APPROVED

Vida Charter School

Minutes

Board Meeting

Date and Time
Monday September 28, 2015 at 6:30 PM

Location
Vida Charter School Gymnasium

Trustees Present
A. Kittelberger, D. Marritz, K. Cunniffe Peña, L. Leonard, M. Novoa, M. Rosenberger, S. White

Trustees Absent
C. Bowen, J. Brandauer

Ex Officio Members Present
C. Maldonado

Guests Present
Vanessa Pellichio

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 Sep 28, 2015 at 6:30 PM.

C. Announcement of executive session

A. Kittleberger noted that the board convened an executive session earlier today from 5:35 to 6:25 to discuss board development and personnel.

D. Approve Minutes, Aug. 24, 2015

K. Cunniffe Peña made a motion to approve minutes from the Board Meeting on 08-24-15 Board Meeting on 08-24-15.
L. Leonard seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Call to the Public

There were no comments.

F. Director's Update

C. Maldonado reported that the Adams County Arts Council has generously donated the tickets to Imani Winds that was attended by 3rd-6th grades, on September 17th. It is noted that the board greatly appreciates their donation as well. Friday, 10-2-15 is the first day of Run Club, Gettysburg Salsa on the Square and PTO movie night! Whew, busy day. Mr. Fonseca is teaching a Spanish class for English speakers on Tuesdays from 3:30 to 4:30 and has many parents and staff for his class, which is GREAT! We have so many important volunteers working so diligently for Vida and the students. It is VERY important work and very much appreciated! C. Maldonado is attending a CAL (Center for Applied Linguistics) Dual Language Leadership Conference along with M. Gellman and will be updating the board and stakeholders when they return.

G. Board Priorities update

A. Kittleberger has added an new section to future board agendas. This item will allow for the opportunity to discuss new and relevant items in the upcoming months to inform our stakeholders of particular topics relevant to them and the school. There are no updates at this time.

II. Governance

A. Fall Board Retreat Review

A. Kittleberger notes that the board held its annual retreat on 9-12-15 from 8:30 to 1:30. The speaker was John Tarvin, Claremont Consulting. The purpose of the retreat was to take a TKI assessment and determine what skills the individual board members represent. This analysis enabled to the board to do team building and goal setting. In addition, governance best practices were discussed. A Vida Board spread sheet was attached to the documentation giving the minimum total time monthly and annually that board members are contributing to Vida: Members-monthly-5.12 hrs./annually 61.25 hours. Committee Chairs- an additional monthly 1.00 hr./12.00 hrs. annually and Board Chair an additional 2.00 hrs. monthly/ 24 hrs. annually. Items taken into consideration were Board Meetings, Board Meeting - Travel, Annual Meeting, Committee Meetings, Committee Meetings - Travel, Volunteer Engagement, General Correspondence/Readings, and Reading/Email/Prep.
A. Kittleberger noted that K. Cunniffe, Governance Chair, was unable to attend the board retreat, however A. Kittleberger provided documentation and discussion with K. Cunniffe

to bring her up to speed on the issues discussed in the governance best practice discussion.

B. Board committee update

K. Cunniffe announced that the governance committee suggests the board change its committee structure. In the past, the board included teachers and community members as voting members. Governance best practices state parents or teachers should not be voting members on board committees. K. Cunniffe suggests core committee members should be board members. The new structure will enable the committees to reach out to community members and stakeholders for consultation and input when necessary, maintain efficiency within the meetings, and enable the committies to reach their established goals. In an effort to create communication with stakeholders, all committees will be public and, using Roberts Rules of Order, will hold a regular call to the public as an additional forum for input. K.Cunniffe noted the chairperson can call for an executive session to discuss matters considered private according to the PA Sunshine Law.
K. Cunniffe Peña made a motion to re-organize the committees so that the voting members are comprised of board members, with individuals invited to participate in an ex-officio capacity based upon their expertise and at the discretion of the committee chair.
D. Marritz seconded the motion.
The board **VOTED** to approve the motion.
D. Marritz noted that all committee meetings are public and public is invited to share and will have opportunity to speak in call to public. It is also noted that the motion passed 5 to 2.

