


<p>NEW CITY SCHOOL BOARD MEETING January 13, 2021</p>  <p><i>Call to Order/Reading Mission-Vision</i></p>	<p><i>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.</i></p> <p><i>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.</i></p>				
<p>ATTENDANCE</p>	<p><u>Board Members:</u> Kati Cunningham, Board Chair & Parent Representative-present Erin Green, Secretary & Parent Representative-present Vince Esades, Director & Community Representative-present Amanda Halbersma, Director & Parent Representative-present Michael Hickel – Teacher Representative -present Abby Mandell - Teacher Representative -present</p> <p><u>Others:</u> Principal & Director:Todd Batholomay--Ex-officio-present Jackie Paradis - Accountant & Finance Manager-present</p>				
<p>CALL TO ORDER</p>	<p>5:00pm</p>		<p>5:09pm</p>	<p>2</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 Nov. 11, 2020</p>		<p>Approval-1.13 agenda Vince- moved, yes Michael-2nd yes Kati-yes Erin-2nd, yes Abby-yes Amanda-yes</p>	<p>Board members</p>	<p>5</p>	
<p><u>Public Comment</u></p>	<p>Community input:</p>				
<p><u>Budget / Financials</u> Review Summary Financials Budget Updates Approve Revised Budget Approve Check Register Approve Journal Entries Update Cash Flows Update Bank Reconciliation Update Uncashed Checks **Possible school support?</p>		<p>Vet and approve the financial report.</p> <p>Request for public comment Tu-no comment, thanks for inviting me</p> <p>Motion to approve budget Vince- moved, yes Michael-2nd, yes Kati-yes</p>	<p>Jackie Paradis, accountant & Board members</p>	<p>20</p>	

		<p>Erin-yes Abby-yes Amanda-yes</p> <p>Jackie-need approval on the revised budget to adjust enrollment to 292 (mid dec), removed one teacher position role, and kept a PhysEd teacher for potential return to in person and adds about 36k. Free lunch program will also continue through the school year, add'l 4k to fund balance, 22%</p> <p>Vince: Is 292 actual? Was in mid dec, now at 292</p> <p>Jackie: As of Dec, we have received 47% of our revised budget, trending ahead of plan due to coronavirus relief received in Dec 2020. Spending at 42% of total</p> <p>Enrollment review-with adjustments we're trending ahead of variance on enrollment to budget.</p> <p>Review check register</p> <p>Move to approve Check register Vince- moved, yes Michael, yes Kati-yes Erin-yes Abby-yes</p>	
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<p><u>New City Vision Highlight</u></p> <ul style="list-style-type: none"> ● Building addition review 	<p>Apprise board members of building addition developments</p>	<p>Review of building development plan. Next step is to send project out for bid. We're working with Grace Church through the details.</p> <p>Highlights: new Gym on south side of building, 2 stories tall. Main entrance moved with new commons area and additional stairwell. Updated administration center with conference room. New flex space and admin office for Grace. Grace will have separate entrance on the west side of the building without having to go through the school, and the offices are adjacent. New 7th and 8th grade class space on the 2nd floor where the gym is today.</p>	<p>Board members</p>	<p>10</p>

		<p>How do we anticipate the change in our lease cost to impact budget? 3.5 M revenue, financed over a 10 year lease. Budget impact pending financing work with lease.</p> <p>We're close to our cap for lease aid at 290, so we'll have to see our enrollment go up to cover it or look at general funds. Initial analysis of enrollment around 350-360 allows us to easily support the increased lease cost.</p> <p>Timeline on next steps: once financing is clarified we'll confirm lease details, targeting May. Building timeline is planned for this summer/fall, but will know more once the contractor is identified.</p> <p>When do lease rates start to go up? Who owns burden of the cost if the construction takes longer than expected?</p> <p>Board role and next steps? Involved in reviewing plans in coming months, there's a tentative lease committee in place as well. Hopefully we'll be able to see a draft in April.</p> <p>Any changes to current office space? Not re-arranging but thinking about how we can reallocate it to allow for more</p>		
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		working space and reconfigure the main reception area.		
<p><u>Board Action:</u></p> <ul style="list-style-type: none"> ● Approve Annual Report ● Learn about and affirm director’s conclusion regarding possible transition to in-person. ● Discuss enrollment, building/lease, revenue, and promotions toward 2021-22 enrollment restoration.. ● Standing Agenda items: <ul style="list-style-type: none"> ○ Conduct Official Annual Meeting (Non-Profit Corporation) for Board Elections (Elected for 2-year term) – Last election was in 2020, next Board Election set for Jan. 2022. ○ 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 ○ Approve Banking Partners (US Bank - One account for flow-through / Western Bank - 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 ○ Vision and programming examination/adjustment. Longer term planning and goal setting. 	<p>Annual health insurance choice</p> <p>Review/approve WBWF planning</p> <p>Ensure mandated reporting training</p> <p>Ensure Director evaluation plan is in place</p>	<p>Approve decision to stay with Health Partners Insurance and Delta Dental</p> <p>Check off on Director’s report of training. Affirm plan for Director Eval.</p> <p>Annual report review Board needs to approve the annual report. There’s probably some room for improvement with how it’s structured. Should we identify a separate area for specific innovations the school is completing at the beginning?</p> <p>Timing between Worlds Best Workforce Plan, Summary, and Annual Report.</p> <p>Add paragraph to the letter to stakeholders or the academic performance section to highlight that year-end results are not indicative of actual student achievements due to new assessment programs and shift to new online/remote learnings. Also note that year end results assess against next grade up. Possibly remove year end result charts?</p> <p>Adjustments to board member information and training logs.</p> <p>Motion to approve with adjustments noted above</p> <p>Vince- 2nd , yes Michael- yes Kati-yes Erin-motion, yes Abby-yes</p>		20

