APPROVED

Cold Spring School

Minutes

Board Meeting

Date and Time
Wednesday January 18, 2017 at 5:00 PM

Location
Cold Spring School

Directors Present
B. Albano

Directors Absent
None

Guests Present
C. Bruns

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

B. Albano called a meeting of the board of directors of Cold Spring School to order on Wednesday Jan 18, 2017 at 5:08 PM.
A regular meeting of the Cold Spring School (CSS) Board was held on Wednesday, January 18, 2017 in the CSS conference room. Presiding officer was Mr. Bob Albano, Board Chair.

Members present were: Bob Albano, Steve Downing, Chris Gerrity, Cheryl Hertz, Lori Schein, and Tonya Tudor. CSS Principal Carrie Bruns and Assistant Principal Tom Hakim also attended the meeting.

Members absent were: Janice Hicks-Slaughter, Kelly Payne, and Leroy Robinson

Ms. Heather Willey of Barnes and Thornburg attended as an invited speaker.

No other community members attended.

C. Approve Minutes

Motion to approve the minutes from Board Meeting on 11-09-16.
Minutes from the November 9, 2016 meeting were reviewed and one clarification was made that some staff would receive a bonus in December through payroll and others through a 1099. A motion was made and seconded to approve the Nov. 9 Minutes with the clarification and the motion carried with 5 ayes and no nays.
The board **VOTED** unanimously to approve the motion.

II. OLD BUSINESS

A. CSE Teacher/Staff Merit Pay Proposal end of 2016-2017 school year

The Board discussed the Teacher Merit Pay Proposal. It was emphasized that CSE staff volunteer a great deal of time to the school, including working on MLK Jr. Day to create murals in the school.

Mrs. Bruns reminded the board of the need to stay within the budget with the merit pay proposal.

Mr. Hakim explained that we now have school testing data from last year, but we approved the academic goals when the year was already almost half completed. We need to determine whether were should award bonus money in the future or other opportunities for recognition. CSE recently provided lunch for teachers with fewer than 2 days of absences. Mr. Hakim recommended that we keep flexibility in the merit pay plan.

Mrs. Bruns stated that we need a clear, simple plan.

Mr. Hakim noted that teachers do know the academic goals, but were not told that they would receive a bonus if they met the goals.

Mr. Albano requested the CSE administration provide a new merit pay plan by February 1 for review so that the Board could take action on February 8.

Mr. Hakim stressed that, if a teacher leaves, it should be clear how much money he/she will keep. The bonus could be a factor in keeping staff. He discussed the need for staff to give proper two week's notice versus one who left CSE with no notice.

B. Financial Reports and Approval of Checks for November and December

III. NEW BUSINESS

A. Legal Updates

Ms. Heather Willey presented a review of her legal practice with Barnes and Thornburg. She has acted as a lobbyist at the Indiana Statehouse and has been involved in charter school issues for several years and the creation of the Innovation Network School Statute. She chairs the "Charter School and School Innovation Practice Group" and provides legal services to schools. Ms. Willey also participates in the National Alliance of Public Charter schools.

Ms. Willey explained that she could offer assistance to Cold Spring Elementary, including support in locating expertise on specific topics such as labor law. She has served as counsel for the Mind Trust and has represented all of the Innovation Fellows. She is a member of the Christel House Board and the Board of Directors for the Institute for Quality Education. She would like to see innovation come from within school districts. She works with the Indiana Department of Education and McCormick, especially on school funding issues.

Ms. Willey explained that there is not much difference between Innovation and Charter school in IPS, but innovation schools did have more freedom to make decisions than charter schools. She informed the board that Indiana leads the nation in Innovation Network school and that Indiana is unique in that school districts are creating Innovation Schools. There are now six schools in Indiana under Innovation contract and Indiana may add an additional six this year. Traditional charter school authorizing has slowed down in the state (Indiana).

CES has experienced a few struggles with their partnership with IPS, including Human Resources, Special Education, transportation, and technology.

Ms. Willey informed the board that Barnes and Thornburg would offer the lowest, most discounted rate to Cold Spring School, as the firm does to all school clients. Ms. Willey excused herself from the rest of the meeting after her presentation.

B. HR Company/Legal Interpretation

C. Contract/Employment Offers for 2017-2018

Mr. Albano informed the Board that this item was being blended with B. HR Company/Legal Interpretation.

