APPROVED

Vida Charter School

Minutes

Board Meeting

Date and Time
Monday January 23, 2017 at 6:30 PM

Location
Vida Charter School Eisenhower Building

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

Trustees Absent
D. Marritz

Trustees who left before the meeting adjourned
D. Marritz

Ex Officio Members Present
M. Davis

Guests Present
N. McGowan

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

L. Leonard called a meeting of the board of trustees of Vida Charter School to order on Monday Jan 23, 2017 at 6:35 PM.

C. Approve Minutes

C. Bowen made a motion to approve minutes from the Board Meeting on 12-19-16 Board Meeting on 12-19-16.
M. Rosenberger 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 6:25 to discuss personnel matters.

E. Public comment

Summer Caffery was concerned with the resignation of 2 teachers and the resulting recruitment process.

F. Director's report

Executive Director Report January, 2017.
Academics
We are experiencing academic growth in all classrooms. In some classroom more than others.
Starting next Saturday, we are inviting 45 students from grades 3-6 that are struggling with Math. We have identified the deficiencies and have a tentative program to remediate these academic deficiencies. I have 4 teachers interested and committed to come in and teach the material needed from basic to advanced.
The parents of the children have been contacted and there will be a one-call to announced the new initiative.
Students continued to read and we are receiving the reading logs and counting the minutes students are reading.
Mr. Fonseca has accepted to be the Spanish Subject Leader and we will begin to explore strategies to increase the academic success of the Spanish language.
Building
The building is in good shape and we continued to maintain the Level 2 cleaning.
Enrollment
We have established a way to keep and track our potential enrollment. A flyer has been designed to let people know that enrollment is open and that we are offering two enrollment conference with a tour included.
At this time there are 13 potential enrollees signed up for our first session in February 9.
As today our total enrollment is 243 our beginning year enrollment was 242.

Partnerships
I have a meeting with the Executive Director of the Adams County Library and have discussed several ways to interact with programming and materials. I have also offered the services of providing cross-cultural training to the staff.
I have contacted the President of the Gettysburg Chamber of Commerce to discuss a possible

Entrepreneurial program during the summer for those students who will be interested about learning how to produce and sell a product in Spanish and English.
The Counsel of Mexico and the official visit is programed for Tuesday. The students have prepared a program for the visit.
I'm preparing for the March Conference in bilingualism in early education.

Marketing plan
We have hired DGi Creative to design our logo. The logo's design will be ready next week for our perusal. After that the brochure, flyers, and the billboard will be designed and distributed.
I will be attending a large event in the Spanish Community invited by Manos Unidas under our mutual contract to present the school on January 28th.
The TV program started to run.
Flyers were distributed in the community and posted on the website and on the facebook page/ parents and school pages.
Reorganization
I have asked Kevin from Charter Choices to calculate our financial possibilities to be able to pursue the reorganization of Vida Charter School. Kevin has provided me with four scenarios with the risk. I'm recommending to look at scenario 3 and 4.

II. Personnel

A. Acknowledge Resignation of Magdalena Varas

L. Leonard wishes to thank Magdalena Varas for her contributions to Vida and wish her luck in all her future endeavors.

B. Approve Reassignment of M. Fonseca as longterm substitute for remainder 2016-17 school year

M. Rosenberger made a motion to accept the reassignment of M. Fonseca as long term substitute for the remaining 2016-17 school year.
J. Brandauer seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Approve Hire of A. Phillips as Instructional Tutor for Remainder of 2016-17 School Year

M. Rosenberger made a motion to accept the hiring of A. Phillips as an instructional tutor for the remaining 2016-17 school year.
C. Bowen seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Approve Opening of Executive Secretary Position

M. Rosenberger made a motion to open the position of executive secretary.
C. Bowen seconded the motion.

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

III. Finance Committee

A. Approve Monthly Financials

S. White made a motion to accept the monthly financials for December 2016.
D. Marritz seconded the motion.
The board **VOTED** unanimously to approve the motion.

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

B. Finance Committee Meeting Update

J. Brandauer noted that the school audit will be completed very soon and there should be no recommendations. The Finance Committee is preparing for the 2017-18 budget and are waiting for the reimbursement rates. He notes that Hanover had a 1% decrease and so far is the only notification that we have received. In addition, the finance committee is working on a Financial Procedures manual.

C. Board Members submit SOFI forms to Office

J. Brandauer noted that the Statements of Financial Interests (SOFI) need to be completed and filed with the school office.

D. Approve New Vida Charter School Organizational Chart

C. Bowen made a motion to accept the re-organizational plan dependent upon budgetary forecasts.
M. Rosenberger seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Governance Committee

A. Governance Committee Meeting Update

D. Marritz noted the the Governance Committee interviewed a potential candidate earlier today at the regular meeting and he has spoken with 3 other candidates who have an interest in Vida. More information will be forthcoming next month.
D. Marritz left.

B. First Reading: Policy 601 Disposal of Property

L. Leonard noted the first reading and is requesting that board members be prepared to vote in February.

C. Consider Changes to Policy Chapter 12

This item is continued to next month.

V. Academic Excellence Committee

A. Academic Excellence Committee Meeting Update

C. Bowen noted that M. Davis is using a very diverse variety of methods to increase scores and to improve Vida as a whole. C. Bowen notes that S. White is requesting Academic Excellence to look at how Vida students are fairing in their respective middle schools.

VI. Other Business

A. Review & Approve Executive Director Evaluation Process

L. Leonard has been reviewing Board on Track webinars concerning the evaluation of the Executive Director in an effort to create a reoccurring process within Vida for evaluation. L. Leonard is proposing to spearhead 1 meeting to come up with an evaluation tool, another meeting for the drafting of the summary memo and a 3rd meeting to review the results of evaluation.
J. Brandauer made a motion to review and approve the executive director evaluation process.
M. Rosenberger seconded the motion.
The board **VOTED** unanimously to approve the motion.

VII. Closing Items

A. Adjourn Meeting

The next meeting date will be February 27, 2017 and M. Rosenberger asked to include a PTO report on the next agenda.
J. Brandauer made a motion to adjourn the meeting.
C. Bowen 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 7:42 PM.

Respectfully Submitted,
S. White