

Governing Board Minutes
09/08/15

Board Attendees: Christina Allee, Karen Antonacio, Robyn Baney, Denise Breckon, Jennifer Campbell, , Angela Funya, Catherine Grube, Wrenn Heisler, Robert Hicks, Sandy Imbriale, Eric Jackson, Charlene Rohulich, and Jessie Taylor

Board Members Absent: Anne Marie Dailey

Committee Attendees: Pam McLeod

Agenda Item	Action
Convened at 5:21 PM	None
Approve July Minutes	VOTE: Approved 9-0 Anne Marie and Denise absent
Introduction of Guests (Robyn Baney) <ul style="list-style-type: none"> ○ Kelly Hall 	Discussion
Director's Report: <ul style="list-style-type: none"> ○ Introduced New Academic Dean: Sandy Imbriale ○ As of today there were 3 open spaces at the school that were in the process of being filled. ○ Assessment Point: Professional Development <ul style="list-style-type: none"> ▪ Focus on teachers and learning their creative process ▪ Tomorrow is the 1st professional discussion – supervisor for fine arts from MSDE coming to talk. ▪ He is coming to work the sign for in front of the building – CPCS letters ▪ There will be 3 or 4 sessions with the teachers and working a list of materials at this first meeting and what the letters will look like and what that will give to the school. ▪ December is the goal for complete. ▪ After Ken's conversation – the teachers will break into teams and tackle different areas of the creative process. ▪ Alliance Chair asked to review the design at the next board meeting. ○ Working on performance based assessments, core commonalities and evaluating more opportunities for project based collaboration. ○ Several teachers are getting training. <ul style="list-style-type: none"> ▪ 1 – Reading intervention 	Discussion

<ul style="list-style-type: none"> ▪ Sensory processing conference ▪ Evaluating all of the opportunities out there and making sure that when teachers return that they share the training on their return. ○ Working on green school certification – 3 year annual review <ul style="list-style-type: none"> ▪ Working on keeping up and maintaining green status. 	
<p>MOTION: Increase the Media Center line item by \$500 to increase the Media Assistant salary from \$10.00 to \$12.00 per hour.</p>	<p style="text-align: right;">VOTE: Approved 10-0 Absent: Anne Marie</p>
<p>MOTION: Approve the 2015-2016 Board Goals</p>	<p style="text-align: right;">VOTE: Approved 10-0 Absent: Anne Marie</p>
<p>Committee Reports</p> <ul style="list-style-type: none"> • Treasurer (Anne Marie Dailey) <ul style="list-style-type: none"> ○ Absent – provided written report – will review financial report at next board meeting in October. • Fundraising (Carrie Harney) – Provided by Catherine Grube <ul style="list-style-type: none"> ○ Fall Walk is scheduled for Next Friday ○ Uniform sale – almost out of clothes ○ Discussed Scrips – need to have follow on conversation and get this restarted ○ Annual Appeal letter went out to all families • Community (Charlene Rohulich) • PR/Outreach (Bob Hicks) <ul style="list-style-type: none"> ○ 12 August was the first meeting ○ Newsletter was complete – working on getting it to Ms. Funya for review. ○ Discussed spaces at the county fair and associated costs of those spaces. (10’ x 10’ outside was up to \$300. – Willie Goddard was POC) ○ Discussed the need for various brochures to have on stand by for different county events. ○ Discussed that it was too hard to pull stuff together for this year. ○ Folder on the google drive needed to create a kit that could be pulled for any PR event. ○ Application in work for the Chamber of commerce and could start as early as October. ○ Steve Waugh very interested in school but both Waugh and Rey were both prescheduled for the open house evening. 	<p style="text-align: right;">Discussion</p>

<ul style="list-style-type: none"> ○ Working with Ms. Funya on letters of invitation to both of them. ● Strategic Planning (Julia Nichols) - Provided by Wrenn Heisler <ul style="list-style-type: none"> ○ Have not met since retreat ○ Align assessment points that Ms. Funya reports on ○ Working succession planning at the next meeting ○ Want to pull together brief description of committees to get out to the families ● Facilities (Eric Jackson) <ul style="list-style-type: none"> ○ Recent meeting covered what we own now and the financial aspect of the facilitates coming together and a renovation plan for the future. ○ Need to devise a strategy for the following: <ul style="list-style-type: none"> ▪ A. Day to day sort of issues, who is responsible, deciding on a price level and areas of saving dollars. What can the property manager approve with no questions or other approvals? ▪ B. Executive committee/ facilities committee chair or president makes decisions on without committee approval? ▪ C. What requires a quorum vote? ○ What grants can we find for future improvements? ○ Rules of the USDA loan state that we cannot take out any additional loans. ○ We need to ask parents for grant writing and other fundraising opportunities while casting wide nets to find the money to assist in the future improvements for expansion of the building. ○ Charter Liaison meeting 28September ○ The team is going to meet once a month and Mr. Jackson and Ms. McLeod are going to meet more frequently. 	
<p>Facilities Manager (Pam McLeod)</p> <ul style="list-style-type: none"> ● Office Space – Have it on Somd.com, and had discussions with different real estate agents. ● What else do we want to do for advertising since the next steps require additional funding. ● It is listed comparable to other things on the market. ● Working the MEDSTAR contract 	Discussion

<ul style="list-style-type: none"> • Working on the routine maintenance contracts (Cleaning, Elevator) • Finishing new office spaces, but the PA system wiring still needs to come down • Working on snow removal contract and getting required bids. 	
<p>New Business</p> <ul style="list-style-type: none"> ○ Vote on the following policies for revision. <ul style="list-style-type: none"> ▪ Framework to assess Achievement (Heisler) ▪ Health/Nutrition Mission (Funya) ▪ Board Contract Hiring Policy ▪ Create a new Building Management Policy ○ Audit Checklist ○ Googledocs training session in October ○ \$2000 Garden Grant – October 31st Deadline ○ Financial Policy Revision ○ Memorandum of Agreement for the rent between the Alliance and the school was signed. 	
<p>Action Items</p> <p>NEW:</p> <ul style="list-style-type: none"> • Need 3 of the committee goals for the 2015-2016 document. (Funya, Hicks, Rohulich) • Google Drive training in October <p>REMAINING OPEN FROM PREVIOUS BOARD MEETING:</p> <ul style="list-style-type: none"> • Loan Agreement, Promissory Note copies to go in the office in the binder (July) • List of POCs for contracts/services associated with being building owners to be placed in the office. (July) 	Discussion
<p>Future Meeting Date: 12 October 2015 – 5:30 PM</p>	Discussion
<p>Adjourn 7:09 PM (After Town Hall)</p>	