APPROVED

Vida Charter School

Minutes

Board Meeting

Date and Time
Monday June 22, 2015 at 6:30 PM

Location
Eisenhower Building/Vida Gymnasium

Trustees Present
A. Kittelberger, K. Cunniffe Peña, L. Leonard, S. White

Trustees Absent
C. Bowen

Ex Officio Members Present
C. Maldonado

Guests Present
Albert Kelly, Christie Miller, Darren Glass, Don Marritz, Josef Brandauer, Kathy Hewitt, Kim Hissong, Lori Fischer, Mary Moores, Mauricio Novoa, Melissa Rosenberger, Traci Kelly, Vanessa Pellechio

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 Jun 22, 2015 at 6:35 PM.

C. Approve Minutes, June 11, 2015

L. Leonard made a motion to approve minutes from the Board Meeting on 06-11-15 Board Meeting on 06-11-15.

A. Kittelberger seconded the motion.
The board **VOTED** to approve the motion.
NOTE: The motion was seconded by Kathy Cunniffe-Peña, not Amanda Kittelberger. The motion is displayed incorrectly due to a technical problem with BOT 2.0.

D. Call to the Public

Christie Miller, parent and former Asst. Prin. thanks the returning board members and newly elected board members for their hard work. She read a brief letter dated June 10, 2015. She referenced the Letter to Parents from Cynthia Maldonado and pointed out what she feels is an error, with her main point being the need to use data correctly, which is critical to our school. 3-4 new positions have been added and positions have been removed; is this going through a data driven process that was present in the past? She references the Teacher/Parent questionnaire: Will the school consider voices more from stakeholders. She feels that the current decisions are more knee jerk decisions to items rather than data driven decisions. Christie very happy with the school and happy with her time spent here.

E. Director's Update

C. Maldonado reported that: 1) Vida is open all summer except for the week of July 13-16 which the school will be closed. Vida follows the Gettysburg schedule, as to save money, the building has no air on Fridays. Regular daily hours are 8-5 Monday-Thursday 2) C. Maldonado will be gone July 20-23. Melissa Turner will be in the office that week and can reach C. Maldonado, should the need arise. 3) C. Maldonado reminds the public that the Migrant Summer School will be held at Vida, from July 6-30.

II. Finance

A. 2015-16 Budget

C. Maldonado states that the current version of the budget, No. 12 is presented for approval; $84,568.00 in black. L. Leonard points out that main consideration is Sp. Ed. costs and the projections for Sp. Ed. have come in more favorable than previously expected. The cost of modular units are included into budget and a line item is reflected in final budget.
L. Leonard made a motion to approve the 2015-16 budget as presented to the board.
K. Cunniffe Peña seconded the motion.
The board **VOTED** unanimously to approve the motion.
The board thanks C. Maldonado, the finance committee and Charter Choices for their hard work and for the numerous versions provided to the board for input.

B. Financial Report for May 2015

L. Leonard stated that the May Financial Statements looks strong and healthy. There is a total increase in revenue of $123,565. This revenue is based on projected enrollment of 259 students, 22 of which are special education. Regular ed students generate about

$10,000/year, while special ed students generate about $16,000/year in revenue. There is a total increase in expenses of $166,712. Profit summary subtracting our expenses from our revenue reveals a budgeted surplus of $49,503 for next year (1.7% of the budget). (It is noted that the full report is not included in its entirety.) This budget reflects lower special education costs than originally projected, includes the expenses for modulars, and incorporates personnel costs changes including implementation of PSERS alternative. Observations regarding expenses: Personnel-5% decrease in personnel expenses due to teacher turnover.

Younger teachers start at lower salaries and incoming teachers will participate in PSERS alternative, making our retirement contribution 5% instead of 31%. Contracted services-2% increase in contracted services spending due in part to special education costs. With the addition of modulars, it may be possible to house our own special education class for students needing higher levels of intervention, thus saving costs associated with outsourcing special education services. Student transportation costs will increase slightly due to needing a larger vehicle to transport Spring Grove and South Western students. Tech support costs will increase due to having a more robust infrastructure and on-call availability, and training for use of new technology. Site costs-Will see a modest 3% increase due to increased rent.

Fixed Assets there is essentially no change. Other Expenses-41% increase due to several changes. Due to an accounting error last year, no money had been allocated to the maintenance (custodian) line item. This has been corrected this year by allocating $25,000 to this line item. Funding for teacher appreciation fund to cover teacher incentives was increased from $2500 to $5000. Funding for teacher professional development was increased from $12,500 to $40,000 to pay for Responsive classroom, specialized dual language, and PLC training for all teachers. Funding for the Executive Director’s tuition in now reflected in this category. Supplies-22% increase in supplies due to planned purchases of curriculum and instructional supplies.

