APPROVED

Vida Charter School

Minutes

Board Meeting

Date and Time
Monday November 21, 2016 at 6:30 PM

Location
Vida Charter School Eisenhower Building

Trustees Present
C. Bowen, D. Marritz, E. Diaz, J. Arnold, L. Leonard, M. Rosenberger, S. White

Trustees Absent
J. Brandauer

Ex Officio Members Present
M. Davis

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

S. White called a meeting of the board of trustees of Vida Charter School to order on Monday Nov 21, 2016 at 6:45 PM.

C. Approve Minutes

C. Bowen made a motion to approve minutes from the Board Meeting on 10-24-16 Board Meeting on 10-24-16.
D. Marritz seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Announcement of Executive Session

L. Leonard noted that the board held an executive session from 5:30 to 6:39 on 11/21/16 to discuss personnel issues.

E. Public comment

There was none.

F. Director's report

Board of Director's report for November 21, 2016 by Martha Davis

Academic and Instructional Issues

We have collected academic data for the lower grades and identified the levels of reading on both English and Spanish. (See appendix 1)

Reading levels in Spanish:

1st Grade levels behind 46/53
2nd Grade levels behind 25/39
3rd Grade levels behind 25/36
I still don't have the upper grade levels for Spanish.

Reading levels in English:

1st Grade levels behind 45/53
2nd Grade levels behind 23/39
3rd Grade levels behind 13/36

The schedule for testing is as follows:

4th, 5th and 6th will be testing next week (November 21st and 22nd)

November 21st	November 22nd
4th NWEA math	4th NWEA English
5th NWEA math	5th NWEA English
6th NWEA math	6th NWEA English

The strategies implemented are:

1. To work with the students who may be behind a year in a language first.
2. To continue to work with the Spanish Interventions (Maria and Montse)
3. To continue working with the English interventions (Belinda and Tutor?)

4. To continue to encourage students to participate in the Reading challenge Students vs. Principal Davis initiative.

Also, we have transferred Ms. Fonseca from covering Ms. Cost to work with Ms. Gellman in providing tutoring for the students who are one year behind in Spanish.
Once all the data is collected the intervention team will meet to strategize as to who will be providing the services needed for the students who are behind.
Based on these needs we need ***to hire a tutor*** to work with other students who are behind in the English reading levels.

Staff Development

I have finalized all the instructional recommendations for the faculty based on the teachers' observations. Based on this data I am able to identify instructional areas that

need improvement. I am in the process of designing a staff development plan that will be targeted to our instructional needs.
Some of those areas of improvement are as follows:
Formative assessments
Closing and summarizing to consolidate student's understanding
Reading strategies
Pair work strategies
Small group strategies
Essential Question and questions in general to achieve critical thinking
Goal setting
Lesson coherence
Guiding students through the assignments
Activating activities
Reading interventions strategies
Teaching reading
Strategies for solving word problems
Some new teachers need:
Responsive classroom
CPI (Crises Prevention Institute)

We have provided a staff development on CT process and have redesigned the data collection program.

Induction Plan
Mary Canedo and Maria Gellman provided the new teachers with the following induction training:

Standards aligned teaching strategies
Standards based instructional planning

With the LIU induction cohort they have attended two trainings:
Educator Effectiveness
Differentiated instruction

They have also observed their mentees once and have provided them with feedback that is being monitored by the mentors and the Executive Director.

Special Ed Program

We renegotiated the terms of the agreement since the Special Ed Teacher provided by the LIU is retiring.

Safety

Students of 5th and 6th grades are grounded from playing soccer since there were two incidents of violent behavior. They have been informed that they need to come up with the game's rules and until then they will resume their playing.
There was one suspension on the month of November.

Building and Operations

The Holt 's company has installed the towel dispensers. The soap dispenser will be provided in December. Also, GASD has informed us that they will not be providing garbage bags any longer. In addition, the ASJ Company is working fine and the building remains in a very good condition.
We conducted an exterior intruder and a fire drill in the month of November.