		<p>Amanda-yes</p> <p>Review letter on returning to in-school model. Add note to contact your legislator on vaccine program status.</p> <p>Approvals per standard agenda -Approve Banking Partners -Approve Finance Manager authority -Approve Specific signatories for checks</p> <p>Move to approve as financial items above stated in the agenda Vince- motion , yes Michael- yes Kati-2nd yes Erin- yes Abby-yes Amanda-yes</p> <p>-Approve users for NCS credit/debit -Approve contract with MN assoc of Charter schools Vince- motion, yes Michael- yes Kati-2nd yes Erin- yes Abby-yes Amanda-yes</p> <p>Conduct Vote for Board Officers 2021</p> <p>Vince motions for the following Board Chair-Kati Cunningham Treasurer-Abby Mandell Secretary-Erin Green</p>		
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		Vince- motion, yes Michael- yes Kati-2nd yes Erin-, yes Abby-yes Amanda-yes		
<u>Board Training Subject:</u> “Required Reports: The Annual Report”	Development of board skills and knowledge for: <ul style="list-style-type: none"> ● Governance; ● Financial and budget oversight, accountability, and quality systems. ● Oversight of essential compliance 	Ongoing training as required. Orientation to goals and compliance. Completed training video	Board, Director	20
<u>Board Report</u>	Board Maintenance	Discussion/plan	Board & Director	
<u>Board Committees Report</u> -Wellness Committee (??) -Policy Committee – Report (Vince, Andrew) -Finance Committee – Report (Jackie & Todd) -Executive Director Evaluation Committee—(Abby, Kati, Todd) -Lease Committee—Vince, Kati, Mike, Todd Advisory Committees: -Equitable Teacher Pay & Recruitment Committee -Transition Advisory Committee (Mike, Kati, Todd plus staff and parent reps. See Director’s report)		-wellness committee-have lost committee members and need to review members. Required committee- Ms Ana-food-service Michael-school/teacher rep & also on Transition Committee (interim committee chair) Health Professional/nurse-Todd to identify Andrew-Administration PhysEd Teacher-TBD pending staffing, will be director per policy Motion to reform wellness committee with updated members Vince- 2nd, yes Michael- yes Kati-motion yes Erin- yes	Board Committee members Abby Todd	10

		<p>Abby-yes Amanda-yes</p> <p>Policy Committee -All policies now up to date on the website, no other updates</p> <p>Finance Committee -no additional updates</p> <p>Ex, Dir evaluation -Survey revised based on edits and suggestions from last board meeting. Very few changes which helps for consistency. Distribution: Todd will send to family, Staff will go out from Abby. Allows us to maintain 2 cohorts of results. Kati will remind families via Facebook. Todd to remind by email, with ongoing report on participation levels. Response period is 2 months. Goal is 75% response rate over 25% from last year. Results returned by April 1, results to board by April 14.</p> <p>Lease Committee- Review above discussion on building updates</p> <p>ETPRC- Still pending our case statement from Andrew to progress on our next step. Todd to reach out to follow up. Pending that, we can begin looking at next steps to pursue grants/resources to hire a</p>	
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		<p>campaign consultant to begin developing our fundraising strategy.</p> <p>Transition-Updates on return to school recommendation reviewed above.</p>		
<p><u>Director's Report</u></p> <ul style="list-style-type: none"> ● Transition possibility and decision update ● Building /Space Project update (see board training) ● Review: ● Food distribution and mandated child care update ● Achievement Network partnership work (ala strategic plan) 		<p>Open discussion of ongoing onsite support, Achievement network support, the updated website and enrollment progress.</p> <p>Open discussion of progress on staffing and increasing POC representation in our staff.</p>	Director	10
<p><u>Gift & Donations & Fundraising</u></p> <p>Approve Gifts & Donations</p>		<p>Move to approve gifts and donations</p> <p>Vince- motion, yes Michael- yes Kati-second yes Erin- yes Abby-yes Amanda-yes</p>	Board and Director	2
<p><u>Board Mtg Calendar 2020-21</u></p> <ul style="list-style-type: none"> ● September 16 ● November 11 ● *January 13 ● April 14 ● June 2 <p>* Propose January meeting be virtual</p>		<p>Move to adjourn</p> <p>Vince- yes Michael- yes Kati-second yes Erin- yes Abby-yes</p>		

		Amanda-motion,yes Meeting adjourned at 7:45 p.m.		
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