APPROVED

Vida Charter School

Minutes

Board Meeting

Date and Time
Monday August 24, 2015 at 5:30 PM

Location
Vida Charter School Gymnasium

Trustees Present
A. Kittelberger, C. Bowen, D. Marritz, J. Brandauer, K. Cunniffe Peña (remote), L. Leonard, M. Novoa, M. Rosenberger, S. White

Trustees Absent
None

Trustees who left before the meeting adjourned
K. Cunniffe Peña

Ex Officio Members Present
C. Maldonado

Guests Present
Alecia Lair, Jocelyn Swigger, Linsie Jonas, Vaness 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 Aug 24, 2015 at 6:38 PM.

C. Announcement of executive session

A. Kittleberger reported that the board entered into exec. session at 5:35 and exited 6:32 for the purpose of board training with Shawn Kerns, board solicitor. In addition, it is noted that school phone line for conference call is not working properly. K. Cunniffe cuts out periodically and connection must be re established.

D. Approve Minutes, July 27, 2015

S. White noted that the minutes for the 7-27-15 board meeting were sent and noted that one change needs to be made. S. White asked the board to approve the minutes based on the addition as noted.
S. White made a motion to approve minutes from the Board Meeting on 07-27-15 Board Meeting on 07-27-15.
M. Rosenberger seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Call to the Public

There were none.

F. Director's Update

C. Maldonado provided: a. An update on first day of school; b. The school is beginning to use responsive classroom: the teachers had 5 PE days prior to school and are focused on collaboration, teamwork, and positive strategies for classroom management; c. This week C. Maldonado is working on Comp. Plan with Joann Perrotti, Bucks IU. d. Speak Up Be Safe is coming to schools to talk about safety for K-6.

II. Governance

A. Training presentation with solicitor, Shawn Kerns

Shawn Kerns made a presentation concerning the Role of the Board at Vida Charter School, for approx. 40 minutes. He noted that the board is to: 1. operate in an oversight management role v. the day to day management which is the responsibility of the executive director 2. conduct board meetings and decision making, maintain minutes, etc., notifying public regarding budget, adopting policies, oversee accountability and budgeting, approve employees hiring/terminations, maintain community relations, adhere to vision of the school, student disciplinary hearings, strategic planning, self assessments, real estate/financing transactions. Public money necessitates open and transparent procedures, and meetings must be advertised a minimum of 2 days prior to meeting. The only exception being that if an immediate decision is required and is acted upon, then a ratification needs to occur in public to cure the private nature of the decision. All meetings are public with the exception of executive sessions which are for personnel matters, litigation issues, training sessions, etc. The board may issue invitations to attend executive sessions, should they wish it. Working sessions are in more relaxed environment and similar to town hall meetings; minutes are required, but no decisions are made. Board retreats/trainings are non-public and may issue invitations to appropriate

individuals based upon the topics that the board is referencing; again, no decisions can be made. Boards use retreats/trainings for: strategic plans, brainstorming, school vision work. 3. Legal and Ethical Obligations of the board: It is noted that board members are defined as public officials under charter school law and that no member shall engage in conduct that constitutes a conflict of interest.
A rather long discussion ensued concerning conflict of interest v. recusure. It was decided by the board that the rest of the presentation could be reviewed privately in the essence of time and questions could be e-mailed to Shawn.
D. Marritz made a motion to privately read the rest of Shawn Kern's presentation and to e-mail questions to Shawn.
M. Rosenberger seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Fall board retreat

A. Kittleberger noted that the board retreat has been originally scheduled for Sept. 12th, however there appears to be some conflict in meeting date. Please e-mail C. Maldonado and A.Kittelberger your preference for board retreat of 9-12 or 9-19 and continue to hold both dates. An agenda will be forwarded closer to the retreat date.

