


<p>NEW CITY SCHOOL BOARD MEETING September 16, 2020</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.</p> <p><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: Kati Cunningham, Board Chair (Present) Tessa Anttila, Treasurer (Present) Karla Musser, Director (Absent) Vince Esades, Director (Present) Michael Hickel – Teacher Representative (Present) Abby Mandell - Teacher Representative (Present)</p> <p>Others Principal & Director: Todd Batholomay (Present) Jackie Paradis - Accountant (Present for part of meeting) Erin Green (New Member) Caitlin Troyer (Teacher) Andrew Granas (Dean of Students) Tu Nguyen (NEO authorizer) Amanda Halbersma (Perspective Board Member) Malia Nzara (Special Education Lead) Kelly Dietrich (Indigo SpPED Director) Jim Eichten (School Auditor)</p>			
<p>CALL TO ORDER</p>	<p style="text-align: right;">1</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 6.3.20 and 8.10.20</p>		<p>Approval Motion: Approve previous meeting agenda from June 3.(Vince) 2nd: Mike Vince: Yes Tessa: Yes Kati: Yes Michael: Yes Abby: Yes Motion Passed</p>	<p>Board members</p>	<p>5</p>

		<p>Kati: Yes Michael: Yes Abby: Yes Erin: Yes Motion Passed</p> <p>Motion: To approve Check from May 30 to September 13 (Kati) Second: Vince Vince: Yes Tessa: Yes Kati: Yes Michael: Yes Abby: Yes Erin: Yes Motion Passed</p> <p>Motion: To approve the journal Entries (Vince) Second: Vince: Yes Tessa: Yes Kati: Yes Michael: Yes Abby: Yes Erin: Yes Motion Passed</p> <p>Cash Flow update</p> <ul style="list-style-type: none"> - Explanation of the expectation for the state to adjust totals - We have a line of credit available at Western <p>Bank Reconciliations</p> <ul style="list-style-type: none"> - The transition from BMOHarris to MMKR <p><i>Kati asks about how quickly we could access the line of credit.</i></p> <ul style="list-style-type: none"> - <i>Jackie outlines that we could get access fairly quickly.</i> <p><i>Kati asks about interest rates</i></p>	<p>Jim Eichten--MMKR Accounting</p>	
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		<ul style="list-style-type: none">- Jackie explains the details of current interest rates. <p>Jackie transitions to talking about Covid relief funds</p> <ul style="list-style-type: none">- We have received from a variety of different funds following different requirements for how it is spent and a time frame for spending.<ul style="list-style-type: none">- Explanation of each fund with a google sheet presented by Todd. <p><i>Tessa asks about how the use of the specifically identified mental health grant</i></p> <ul style="list-style-type: none">- Todd explains that we doubled out social services <p><i>Kati asked about future spending</i></p> <ul style="list-style-type: none">- Todd outlines future spending in areas of furniture and technological spending. <p>Kati clarifies about renewing line of credit.</p> <ul style="list-style-type: none">- Jackie explains that with the switch to a new bank we won't renew at the same time as previous years. <p>Jim Eichten - School auditor</p> <ul style="list-style-type: none">- Explanation of audit, findings and opinions. <p>No findings on the financial part of the audit.</p> <p>Explanations of opinions.</p> <p>Finding</p> <ul style="list-style-type: none">- Statute requires that a charter school as collateral for any deposit over \$250,000. Bank didn't follow their contractual obligation.<ul style="list-style-type: none">- This finding caused us to change banks.<ul style="list-style-type: none">- Jackie explains the timeline of the transition. <p>In response to the finding we have to create a corrective action plan.</p> <ul style="list-style-type: none">- In conversation with the bank it was a mistake on them that has since been fixed.	
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Kati - How do we know that we are properly collateralized?

- *Jackie - They provide us with a report and will continue to provide a report.*

Jim explains his required communications.

- Impact of Covid 19
 - This audit was done in the midst of the pandemic.
- Implemented a new accounting standard
 - Made coding changes.

Second part of the audit - Financial results

- Student trends
 - Prior to this year students were on a positive trend
- Financial trends
 - Positive trend of fund balance.
 - Expectation to have a fund balance of 20-25%
 - New City ended on a 24.6%
 - Review of revenue and expenditure trends .

Jim outlines overall good audit.

Turned it over for questions.

