

APPROVED



## Edison School of the Arts

### Minutes

#### Board Meeting

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#### **Date and Time**

Tuesday December 18, 2018 at 5:30 PM

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**Edison School of the Arts Mission** is to continue to be an educational and artful resource for all students, parents, community, and staff members by consistent and focused professional development, invitational practices by all, utilizing quarterly and annual reviews. We will continue to develop our educational and arts aesthetic by expanding our arts experiences, exposure, and partnerships.

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#### **Directors Present**

E. Disney-Britton, G. Wallis, H. Leck, K. Feeney-Caito, T. Givens

#### **Directors Absent**

T. Overdorf

#### **Ex Officio Members Present**

N. Tuttle

#### **Non Voting Members Present**

N. Tuttle

#### **Guests Present**

A. Berns, C. Jones

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## **I. Opening Items**

### **A. Call the Meeting to Order**

E. Disney-Britton called a meeting of the board of directors of Edison School of the Arts to order on Tuesday Dec 18, 2018 at 5:40 PM.

### **B. Record Attendance and Guests**

### **C. Adoption of the Agenda**

E. Disney-Britton made a motion to adopt the agenda.

H. Leck seconded the motion.

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

## **II. Opening Comments**

### **A. Board Member Comments (2-min each)**

There were no board member comments

### **B. Public Comment (3-min each)**

There were no public comments.

## **III. Consent Agenda**

### **A. November Minutes**

H. Leck made a motion to approve minutes from the Board Meeting on 11-20-18 Board Meeting on 11-20-18.

K. Feeney-Caito seconded the motion.

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

## **IV. Board Chair Report**

### **A. Board Retreat Update "Committee Goals"**

#### **CHAIR'S REPORT**

Provided updates on Board on Track -- the things you can track: FYI on School Leader meetings; Community Relations programs for Holiday Season; Meeting Order adjustment for Financial Report; and Board committee goals:

E. Disney-Britton asked for discussion about committee goals and the Board Retreat Notes. Each committee member has been assigned three goals (short-term, midterm, and longterm). The goals do not replace the job descriptions and progress will be tracked

by BOT. E. Disney-Britton requested that the board to move to adopt the official committee goals.

#### ACADEMIC EXCELLENCE

1. Work with staff to develop a tool for regular reporting to the board on academic progress and challenges
2. Recruit committee members that reflect an equitable balance including racial, between school employees, parents and community members.
3. Measure and share the impact of arts integration in student achievement

#### ADVANCEMENT COMMITTEE

1. Ensure giving by 100% of board of directors
2. Recruit committee members that reflect an equitable balance including racial, between school employees, parents and community members.
3. Guide staff in the development of a 12-month fundraising plan for the 2019 school year, and submit it to the board for approval

#### FACILITIES & SAFETY COMMITTEE

1. Advise staff in the development of procedures to ensure compliance with IPS requirements for the use and rental of leased facilities and grounds.
2. Recommend a set of board policies consistence with IPS Board Policy #7000
3. Recruit committee members that reflect an equitable balance including racial, between school employees, parents and community members.

#### GOVERNANCE COMMITTEE

1. Recommend "Employee Compliant Policy" to provide staff with guidance on the development of an internal set of procedures consistence with IPS procedures.
2. Review and make recommendations on the creation and final adoption of a new staff handbooks and any associated contracts for leadership staff.
3. Ensure that the composition of the Board (1) reflects the demographics of the families served; and (2) provides the particular talents needed to accomplish the creation of a strategic plan.

#### FINANCE COMMITTEE

1. Achieve a clean audit for the first year of operations
2. Develop a set of policies to guide finances consistence with IPS Board Policy #6000
3. Ensure that the school has 365 days of unrestricted operating income

H. Leck made a motion to accept the committee goals.

K. Feeney-Caito seconded the motion.  
The board **VOTED** to approve the motion.

## **V. Academic Excellence Committee**

### **A. Academic Excellence Chair Report**

H. Leck discussed the academic committee's monthly plan to report I read, suspension, expulsion, enrollment and attendance. ISTEP and Text Reading Comprehension will be annually reported. The assessments will be presented to the board in the form of an academic dashboard. The committee discussed various student and parent engagement strategies for the upcoming school year.

A. Berns discussed that a new Behavioral Adjustment Facilitator was hired and will begin spring semester. This staff addition along with the daily practice of restorative circles will help with student behavioral concerns.