Mrs Bruns informed the Board that three teachers resigned in December: a first grade teacher, the sixth grade ELA teacher and the music teacher. A new first grade teacher and a music teacher have been hired and a full-time instructional assistant was hired for sixth grade rather than a teacher. Mrs. Bruns emphasized the need for a school policy for a teacher who resigned. CSE currently has a 26 pay system and a 22 pay system was briefly discussed.

Contract issues will be further discussed in February and a decision made in March.

Ms. Lori Schein will assist with language for a new employment contract.

Mrs. Bruns will work with HCC the human resource firm already under contract, on revising teaching contracts and drafting an "at will" employment offer.

D. First Semester School Update

Mrs. Bruns gave an update on Cold Spring School:

- Staffing information/teacher resignations were discussed previously
- CSE would like to offer paid internship positions this semester to two students from Marian University- Marketing and Website design
- CSE needs two part- time instructional assistants

Mr. Downing excused himself from the meeting at 6:56pm

A motion was made to approve the hiring of two instructional assistants for the second semester, one for kindergarten and one for their grade, for a total of no more than $15,000 and no bonus pay. The motion was seconded and it carried with 5 ayes and no nays.

Mr. Hakim noted that families of prospective students often ask whether Kindergarten classrooms have assistants.

A motion was made and seconded to hire two interns from Marian University for $11.00 per hour for no more than 15 hours per week each for no more than $6,000 total and no bonus pay. The motion carried with 5 ayes and no nays.

Further CSE updates included:

- CSE has entered into a partnership with TFA for help with future hiring needs.
- CSE has added an addendum to its existing insurance policy to extend student accident insurance.

- Mr. Hakim provided information about grants available from Lilly Endowment for school counseling. CSE has applied for a $30,000 planning grant.

A motion was made that, provided that the Lilly Endowment Comprehensive Counseling Initiative planning grant is awarded, CSE be allowed to receive funds and pay any bills related to the planning grant. The motion was passed with 5 ayes and no nays.

- Mrs. Bruns discussed SBA funding and referred to the SBA document which provided an estimate on the funds which CSE would be allotted for the 2017-2018 academic year. She explained unlocked and locked positions and how the funding amounts have been determined. The funding is based on enrollment of 290 students. See SBA document for details.
- The CSE robotics team took first place in the Indianapolis competition and qualified for the state competition. Mr. Hakim explained that the team needs a sponsor to help cover expenses such as kits, t-shirt, transportation and meal.
- Marian University students provided service to CSE on MLK Jr. Day by drawing murals in the school. They may return to paint during Spring Break.
- At the next Board meeting, important issues will include budget, school calendar, contracts, handbooks, and textbook adoption.
- CSE needs a new K-2 reading textbook series and a K-6 mathematics textbook series. Purchase of textbooks should be determined at the March meeting so that there is time to hire a consultant for summer training for teachers who will be using the new reading and mathematics textbooks and materials.

E. Learning Garden Update

Mr. Hakim provided details about the CSE Learning Garden, which is the third one in Indianapolis. CSE was awarded a grant for about $50,000 to create the garden. On March 17 CSE will host a Kick Off Day for the Learning Garden. Students will help prepare beds and plant seeds and parents and community members will be invited to participate. Produce from the garden may be used by the CSE Cooking Club or by CSE families who need food assistance or it may be sold at the Farmer's market.

F. Board Committee Meetings

Mr. Albano emphasized the need for board committee meetings. The March meeting should be an executive session. Mr. Albano will prepare a narrative evaluation of CSE Principal Mrs. Carrie Bruns and the board also needs to complete its evaluation. The will hold an executive session and then adjourn. After completion of the executive session, the Board will hold its regular meeting. Meetings in February and March will be from 5:00pm-7:30pm.

Tow Board meetings were added to the calendar: June 7, 2017 and August 9, 2017.

The Board briefly discussed whether to retain Board on Track.

IV. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:36 PM.

Respectfully Submitted,
C. Bruns
At 7:36pm Mr. Bob Albano, as Board Chair, adjourned the meeting.

Recorded by: Dr. Cheryl A Hertzer
Reviewed and Submitted by : Dr. Cheryl A Hertzer