C. Board officer appointments (annual re-organization)

A. Kittleberger notes that the current officers have agreed to continue their current positions within the board of directors for the 2015-16 fiscal year. There are no other expressions of interests by the board. M. Rosenberger nominated Don Marritz and K. Cunniffe to alternate roles and they both declined. The role of officers are as follows: A. Kittleberger (President), Cindy Bowen (Vice President), L. Leonard (Treasurer), Sue White (Secretary).
J. Brandauer made a motion to continue the current officers and are as follows: A. Kittleberger (President), Cindy Bowen (Vice President), L. Leonard (Treasurer), Sue White (Secretary).
M. Rosenberger seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Discuss board committee composition

A. Kittleberger notes that committees are new to Vida as of last year and we are still trying to determine how these committee should operate, who may be members and what are the roles of the committees. Board on Track and best practices are the ultimate goals for the 3 standing board committees: Academic Excellence, Governance and Finance. It is noted in the past that there hase been parent and teacher participation in committees. Due to the communication issues that occured last year, C. Maldonado is instituting changes at the school level that will enable teachers to have direct input/access to the school committees which will then report to the board committees. The purpose is that the board is empowered in an oversight capacity rather than the function/application that teachers can bring to the committee.

C. Maldonado is a member of all committees that directly reports to the board committees. For example: school AE committee is the boots to the ground place for determining how to best improve the education of our students. The board AE committee is the committee that oversees, evaluates and proceeds with ideas that the teachers have outlined. A. Kittleberger noted that all committee meetings are public and for a 1 year term. Executive sessions may occur within the committee meetings at the discretion of the committee chair in which the public is excused for a portion of the meeting and then the public meeting is re-convened. Committee work is a serious commitment and should not be taken lightly and appointees must exhibit skills that are favorable to the committee. There is no exclusion of parents/teachers on committee but must be at the discretion of the committee chair and be well thought out. The committees answer directly to the board and thus the board counts heavily upon their input when making decisions. The finance committee is made up of the following board members: L. Leonard (chair), Sue White, Josef Brandauer. A. Kittleberger requests that the board appoint members to the committee and chairs are to meet with C. Maldonado to propose how the board committees may function as efficiently as possible.
D. Marritz made a motion to to appoint the board members to committees and committee chairs are to meet with C. Maldonado to propose how the board committees may function as efficiently as possible.
L. Leonard seconded the motion.
The board **VOTED** unanimously to approve the motion.
A. Kittelberger made a motion to accept the board members to the finance committee as previously stated for the 2015-16 school year.
D. Marritz seconded the motion.
The board **VOTED** unanimously to approve the motion.
The governance committee: K. Cunniffe (chair), C. Bowen who may assist K. Cunniffe if travel is an issue, and D. Marritz
J. Brandauer made a motion to appoint the board members to the governance committee: K. Cunniffe (chair), C. Bowen who may assist K. Cunniffe if travel is an issue, and D. Marritz.
L. Leonard seconded the motion.
The board **VOTED** unanimously to approve the motion.
The academic excellence committee will be A. Kittleberger (Temporary Chair), M. Rosenberger who will transition to chair within 2 meetings, Mauricio Novoa.
A. Kittelberger made a motion to appoint the the board members to the academic excellence committee as follows: A. Kittleberger (Temporary Chair), M. Rosenberger who will transition to chair within 2 meetings, Mauricio Novoa.
J. Brandauer seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Committee appointments for 2015-16

Committee core members will not be appointed and will be addressed with C. Maldonado and the committee chairs.

K. Cunniffe Peña left.
Due to lack of equipment and proper phone connection, K. Cunniffe terminated her remote connection.

III. Finance

A. Update on installation of modular units

C. Maldonado states that the modulars are complete. The final cost was under price allotted and includes buying furniture. It is noted that the board requests a final cost when it becomes available.

