

**NEW CITY SCHOOL
BOARD MEETING**

April 9, 2020



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.
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.

Call to Order/Reading Mission-Vision

ATTENDANCE

Board Members:
Vince Esades, Board Chair
Hans Ott, Secretary (absent)
Tessa Anttila, Director (absent)
Karla Musser, Director
Kati Cunningham, Director
Michael Hickel – Teacher Representative
Abby Mandell - Teacher Representative
Todd Bartholomay - New City School Director, ex officio, non-voting
Jackie Paradis - Accountant (present for part of the meeting)
Jean Neuman - NEO (present for part of the meeting)

CALL TO ORDER

2

**AGENDA ITEM
(STANDING AGENDA BOLD)**

PURPOSE

ACTION

WHO

TIME

Observing a Quorum

Board Chair noted that we are having a meeting by phone/video, that we have satisfied notice requirements, we have a quorum, and that at least one individual (NCS Director) is present at the school. Voting must be by roll-call for this meeting.

Inform

Board Chair

Approve Agenda & Previous Meeting Minutes
Approve Proposed Agenda
Approve Previous Meeting Minutes from Jan. 22, 2020

Motion: Approve agenda. Karla moved. Vince seconded. Motion passed unanimously.

Approval

Board members

Motion: Approve minutes from Jan. 22, 2020. Vince moved. Mike seconded. Kati abstained because she wasn't present at that meeting. Motion passed.

Public Comment

Community input - Jean Neuman from NEO noted that the agenda and distance learning plan look great. No updates from NEO.

Board Election - Action (first item; staff attending)

No action taken.

N/A

Board members

Budget / Financials
Review Summary Financials
Budget Updates

Report by Jacki Paradis. The Board discussed the impact of distance learning on enrollment. NCS Director noted there is no indication of any change in plans since school was closed

Vet and approve the

Jackie Paradis, accountant & Board members

20

<p>Approve Revised Budget Approve Check Register Approve Journal Entries Update Cash Flows Update Bank Reconciliation Update Uncashed Checks Update on Western Bank transition Approve Preliminary Budget 2020-2021</p>	<p>but people may move for job-related or other reasons so may be hard to predict enrollment now. The NCS Director noted that current enrollment is 317, with 330 students confirmed for next school year, which is typical for this time of year.</p> <p>The Board discussed the financials. It was noted that the school's line of credit is \$220,000, and that the interest rate has dropped. The Board reviewed and discussed the budget, check register, journal entries, and other aspects of the financial report.</p> <p><u>Motion</u>: approve the 2020 preliminary budget. Vince moved. Karla seconded. Motion passed unanimously.</p> <p><u>Motion</u>: approve the check register. Vince moved. Karla seconded. Motion passed unanimously.</p> <p><u>Motion</u>: approve journal entries. Vince moved. Mike seconded. Motion passed unanimously.</p>	<p>financial report.</p>		
<p><u>New City Vision Highlight</u></p> <ul style="list-style-type: none"> ● Seussical Jr. NCS's first musical ● Options Class ● History Day Year 3 	<p>NCS Director reported on the New City Vision Highlight including that the musical was well-attended and raised \$4,000; 3 of 4 sessions of the Options classes were completed before the school was closed due to COVID-19; and, all middle schoolers participated in a history day research project.</p> <p>The Board discussed the process for assigning students to Options Class. Kati raised the issue of making sure we encourage STEM participation in pairing kids with their first choices, particularly relating to girls expressing interest in STEM courses as their first choice. She noted that her daughter had picked a STEM course that her husband was teaching and was not assigned it. NCS Director suggested debriefing on the process of class assignment, and the Chair suggested the NCS director present on this at the next Board meeting. Karla mentioned Technovation which is offered in public schools to spotlight women in tech who work with</p>	<p>Inform board members or vision/mission representative</p>	<p>NCS Director & Board members</p>	<p>10</p>

