievement Gap:</u> The Board discussed plans to address achievement gap based on achievement data analysis including unlooping grades 1 & 2 resulting in smaller class sizes, more experienced teachers teaching math, adding team resource teachers: Miss Kristine serving K & grade 1, Miss Mary for grades 2 & 3, Miss Cheryl for grades 4 & 5, Mr. Nick for middle school. It was noted that these teachers are focusing on a grade level band so</p>	Review & discuss	Todd Bartholomay	No

	<p>they'll get extra support with respect to intervention. The Board also discussed efforts to close the achievement gap with respect to the EL curriculum including skills block and foundational literacy.</p> <p>The Board noted that the school should confirm that race information is being collected consistently and being kept up to date. The Board made an effort to determine whether such information is being collected with no final conclusion. It was determined that the Board will revisit the issue.</p>			
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<p><u>Bylaws & Board Documents</u></p>	<p>Board governance</p> <p><u>Bylaws</u>: Discussion was held regarding the bylaws and whether the bylaws on the website are up to date. Kati agreed to review them briefly to determine whether they are the same as ones she received in a binder when she joined the Board earlier in the year, with the determination that should the by laws on the website be out of date, they shall be updated, and if the ones in the binder are out of date, all binders will be updated before being provided to any additional board members. The Chair agreed to review the board development plan, an internal document that was posted on the website.</p> <p><u>Maintaining Board Documents</u>: The Board discussed how to maintain documents for Board members to access. Mr. Todd committed to setting up access to a shared drive, which would not be publicly posted to protect confidentiality which may be required as a matter of law (e.g., personnel matters).</p>	<p>Board approval</p>	<p>Board members</p>	<p>No</p>
<p><u>Director Evaluation / Goal Setting</u></p>	<p>Execute responsibility of board to conduct director evaluation</p>	<p>Discussion/plan</p>	<p>Board & Director</p>	<p>No</p>

	<p>The Board discussed collection of feedback in the prior school year for the purpose of evaluating the director, and noted the need to plan further in advance to maximize feedback available to evaluate the director. The group discussed the need to open channels to collect and implement feedback, and considered collecting feedback from teachers and community, including conducting exit interviews for departing teachers. The group noted the need to collect information anonymously to the extent reasonable. The Board noted the need to establish a formal policy regarding collection of feedback and exit interviews.</p> <p>The Chair agreed to reach out to former teachers to collect feedback.</p> <p>Todd agreed to begin copying Board members on communications.</p> <p>The Executive Director evaluation committee, which consists of Abby, Kati, and Todd, agreed to make a plan for establishing goals for the director and collecting feedback from teachers and the community.</p>			
<u>Board Committees & Training</u>	Information	Discussion / Plan	Board	No

	<p><u>Training:</u> Todd noted that Rod Hanke is a free resource from NEO, and that Todd will circulate topics the Board can choose from for training/information.</p> <p>General discussion was held regarding the committees including Policy, Wellness, and Culture.</p>			
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