Kati - asks about the impact it has on the financial excellence award

- *Todd explains that there isn't much to besides obtaining the award.*
 - *Jim suggests lobbying with the organization to reconsider.*

Jim and Jackie leave the meeting.

<p><u>New City Vision Highlight</u></p> <ul style="list-style-type: none"> Equity work framework (Zaretta Hammond) and staff book studies (<i>Me and White Supremacy + Onward</i>) 	<p>Inform board members of vision/mission-representative events and developments</p>	<p>New City Vision Highlights (Presented by Andrew)</p> <ul style="list-style-type: none"> - Equity work framework <ul style="list-style-type: none"> o Focus on racial equity <ul style="list-style-type: none"> § 3 areas that schools engage in <ul style="list-style-type: none"> · Multicultural education, social justice education, culturally responsive education. <ul style="list-style-type: none"> o Explanation of the difference of each area o Explanation of what New City is doing. o This framework helps § Explanation of the two books staff are reading <ul style="list-style-type: none"> · Me and White Supremacy <ul style="list-style-type: none"> o Serve as a common point of reference. o Worked through in monthly meetings <ul style="list-style-type: none"> § In small groups 	<p>Andrew /Todd</p>	<p>10</p>

		<p>Onward</p> <ul style="list-style-type: none">o Broader topic about building resilience as educators.o It works with our equity framework as a preparation for the challenging conversations that will take place. <p>Comments and questions</p> <p><i>Kati – Questions whether it is opt in</i></p> <ul style="list-style-type: none">- <i>Reached out to community of color to have the choice to participate (majority involved)</i><ul style="list-style-type: none">o <i>Book is more geared towards people who experience white privilege</i>- <i>Onward – Classroom teacher</i><ul style="list-style-type: none">o <i>More about healthy educators.</i> <p><i>Amanda – questions asked about schools attempt to increase # of teachers of color.</i></p> <ul style="list-style-type: none">- <i>Todd details schools’ actions towards outreach to potential new hire teachers of color.</i> <p><i>Tessa – Mentions how we face these challenges because of our inability to pay teachers at a rate similar to other schools in the area.</i></p> <p><i>Andrew explains dream of creating an endowment that would match the salary of staff to resident district.</i></p> <ul style="list-style-type: none">- <i>Tessa – How do you start an endowment?</i><ul style="list-style-type: none">o <i>Todd – Deep pocketed donation</i>		
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Kati – Explains the details around black@ on Instagram that highlights experiences of black students and families as minorities in school.

**DEI board advisory committee on talent
Call for volunteers for an Diversity Equity and Inclusion
-recruitment advisory committee to the board to**

- Vince – looking into the legal aspects of creating an endowment.
- Amanda – Teacher pay endowment
- Tessa – Teacher pay endowment
- Kati – analysis of recruiting and hiring process
- Erin – Join with Kati about hiring and recruitment processes.

Todd – put some dates on the board to meet before the next board meeting

Andrew – Outlining the importance of joining in the public processes in the process of hiring people of color.

Motion to form a DEI board advisory committee on talent. (Kati)