	<p>girls to code. Karla volunteered to look into this as an after school activity.</p> <p>Mike reported on History Day and noted that two projects by NCS students made it to state: saac Micheletti (re the first supercomputer which was developed in MN) and Alma Ratliffe and Myla Hannan (re a website on Grimke sisters, abolitionists and women's rights advocates).</p> <p>The NCS Director also reported on Heritage Festival, which was well attended with a lot of family involvement providing food and exhibits from their respective cultures.</p>			
<p><u>Board Action:</u></p> <ul style="list-style-type: none"> ● Approve School days and hours & authorize Executive Director to Determine snow days ● Approve School Calendar for upcoming School Year ● Approve Board Meeting Dates For 2020-2021 School Year ● Approve Renewal of Liability Insurance with Assured Partners of Minnesota (July1 renewal date) ● Approve Renewal of Employee Benefits ● Approve Vendor or Service Contracts ● Summary of Executive Director Evaluation Plan ● Policies adoption - Criminal Background Check & Board Elections 	<p><u>NOTE:</u> Pursuant to Minn. Stat. 124E.14(b), conflict of interest do not apply to compensation paid to a teacher employed as a teacher when the teacher also serves on the Board</p> <p><u>Motion:</u> approve school days and hours and authorize Executive Director to determine snow days. Vince moved. Karla seconded. Motion passed unanimously.</p> <p><u>Motion:</u> approve school calendar for upcoming school year and Board meetings on 9/16, 11/11, 01/13, 04/13, 06/02. Vince moved. Karla seconded. Motion passed unanimously.</p> <p>The Board discussed the teacher & staff contracts. It was noted that NCS anticipates retaining all except Leia who is leaving as a 5th grade teacher but a new teacher, Jessica Hughes, was hired, and one other change: the 6, 7, 8 grade math teacher will work as math interventionist and tech and data support, while Ven Anderson who used to teach at NCS was hired back to teach math. The Board discussed conducting an exit interview with Leah, which Vince can conduct and Exec. Dir. can provide them an exit questionnaire. The Chair noted that teachers who are also Board members can participate in the vote because it does not concern compensation.</p> <p><u>Motion:</u> approve renewal of teacher & staff contracts with the following changes: Rachel Lux and Thomas Amon to be</p>		Board members	20

switched for their respective grades and Leah Walpuck to be removed from the list. Vince moved. Karla seconded. Motion passed unanimously.

The Board discussed the renewal of liability insurance and it was noted that the coverage remains the same, with no material difference in premium anticipated. It was noted that the school has one additional classroom and any changes or impact of this will be discussed.

Motion: approve renewal of liability insurance with Assured Partners of Minnesota (July 1 renewal date). Vince moved. Mike seconded. Motion passed unanimously.

The Board discussed employee benefits through Minnesota Health Insurance network. The exec. Dir. noted that he met in November before open enrollment to discuss the options available.

Motion: approve renewal of employee benefits. Vince moved. Mike seconded. Motion passed unanimously.

The exec. Dir. read the list of contracts: Indigo Education (special ed. director); Culinary Wellness (food service); Pediatric Psychological Services (school psychologist); By Word of Mouth (speech pathologist); Capernaum (occupational therapist); SMS (school management services for accounting/financial support); Robert Gleeson (MN Health Insurance Network); and, Assured Partners of Minnesota (liability insurance).

Motion: approve vendor service contracts. Vince moved. Mike seconded. Motion passed unanimously.

The Board discussed the executive director evaluation plan. Abby noted that we have a survey of approx. 10 questions as a form going out to parents and teachers that will be sent on April 13 with two weeks to complete, and that Kati and Abby will analyze the data and report back at the next meeting.

The Board discussed policies that the Chair has been working on. It was noted that it was unclear what expectations under

	<p>the NEO contract were unclear with regard to criminal background checks, and that sparked the decision to create a school-specific policy. The policy, it was noted, is intended to codify what NCS has been doing with regard to background checks and minimum requirements and notifications for board members. Abby noted that #5 should be corrected to note that background checks <u>will</u> be conducted (not that they currently are). It was noted that registered sex offender is the only offense that would preclude someone from serving on the Board. It was also noted that NCS works with the McDowell Agency for CIB checks, and Board CIB checks could be wrapped into the existing process.</p> <p>The Board discussed a Tele-Related Services Policy and it was noted that speech therapy for distance learning requires having this kind of a policy to pursue third-party billing; it was provided by Indigo; the Chair reviewed and revised it to make it relevant to NCS. It was noted that the policy is related to distance therapy and ensuring quality of the interactions, specifically for special services NCS contracts out that typically are done on-site but now are done at a distance. The exec. Dir. agreed to follow up to discuss this with Indigo and it may result in having a consent form in addition to the policy.</p> <p>The Chair noted that the Secretary of State has the wrong registered address for NC. The exec. Dir. agreed to correct it and will confirm it's been corrected at the next meeting.</p> <p><u>Motion</u>: approve the board elections policy, criminal background check policy, tele-related services policy and Purchasing Group Health Insurance Policy. Vince moved. Mike seconded. Motion passed unanimously.</p>			
<p><u>Board Training Subject:</u> From MN Board Training choices: "Create a Board Development Plan"</p> <p>Maintaining an informed board--possible dashboard use.</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>Board, Director</p>	<p>15</p>