Cynthia is working with an academic consultant to help strategically plan curriculum purchases for the coming years. Activities-12% decrease in funding. Funding for PTO has been eliminated due to the PTO separating from Vida. $5000 decrease in field trip allocation due to having a separate item for artists in residence expenses which will no longer be reflected in this category. $10,000 in new funding for existing (Outdoor club) and possible new student activities such as “Big Brother Big Sister” program. On the horizon-This budget looks healthy and sustainable. Mrs. Maldonado is to be commended for working diligently to provide us with a budget that is balanced and provides for the quality educational experience for our students.

C. Approve May 2015 Financials

L. Leonard made a motion to approve May financials.
K. Cunniffe Peña seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Update on installation of modular units

C. Maldonado states that Vida must satisfy 14 bulleit points for GASD. Our architect will perform the necessary items to bring to GASD board at their next school board meeting. The modular units are critical for operations for adequate space and safety of our students. It is critical for Vida to collaborate with GASD and the community to assure completion of the modular units prior to the beginning of the school year. The Board appreciates the work that C. Maldonado is performing for the installation of the modular units.

E. Art Budget Update

C. Maldonado has provided the list of supplies needed for the art instruction for the 2015-16 school year.

F. Approve Copier Contract

C. Maldonado notes the proposed contract with Eicholtz Co. for a Kyocera copier and requests the board approve the 5 year lease.
L. Leonard made a motion to execute the 5 year lease option for the copier with Eicholtz Co.
K. Cunniffe Peña seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. Approve new health insurance plan

L. Leonard stated the the Finance Committee is recommending the implementation of the health insurance plan as presented by eXude, Plan 4.
L. Leonard made a motion to approve the new health insurance plan beginning 7-1-15 for staff and employees, as presented by eXude, Plan 4.
K. Cunniffe Peña seconded the motion.
The board **VOTED** unanimously to approve the motion.

H. Approve HRA agreement

L. Leonard states that the finance committee has reviewed the healthcare plan and in order to provide parity with surrounding districts would like to offer an HRA agreement that reimburses all employees the first $500 of any medical expenses they incur during the school year. FlexFacts will administer the plan and process all reimbursements. The total cost of this plan should be no more than around $10,000 (eg. 20 employees reimbursed for all $500). This is about $5000 less that Vida spent this year on its HRA. L. Leonard requests the board to approve the HRA plan.
L. Leonard made a motion to approve the HRA agreement beginning 7-1-15.
K. Cunniffe Peña seconded the motion.
The board **VOTED** unanimously to approve the motion.

I. approve new business & operations manager job description - attach job description

C. Maldonado has provided the board with the new job description for the position of Business & Operation Manager, which has been addressed in December and January board meetings. C. Maldanado has researched, with a lot of input from experts in creating this position that will benefit the sustaining phase of the school. The description is a very detailed position over the last draft and asks the board to approve the position for the 2015-16 school year.
L. Leonard made a motion to approve the position of Business & Operation Manager beginning 7-1-15.
K. Cunniffe Peña seconded the motion.
The board **VOTED** unanimously to approve the motion.

J. Approve purchase of LA curriculum - English

C. Maldanado stated that the staff met with Dr. Alex Schuh for two days in June to determine the best curriculum. The teachers chose Journeys for English. C. Maldonado notes the choices English Language curriculum were Journeys and Wonder Language Arts. They do have a Spanish curriculum however that was not chosen as 2 languages are taught differently, which correlates with assessment currently in place, NWEA. CM recommends the board to approve Journeys for English Language Curriculum which comes with an e-learning area.
K. Cunniffe Peña made a motion to approve Journeys as the English Language Curriculum for the implementation in 2015-16 school year in the amount of $27,175.87.
L. Leonard seconded the motion.
The board **VOTED** unanimously to approve the motion.

K. Approve purchase of LA curriculum - Spanish - attach quote

C. Maldonado reported that the Sp. LA team chose Español Yabisi for the Sp. cirriculum because it integrates technology with the development of language and literacy skills, also helps develop essential skills targeted in the Common Core State Standards (CCSS), specifically, the Reading Foundational skills and Language Standards. They noticed that it includes a balanced literacy approach and combines language skills with immediate online application through interactive activities. It also includes handwriting practice and cursive writing learning, fosters reading through reading selections of all genres of the Hispanic world, promotes critical thinking skills and lessons increase in complexity, which scaffolds learning according to the student's reading development. The program presents current language and grammatical rules according to the Real Academia Española.
A drawback is that it does not include enough Sp. literature. Teachers agreed that using Calle de la lectura reading selections and student books, which the school used last year, could solve this shortage. C. Maldonado recommends the approval of approve as the English Language Curriculum for the 2015-16 school year in the amount of $27,175.87
K. Cunniffe Peña made a motion to approve the Español Yabisi Language Arts (LA) curriculum for the sum of $27,075.55 for the implementation in 2015-16 school year.
L. Leonard seconded the motion.