B. Approve June and July Financials

L. Leonard reported that the monthly financials for June are healthy:• Total assets: $1.4 million ($106,000 more than the beginning of the FY July 2014) • Total liabilities: $298,000 ($52,000 more than the beginning of the FY July 2014) • Total equity: $1.1 million ($54,000 more than the beginning of the FY July 2014) 1. Observations: a. Vida ended the year with a $54,000 surplus. b. Total revenue was at $2.7 million which is $134,000 more than expected/budgeted. c. Total expenses were at $2.7 million, which is $108,000 more than budgeted. d. We had expected/budgeted a $28,000 surplus when we approved the 2014-15 budget back in June 2014, but ended with a surplus of $54,000 – a gain of $26,000.
e. Under Mrs. Maldonado's leadership, Vida was able to end the fiscal year with a healthy bottom line while making purchases that had not been initially worked into the original budget. f. In addition to our $950,000 committed funds (for future personnel and facilities costs), we now have an additional $86,617 in unassigned reserve funds.
L. Leonard reported that the monthly financials for July are healthy: • Total assets: $1.38 million ($48,000 less than last month) •Total liabilities: $234,000 ($68,000 less than last month) • Total equity: $1.15 million ($20,000 more than last month) 2. Observations: a. This is the first month of the new fiscal year. b. Due to the nature of the summer months, considerable purchases were made that do not occur regularly (curriculum, etc.) c. Total revenue was at $205,000 which is $27,000 less than expected/budgeted. d. Total expenses were at $185,000, which is $48,000 more than budgeted. e. The approved budget called for an $84,569 surplus by year's end, which is 2.8% of the budget. f. Some up front special education costs were higher this month ($5100). g. Large curriculum purchases are reflected in this month's financials ($27,000 and $20,000). h. Two large technology purchases are reflected in this month's financials ($10,500 and $4600).

C. Update on number of students attending Vida

C. Maldonado reported that we have increased enrollment to 270 children. More concrete numbers will be available next month.

D. Committee appointments for 2015-16

Full committee appointments will be made in September.

E. Adding an Assistant position to 4th, 5th & 6th grade

C. Maldonado states that the upper grades are larger than she would like and an additional assistant would aid in covering grades 5 & 6. One assistant currently works with 4th grade, however both may work with 4, 5 & 6 grades. She reports that Vida is financially capable of handling the expense, which is $25,000/year and fringe benefits will add an additional 30%. She requests a motion to add the teaching assistant.
C. Bowen made a motion to approve the teaching assistant position following the necessary employment procedures and a long term sub may be placed until the position is filled.
M. Rosenberger seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Adding a three hour Receptionist position

C. Maldonado is requesting the addition of a 3 hour/day receptionist position to the Office Assistant at the hourly rate of $12.00/hour throughout the 2015-16 school year to aid in the completion of numerous duties.
A. Kittelberger made a motion to approve a provisional 3 hour receptionist's level until a full description and rate of pay, etc. can be obtained for the September meeting.
D. Marritz seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. New Business

A. PSSA scores

C. Maldonado reports that the scores for the PSSA's are currently unavailable. The office staff is examining each score, determining if there are any inaccuracies and will then report to the PDE, at which time the PDE will issue a full report, which then can be reported to parents.

B. Parent and community programs/outreach

C. Maldonado notes that there will be a Curriculum Night on September 9th at 6:00. She also notes that there will be a school wide homework policy.

C. Approve new staff appointments

C. Maldonado requests the board approve the hiring of Monserrat Fonseca Estrada as the Kindergarten Assistant. It is noted that this hire falls within the necessary policy requirements and that, due to recent recruitment and hiring for positions in this classification, no new advertisement and search process was necessary.
C. Bowen made a motion to approve the hiring of Monserrat Fonseca Estrada as the new kindergarten assistant effective immediately for the remainder of the 2015-16 year.
M. Rosenberger seconded the motion.

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

D. Approve Staff Resignations

There are none.

V. Other Business

A. Update on administrative office re-org: operations & staffing

C. Maldonado reports that Rosalie Moore has helped organize the office and that her employment is ending this week, from here on out Hisela Mendez will continue the work of organization.

VI. Closing Items

A. Adjourn Meeting

It is noted that A. Kittleberger provided an opportunity for additional comments by the public. A. Lair, referencing the PTO as agreeing with her position, stated that she is very concerned about changes in administration. She expressed unhappiness with procedure and concern that parents do not have representation as part of the school and believes that town hall meetings are necessary. A. Lair expressed concern about board committees, commented they slow down processes and that she is uncomfortable with their procedures. She stated communication is an initiative for the PTO and that it will work with the board.
S. White requested an explanation for Hisela Mendez's absence at the board meeting. C. Maldonado reported that due to an family emergency she was unable to be present.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:55 PM.

Respectfully Submitted,
S. White