	The Board participated in training on board development conducted through MNcharterboard.com. The Exec. Dir. noted that he will circulate it so that Board members can take the test and get the badge showing training completion. The Chair noted that he is working on the board development plan and will circulate it for discussion at the next meeting.			
<u>Board Report</u>	Board Maintenance	Discussion/pla n	Board & Director	
<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) -Executive Director Evaluation Committee—Abby, Kati, Todd -Lease Committee—Vince, Kati, Todd **Note: Suggestion that a committee, possibly new, tackle a long-range plan for benefits and compensation. Examine health care benefits, salary progression etc.	Wellness Committee - Mike provided an update, noting the committee was scheduled to meet in February and rescheduled but no meeting was held due to disruptions related to COVID-19. No update since the last report but Mike reported that he has been gathering data for the policy. Finance Committee -the exec. Dir. noted that NCS is changing to Western Bank but nothing else to report. Executive Evaluation Committee - report by Abby (see above under the topic of Board Action). Lease Committee - Exec. Dir. provided an update: the ten-year lease gets coupled with the building project; the Grace Center board met in early April and looked at proposals. Exec. Dir. has shared highlights with some staff, including that larger proposal includes a new entrance and administrative space with the entrance on the south side of the building. The Exec. Dir. noted that he would circulate the proposal for anyone who wants to participate in the next meeting with the Grace Center. The Chair noted that staff and teachers are key for input, and the Exec. Dir. noted that he will have gathered feedback by next week.		Board & Committee members	10
<u>Director's Report</u> ● Distance Learning Plan update ● Food distribution and mandated child care update	<i>Distance Learning Plan update & Food distribution and mandated child care update:</i> The Exec. Dir. provided a distance learning plan update, including the following (highlights/summary only): a plan was in place fairly early on		Director	15

<ul style="list-style-type: none"> ● State of School Report ● Update on strategic plan process and product ● Building Lease Renewal update ● Website Replacement project 	<p>and NCS anticipated schools closing before the governor’s order; NCS continues serving some students whose parents are working; NCS also has responsibility to make sure students are fed and coordinated with Edison H.S. for this purpose. The Board discussed investments to make now in the event NCS is not able to open in the fall due to COVID-19. The Exec. Dir. noted that NCS has distributed all its 120 computers to enable distance learning and will need to collect them back; if distance learning continues in the fall, NCS would need to invest in more chromebooks and look at a platform for teaching the younger students (K-2), such as SeeSaw for younger students, which will be reviewed toward the close of the school year; also NCS will look at Schoology and Google Classroom for older students to see what needs to be shored up; Abby and other teachers have been providing feedback to the Exec. Dir. on how distance learning is going. The Chair noted that NCS should tell families by the end of the year about the strides NCS is making in distance learning and confirm preparedness for the coming year should school continue to be closed. The Board discussed experiences they have had with distance learning with two parent members noting they were impressed with how well the transition to distance learning has gone and the leadership shown by NCS Exec. Dir., teachers, and staff.</p> <p><i>State of School Report:</i> The Exec. Dir. noted that he is requesting a special meeting to present a school success plan and shared some of the slides he has prepared for the state of the school.</p> <p><i>Website Replacement Project:</i> The Exec. Dir. noted that the focus has been on distance learning, and what is missing from the website is the background map on how to navigate the website, which needs to be provided to the site designer. The Exec. Dir. noted this should be able to be done within the next 2-3 weeks and that the website should be ready to launch by the next Board meeting.</p>			
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<u>Gift & Donations & Fundraising</u> Approve Gifts & Donations	This will be held until the next meeting.		Board and Director	2
<u>Board Mtg Calendar 2019-20</u> June 3, 2019	The Exec. Dir. noted he is setting a shorter meeting (45 mins) for strategic planning to present the school success plan to the Board.			