

APPROVED



Circle City Schools

## Minutes

Board of Directors Meeting

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### Date and Time

Wednesday September 26, 2018 at 6:00 PM

### Location

Circle City Prep, 4002 N. Franklin Road, Indianapolis, IN 46226

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### Directors Present

A. Berkey (remote), C. Miller, J. Bartenbach, M. Parris, S. Chang (remote), S. Johnson (remote)

### Directors Absent

D. Tolliver

### Ex Officio Members Present

M. Murphy

### Non Voting Members Present

M. Murphy

### Guests Present

Alexis Sowder, Sam Campbell

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## I. Opening Items

**A. Record Attendance and Guests**

**B. Call the Meeting to Order**

J. Bartenbach called a meeting of the board of directors of Circle City Schools to order on Wednesday Sep 26, 2018 at 6:07 PM.

**C. Welcome and Share-Out**

**D. Welcome Guest(s), Public Coment**

Sam Campbell explained MTSS (RTI), and how it works at Circle City Prep (CCP).

**Tier 1** - Progress monitoring (mainly teacher led)

**Tier 2** - For students who are getting tier one supports, but need more support. Layering on additional services. Sam implements and monitors this for CCP. 6-8 week time period.

**Tier 3** - Students who have a lot of barriers, and need even more support. Includes direct intervention from CCP administration.

**II. Consent Agenda**

**A. Approve Minutes from August 2018 Board Meeting**

C. Miller made a motion to approve minutes from the Board of Directors Meeting on 08-29-18 Board of Directors Meeting on 08-29-18.

M. Parris seconded the motion.

The board **VOTED** unanimously to approve the motion.

**Roll Call**

S. Johnson	Aye
A. Berkey	Aye
C. Miller	Aye
J. Bartenbach	Aye
M. Parris	Aye
D. Tolliver	Absent
S. Chang	Aye

**B. Approve September Agenda**

C. Miller made a motion to Approve the agenda for the September 2018 Board Meeting.

M. Parris seconded the motion.

The motion did not carry.

**Roll Call**

A. Berkey	Aye
S. Chang	Aye
D. Tolliver	Absent
J. Bartenbach	Aye
M. Parris	Aye
S. Johnson	Aye
C. Miller	Aye

### **III. Finance Committee**

#### **A. Report**

- The audit went well "as expected" per Brian Anderson.
  - Accrual adjustments.
  - Won't affect bottom line.
  - 3-5 findings. 1. Related to deposits (w/in 24 hours) 2. Documentation for payables
    - Nothing significant expected though.
  - Staff turnover and being lean likely affected some processes and documentation.
- Preliminary audit findings in the next few weeks with an "exit interview" by early November.
- Count Day = 130 students. Big win!
- Sharnell outlined recommendations for surplus budget.

#### **B. Recommendation for Surplus Spending**

1. Hire front office receptionist / administrative assistant.

### **IV. Academic Achievement Committee**

#### **A. Report**

- Discussed new/expanded academic dashboard.

### **V. Fund Development**

#### **A. Report**

- Working with City Market to lock in programming for CCP annual fundraiser.
- "Giving Tuesday" next steps for next BM.

### **VI. Governance Committee**

#### **A. Committee Update**

- Met via the phone.
- Discussed Board Member prospects.
- Jennifer and Megan are connecting with 3-5 additional possible Board Members.

#### **B. Governance Recommendation**

M. Parris made a motion to approve Alexis Sowder and Wayne Patrick as new CCP Board Members.

A. Berkey seconded the motion.

The board **VOTED** unanimously to approve the motion.

**Roll Call**

C. Miller	Aye
S. Chang	Aye
D. Tolliver	Absent
J. Bartenbach	Aye
A. Berkey	Aye
M. Parris	Aye
S. Johnson	Aye

**VII. Facility Taskforce**

**A. Committee Update**

- See report.

**VIII. Board Chair Update**

**A. Report**

- Moving October 31st Board Meeting to November 1.
- December Board Meeting canceled. Board will break bread together.

**IX. Head of School Update**

**A. Report**

See report.

**X. Closing Items**

**A. Adjourn Meeting**

C. Miller made a motion to adjourn the meeting.

M. Parris seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

D. Tolliver	Absent
S. Johnson	Aye
C. Miller	Aye
M. Parris	Aye
A. Berkey	Aye
J. Bartenbach	Aye

**Roll Call**

S. Chang      Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:30 PM.

Respectfully Submitted,

C. Miller