Second: Tessa

Vince: Yes

Tessa: Yes

Kati: Yes

Michael: Yes

Abby: Yes

Erin: Yes

Motion Passed

**Led by Amanda with the help of Andrew Todd and Kati
Members involve**

- Vince, Erin, Tessa
 - o amandapie@gmail.com

<p>Board Action:</p> <ul style="list-style-type: none"> ● Authorize Financial Manager and Executive Director to make electronic fund transfers (EFT's) ● Reauthorize Exec. Director as Identified Official with Authority for MDE compliance and authorizations. ● Approve Teacher & All Staff Contracts (Signed by Board Chair) ● Approve Bank Fee to Renew Line of Credit (BMO Harris) ● Year goals based on analysis of needs. (See Director's Report) ● Academic assessment data analysis (MCS, F&P, iReady, Aspire) ● WBWF Goals; Literacy Plan ● Adopt/approve new policies (Title IX--Sexual Harassment, Bullying, Tech Misuse, Protection and Privacy of Student Records) ● Review Teacher Exit Interviews ● Review NCS Contingency planning 		<p>Board Action</p> <p>Motion: To authorize Todd Bartholomay (Todd.Bartholomay@newcitycharterschool.org as the identified official with authority (IOwA) for New City Charter School (4089-07). (Kati)</p> <p>Second: Vince Vince: Yes Tessa: Yes Kati: Yes Michael: Yes Abby: Yes Erin: Yes Motion Passed</p> <p><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 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></p> <p>Motion: Approve teacher and all staff contracts(Kati)</p> <p>Second: Tessa</p>		<p>30</p>
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		<p>Vince: Yes Tessa: Yes Kati: Yes Michael: Yes Abby: Yes Erin: Yes Motion Passed</p> <p>Policy adoptions</p> <p>Vince outlines the work he's done in re-crafting and crafting policies to follow new laws. He also outlined his work with the Protection and privacy policy to reflect distance learning.</p> <p>Questions were asked around how to present information around privacy during distance learning to families.</p> <p>Vince reads the Protection and Privacy of Pupil Records Policy</p> <p>Motion: approve the title IX – Sexual harassment, bullying, tech misuse, and protection and privacy of student records policies. (Kati)</p> <p>Second: Vince Vince: Yes Tessa: Yes Kati: Yes Michael: Yes Abby: Yes Erin: Yes Motion Passed</p>		
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<p><u>Board Training Subject:</u> Child Study Process Revisions & Special Education qualification process https://docs.google.com/presentation/d/1riBGvpXeLdGsz0yAa2yvKcFG_o7N3DJ1xZPMZCfPVyl/edit#slide=id.g7330ef8151_2_331</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>Ongoing training as required</p> <p>Special Ed Child Find and Evaluation Presentation.</p> <ul style="list-style-type: none"> - Malia, Andrew and Kelly - Andrew presenting slides. - Kelly introduced herself and her role at the school. - Child Find (also Child Study) <ul style="list-style-type: none"> - Explanation of what it is and what New City is doing to adjust its process. - Andrew explaining our adjustments based on the findings from our state review. <ul style="list-style-type: none"> - Pre-Referral Process explained <ul style="list-style-type: none"> - Interventions - Child-study during distance learning explained. - Malia explains the process for Special Education Evaluation <p>Malia and Kelly left the meeting</p> <p>Vince questions whether we should review our school’s policy for Special Education procurement</p> <ul style="list-style-type: none"> - Vince will review previous work with Policy adjustments and report back at the next board meeting. 	<p>Malia Nzara (Special Ed. Coordinator), Kelly Dietrich (Spec. Ed. Director from Indigo), Andrew Granias (Dean of Students)</p>	<p>30</p>
<p><u>Board Committees Report</u> -Wellness Committee (Karla and Tessa) -Policy Committee – Kati & Vince) -Finance Committee –(Jackie & Todd) --Executive Director Evaluation Committee—Abby, Kati, Todd --Lease Committee—Vince, Kati, Todd, Andrew --Transition Advisory Committee -- <u>Managing:</u> Kati, Todd, Andrew, Mike <u>Staff</u> - Kirsten Holmquist (K-2) - Kallie Nelson (3-5)</p>		<p>Board Committee Reports Policy – Main details outlined Finance – Outlined from Jackie Wellness – Tessa expressed that she is the only one left and that Mike the former PE teacher was the major contact at school.</p> <ul style="list-style-type: none"> - Wellness policy has been created - Review of survey’s has been completed - Minimal progress since COVID started - Action Step: Connect with Mr. Smith to receive document. 	<p>Board Committee members</p>	<p>10</p>