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

L. Approve bus contract for Spring Grove

C. Maldonado stated that this report will be tabled until July board meeting.

M. Approve hire of temporary executive assistant

This has been entered in agenda twice and will be addressed at later time.

N. Approve Technology Purchasing of Chrome Books for 4, 5 & 6th grade

C. Maldonado reported options on how to use technology: Brent Kenny researched and found that CDW, quoted 100 chrome books to improve technology skills and enable children to work online to support the curriculum. Vida has made upgrades to infrastructure to enable the new Chrome books to work properly. Brent has relationship with CDW that will enable us to have working documents. The 3 big reasons to have computers for 4, 5, & 6 grade are: teachers have expressed that students have no keyboard skills this will enable our students to function properly when moving on from Vida. The new curriculum has a technology component that we will be able to integrate. Trying to create resources that will personalized learning through technology.
K. Cunniffe Peña made a motion to approve the purchase 100 Chrome books and cart from CDW-G for the sum of of $29,972.00, for the implementation in the 2015-16 school year.
L. Leonard seconded the motion.
The board **VOTED** to approve the motion.

III. New Business

A. Approve new staff appointments

C. Maldonado states that she wants to hire 2 additional teachers, has provided resumes and asks the board for approval.
L. Leonard made a motion to approve 2 new teachers, Kelly Phiel and Amy Miller, beginning 7-1-15, for the 2015-16 school year.
K. Cunniffe Peña seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Accept staff resignations

C. Maldonado states that there are no staff resignations at this time. C. Maldonado wants to thank Christie Miller for her service to Vida Charter School since its inception. Christie's influence at Vida during our beginning phase will be long lasting and wishes her luck in her future endeavors.

C. Swearing in of new board members

A. Kittleberger is pleased to swear in new board members as elected in May. Josef Brandauer, 2 year term; Don Marritz, 3 year term; Mauricio Novoa, 1 year term; Melissa Rosenberger, 2 year term. L. Leonard is pleased to re-swear A. Kittleberger for her 2nd 3 year term. Congratulations to all new board members and our returning member. We are looking forward to new beginnings and much success.

D. Revise hiring policy

C. Maldonado presents the Revised Hiring and Recruitment Policy. The minor changes make it optional for a board members to be present at second interviews.
L. Leonard made a motion to approve the Revised Hiring and Recruitment Policy as presented.
K. Cunniffe Peña seconded the motion.
The board **VOTED** to approve the motion.
It is noted that 3 of the 4 new board members abstained from voting. Written statements explaining their abstention is on file with the Vida School office.

E. Vida awarded Highmark Grant!

C. Maldonado reports that she has worked with the A. Staub, Guidance Counselor to obtain a $5,000 Highmark Grant for responsive classroom. The board congratulates A. Staub and C. Maldonado for their work.

IV. Other Business

A. Overview of LIU presentation

C. Maldonado reported on her presentation to the LIU about "Dual Language and What is Vida?". Approx. 25-30 persons for PD in service for the summer staff at migrant program. C. Maldonado was accompanied by Ms. Gellman. C. Maldonado reports that the presentation went very well and was received with enthusiasm.

B. Approval of Conference Attendance by Executive Director

A. Kittleberger requests the board to approve $450.00 for a conference in Maryland on July 9-10 for the 1st Annual Dual Language Symposium put on by NABE. Mary Canedo is going as well as C. Maldonado.
L. Leonard made a motion to approve the $450.00 invoice for the NABE conference on July 9-10.
K. Cunniffe Peña seconded the motion.
The board **VOTED** to approve the motion.

C. Approve hire of temporary executive assistant

C. Maldonado requests the approval of an Exec. Asst. for temporary hire. This individual will work on the Policies and Procedure manual, Student Handbook, Staff Handbook, and filing/organizing for 6-8 weeks to get things in place for 2015-16 school year.

L. Leonard made a motion to approve the hire of a temporary Exec. Asst for 6-8 weeks.
K. Cunniffe Peña seconded the motion.
The board **VOTED** to approve the motion.
It is noted that the 4 new board members abstained from voting. Statements are on file at Vida office stating reason for abstention. It is noted that 4 board members voted yes, with A. Kittleberger's vote, motion carried.

V. Governance

A. Updates on board member orientation

K. Cunniffe provided an update on board member orientation. Governance Committe has provided a binder with important info. K. Cunniffe walked through Board On Track software as well. K. Cunniffe states that the goal is to work way through binder over the summer and C. Maldonado & K. Cunniffe will have orientation activities in the fall. September-Consultant for Board Culture and Finance Training. October/November for Orientation and legal training. November/December meet and greet with staff. K. Cunniffe will follow up with a board calendar and notes from the governance meeting this evening.

VI. Closing Items

A. Adjourn Meeting

A. Kittleberger wants to thank the new board members for their willingness to serve. The board looks forward to working with them and is anxious to share in their knowledge and expertise.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:04 PM.

Respectfully Submitted,
S. White