H. Leck provided the leadership team and board members with a copy of Sir Ken Robinson's book, *You, Your Child, and School: Navigate Your Way to the Best Education*. He discussed the book as being an academic tool for board members to understand modern school culture.

### **B. 2019-2020 School Calendar**

H. Leck proposed an academic calendar for the 2019-2020 school year.

H. Leck made a motion to adopt the 2019-2020 academic calendar.

K. Feeney-Caito seconded the motion.

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

### **C. Light Board**

H. Leck proposed the board purchase a new light board in the total of \$6,750.00 for student performance usage.

H. Leck made a motion to accept the the light board proposal.

T. Givens seconded the motion.

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

## **VI. Advancement Committee**

### **A. Board Annual Giving**

E. Disney- Britton discussed that the students and staff value the support of the board members. To have 100% giving compliance he requested that board members making a donation by the end of the school year.

## **VII. Facilities & Safety Committee**

### **A.**

## **Rental Procedures**

E. Disney-Britton discussed the Indianapolis Public School facility rental policy. T. Givens posed the question of board and staff coverage under IPS's certificate of insurance. This topic was further discussed by the finance committee in reference to Edison's ELL insurance coverage.

## **VIII. Governance Committee**

### **A. Conflict Resolution Policy**

E. Disney- Britton recommended an adoption of the employee complaint policy provided by the governance committee. Staff will develop a staff procedure guided by the board approved policy that will be included in the employee handbook.

E. Disney-Britton made a motion to accept the grievance policy.

K. Feeney-Caito seconded the motion.

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

## **IX. Finance Committee**

### **A. Monthly Financials**

G. Wallis discussed the November financials. Edison is favorable to the budget this month. The reconciliation of funds are continuing to be tracked. There are funds available in the Richard. M. Fairbanks Foundation and The Glick Fund grant awards.

H. Leck posed the question if the light board proposal is within the budget. G. Wallis confirmed that the light board proposal is within the budget.

G. Wallis made a motion to accept the financials.

K. Feeney-Caito seconded the motion.

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

### **B. 2017-2018 Audit**

G. Wallis reviewed the audit summary and Donovan CPAs finance recommendations. A letter of representation was reviewed by the board to be submitted to Donovan CPAs.

G. Wallis made a motion to accept the audit.

H. Leck seconded the motion.

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

### **C. 2018-2019 Insurance Coverages**

G. Wallis proposed that Edison increase the ELL limit from \$1 million to \$4 million. He also proposed that Edison adopt a \$500,000 cyber liability coverage. Edison will submit cyber liability application to begin immediate coverage. Miller Insurance Group will provide further deadly weapon protection liability coverage proposals for the board to review.

G. Wallis made a motion to accept the insurance coverage proposal.

E. Disney-Britton seconded the motion.

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

## **X. CEO, Head of School Report**

### **A. Progress Report**

Nathan reviewed the CEO report areas of students, academics, teachers, professional development, financials and private funding, artistically excellence and parents and community engagement.

H. Leck posed the question of having unlicensed teachers within the school. N. Tuttle discussed that as an innovation school the teachers aren't required to have a license. N. Tuttle discussed that a particular class has two teachers placed through Parallel substitute teaching system.

T. Givens posed the question of time limits on substitute teachers. N. Tuttle discussed that there aren't any time limits on employing a substitute teacher.

N. Tuttle discussed that IPS staff will receive a 6% on average pay increase per the referendum. Edison is currently contesting enrollment of five students to prove that they were enrolled by ADM day. Edison is anticipated to receive \$30,000.

## **XI. New Business**

### **A. Personnel Recommendation for Governance Committee**

E. Disney-Britton discussed that the governance committee will review recommendations of title/position changes as proposed to take effective January 2019.

### **B. Holiday Assistance**

The board took a brief recess and reconvened. N. Tuttle discussed that he would like to give gift cards to families through the holiday assistance project. The funds towards the gift cards will be withdrawn from the restricted funds.

E. Disney-Britton made a motion to make funds available for gift cards to be dispelled to families. .

K. Feeney-Caito seconded the motion.

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

## **XII. Closing Items**

### **A. Unfinished Business/Next Steps**

H. Leck discussed that the Code of Conduct Memorandum: Physical Altercation will be reviewed by the academic committee meeting.

### **B.**

## **IMPORTANT BOARD DATES**

### **C. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:00 PM.

Respectfully Submitted,  
C. Jones