<p>- Caitlin Troyer (6-8) - Lisa Holm (Sp. Ed.)</p> <p><u>Parents</u> -Robyn Tabibi (K-2); mother of Samir (1) and Sophia (3) -Jason Cintorino (3-5); father of Dominic (4) -Brook Holmberg (6-8); mother of Malachi (6) and Theo (8)</p> <p>**Note: Suggest 1) formation of a Nominating Committee to handle board membership questions and processes as per bylaws, and 2) creating a talent/personnel committee to tackle a long-range plan for benefits and compensation, including possible accrual of PTO or donation of PTO for maternity leave etc.</p>		<ul style="list-style-type: none"> - Questions the long-term necessity of the committee <ul style="list-style-type: none"> o Federal Law we are required to have the committee - Request the addition of new member <ul style="list-style-type: none"> o Todd is going to connect with staff members to potentially join the committee - Conversation with regards to how staff can connect with students about mental health and presenting students with education and check-ins. <p>Executive Director Evaluation</p> <ul style="list-style-type: none"> - Not met since presentation in April <p>Lease Committee</p> <ul style="list-style-type: none"> - Received completed amendment that reflects increase in rent this year that encompasses \$75,000 for design development plans. <ul style="list-style-type: none"> o Sets rent at \$480,000 <ul style="list-style-type: none"> § We get 90% of rent paid for by lease aid. o In negotiation about 10-year lease, rent would go down, but would reflect the construction of the school's addition costs. <ul style="list-style-type: none"> § Dependent on financing they can get. <ul style="list-style-type: none"> · Grace Center is working on this at the moment. o Goal is to continue to move forward addition o With enrollment down 10% how will that impact the bank. <ul style="list-style-type: none"> § Todd still feels confident that moving forward is the best option. 	
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		<ul style="list-style-type: none"> - Kati – Did a fail-safe get into the 10 year lease. - Andrew explained the financing challenges based on what the lender is asking from the Grace Center. <ul style="list-style-type: none"> o Grace Center would take on more of the risk on the front end of the loan, while as New City’s enrollment numbers increase, New City will take on more of the loan. <p>Transition advisory committee</p> <ul style="list-style-type: none"> - No new detail <p>Proposes Transition Meeting Dates: <u>Transition Adv. Management Group (Kati, Mike, Todd):</u> Sept. 23 Oct. 21 Nov.18 Dec. 9 (moved up a week because of coming winter break)</p> <p><u>Transition Advisory Committee (of the board)</u> Sept. 30 Oct. 28 Nov. 24 (instead of Nov. 25, a Thanksgiving vacation day). Dec. 16 (instead of Dec. 23, a winter vacation date).</p>		
<p>Director's Report https://docs.google.com/document/d/1dXu_gef9TasIIYNc4_3N4qpHwJKNn1yewzt4Cw-rnBk/edit</p> <ul style="list-style-type: none"> ● Distance Learning Plan update ● Food distribution and mandated childcare update ● Building Lease Renewal update ● Tech procurement update ● Staffing & Exit Interviews summary ● Website update 		<p>Todd shares director’s report to outline teacher exit interviews.</p> <p><i>Kati- Questions with regards to surveying moral</i></p> <ul style="list-style-type: none"> - <i>Todd outlines that we plan to have teachers take the insight survey</i> <p>NCS Contingency Planning</p> <ul style="list-style-type: none"> - Working on completing a document that outlines our school’s actions for the three contingency plans during this pandemic. 	Director	15

<ul style="list-style-type: none"> ● 20-21 School Goals 		<p>Todd outlines school 5 goals for the year.</p> <ul style="list-style-type: none"> o Relating details to the strategic plan o Outline partnership with achievement net <p>- Explains details around our schools focus on closing the gaps between students who are economically disadvantaged and the general population.</p> <p><i>Kati – Interesting to see the gap and would wonder how much overlap there is between economically disadvantaged students and students of color.</i></p>		
<p><u>Gift & Donations & Fundraising</u> Approve Gifts & Donations</p>		<p>Motion: Moved to approve donations on the back of the packet (Vince) Second: Erin Vince: Yes Tessa: Yes Kati: Yes Michael: Yes Abby: Yes Erin: Yes Motion Passed</p>	<p>Board and Director</p>	<p>2</p>
<p><u>New City School Board Mtg Calendar 2020-21</u></p> <ul style="list-style-type: none"> ● September 16, 2020 ● November 11, 2020 ● January 13, 2021 ● April 14, 2021 ● June 2, 2021 		<p>Checking board meeting calendar dates.</p> <p><i>Erin asks if the board will have to meet for an emergency meeting with regards to transitioning from digital to hybrid or full in person.</i></p> <p>- <i>Decide that it is an administrative decision for Todd to make</i></p> <p>Kati reads the school mission and vision</p> <p>Motion: Motion to make Erin secretary Second: Kati Vince: Yes</p>		

		<p>Tessa: Yes Kati: Yes Michael: Yes Abby: Yes Erin: Yes Motion Passed</p> <p>Motion: to adjourn meeting (Vince) Second: Kati Vince: Yes Tessa: Yes Kati: Yes Michael: Yes Abby: Yes Erin: Yes Motion Passed</p>		
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