Marketing Plan

Please review plan. (Appendix 2)

In-coming Events

Christmas Concert December 17, 2016. Time TBD

G. Board Priorities

L. Leonard noted that the board will focus on the established goals, executive director tracking, communication and enrollment/revenue.

II. Governance Committee

A. Governance Committee Meeting Update

J. Arnold noted that the committee met 11-21-16 and identified 4 potential board members, who all declined. The Quarterly Report went to authorizes on 12-1-16.

B. Approve Quarterly Report for Authorizers

A. Kittelberger made a motion to accept the quarterly report sent to authorizers sent 12-1-16.
C. Bowen seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Process for Updating Board Calendar and Creating Board Manual

1. The committee board chair is to add to annual calendar monthly if events are recurring. Do what you know into and send to Lynn into a document. Lynn will send template calendar for use by committee chairs.

III. Finance Committee

A. Approve Monthly Financials

S. White made a motion to accept October financials.
M. Rosenberger seconded the motion.
The motion unanimously did not carry.

Roll Call

A. Kittelberger	Aye
S. White	Aye
M. Rosenberger	Aye
D. Marritz	Aye
L. Leonard	Aye
J. Brandauer	Absent
E. Diaz	Aye
J. Arnold	Aye
C. Bowen	Aye

B. Finance Committee Meeting Update

M. Rosenberger noted that the committee met on 11-21-16 from 3:30 to 5:00. The board goals approval wil be addressed at the December meeting.

C. Progress and Efforts toward Enrollment and Revenue

The board held deliberate conversations extolling the virtues of Vida and investigate collaboration opportunities for Vida. Discussion regarding donations to Vida, contact Charter Choices to determine financial status and ability of giving.

IV. Academic Excellence Committee

A. Academic Excellence Committee Meeting Update

A. Kittelberger noted the minutes for the committee are included as an update.

B. Student Academic Progress Update

A. Kittelberger noted that no reports are available, however the assessment calendar is included.

C. Recommend teacher satisfaction survey

C. Bowen noted that Cloe Ruff provided input for survey to teachers and TA's (22). No date has been given for survey implementation.
C. Bowen made a motion to approve the teacher survey as written by the Academic Excellence Committee with 3rd party administration at a cost of up to $500.00.
J. Arnold seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Personnel

A. Approve Hire of Maria Maldonado as Long-Term Substitute for remaining 2016-17 School Year

C. Bowen made a motion to approve the long term hire of Maria Maldonado as the 2nd grade Spanish teacher effective October 31, 2016 at the rate of $120.00/day with paid holidays.
M. Rosenberger seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Approve Hire of Margie Staley as Kindergarten teacher for remaining 2016-17 school year

J. Arnold made a motion to approve the hire of Margie Staley as the English kindergarten teacher for the remaining 2016-17 school year effective November 14, 2106 at the rate of $41,000 annually with benefits.
C. Bowen seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Approve opening of "Instructional Tutor" position and Job Description

M. Rosenberger made a motion to approve the Instructional Tutor and job description, not to exceed 30 hours per week at the rate of $18.00/hour for the remaining 2016-17 school year.
C. Bowen seconded the motion.
The board **VOTED** unanimously to approve the motion.
It is noted that A. Kittelberger abstained from voting. A copy of the appropriate form is on file at School Office.

D. Acknowledge Resignation of Aidelise Montalvo

The board recognizes the resignation of Aidelise Montalvo.

VI. Other Business

A. Approve Executive Director's 2016-17 Goals

C. Bowen made a motion to approve the Executive Directors goals.
E. Diaz seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Approve Board Goals for 2016-17

J. Arnold made a motion to approve the board goals.
D. Marritz seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Approve 2016-17 Marketing Plan

The topic was tabled.

D. Interim Reflection and Exchange on ED Progress and Performance

Topic tabled.

E. Announce Staff/Board Luncheon

Topic tabled.

F. New GASD School Day Start and End Times

Topic tabled.

VII. Closing Items

A. Adjourn Meeting

C. Bowen made a motion to adjourn the meeting.
J. Arnold seconded the motion.
The board **VOTED** unanimously to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:43 PM.

Respectfully Submitted,
S. White