C. Two-part finance training for board: update

One of the responsibilities of the Governance Committee is to have board training on the financial oversight of the school. L. Leonard is making note of this in her Finance Committee goals calendar assuring that the board has an educational aspect annually. L. Leonard is asking board members to watch a Board Financial Oversight webinar, hosted by Board on Track, before the October board meeting. L. Leonard has arranged for a representative from Charter Choices, to be on hand at the October board meeting to answer any questions that we may have.

III. Academic Excellence

A. Teacher Academic Report

A. Kittleberger noted that the Academic Committee did not meet in September. A. Kittleberger has provided school wide 2015-16 Curriculum year-at-a-glance spreadsheets; she notes that this is only possible through the aligned curriculum that has been provided by the board and implemented by C. Maldonado.

IV. Finance

A. Approve August Financials

L. Leonard notes that the business/operations manager is unavailable to attend the board meeting and that L. Leonard is presenting in her absence. The Vida August finances are healthy at this time, although there are some variations with can be explained through accounting procedures and corrections. Because this was the second consecutive board meeting missed by the business/operations manager, board members checked with CMaldonado that this is, in fact, a key function of the position and that the business/operations manager would be in attendance at the next meeting.

B. Approve Members First Credit Union Relationship

L. Leonard states that an additional banking opportunity exists for Vida's employees and parents through Members First Credit Union. The Finance Committee has reviewed the information and recommends the establishment of the opportunity.
L. Leonard made a motion to approve the relationship with Vida Charter School and Members First Credit Union.
K. Cunniffe Peña seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Update on number of students attending Vida

L. Leonard reported that the September enrollment was a total of 258 children and were broken down as follows: Bermudian Springs SD-18, Carlisle Area SD-3, Conewago Valley SD-45, Fairfield Area SD-3, Gettysburg Area SD-97, Hanover Public SD-26, Littlestown Area SD-18, Mechanicsburg Area SD-2, South Western SD-9, Spring Grove Area SD-7, Upper Adams SD-30.

D. Approve math curriculum purchase

C. Maldonado reported that the Pearson math curriculum purchases exceeded the threshold amount of $5,000 and requests the board to approve additional materials not to exceed $6,500.00. L. Leonard noted that the Finance Committee approved the purchase.
C. Maldonado made a motion to approve additional materials needed for the Pearson math curriculum not to exceed $6,500.00.
L. Leonard seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Note the change in cost of Spanish and English ELA curriculums

L Leonard notes that the English language curriculum exceeded the board approved amount of $27,000 by about $2,500.00. This excess is due to inaccurate price quotes in the original proposal.

F. Approve closure of old PAC/PTO bank account

L. Leonard made a motion to approve the closure of the PAC/PTO account at PNC Bank.

D. Marritz seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. New Business

A. America Reads through Gettysburg College at Vida!

C. Maldonado reports that Vida has 5 Gettysburg College students volunteering, 2 of whom are bilingual. She is very pleased with the great relationship that Vida has with Gettysburg College.

B. Approve job description for part-time receptionist

C. Maldonado is requesting the board approve a full-time position description for a part-time receptionist/part-time teaching assistant. (The board approved this position temporarily in August.)
C. Maldonado made a motion to approve a job description for a full time position for a part-time receptionist/part-time teaching assistant. Amendment offered by A. Kittleberger: C. Maldonado will revise the job description for the bilingual receptionist portion per board member comments. Additionally, the board gives the director authority to fill the part-time receptionist and the part-time teaching assistant positions with one individual.
K. Cunniffe Peña seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Approve job description for gifted/math lead teacher and data coach

K. Cunniffe Peña made a motion to approve the gifted/math teacher and data coach position description with the inclusion of the modifications suggested to the responsibilities section.
L. Leonard seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Approve New Staff Hires & Staff Resignations

C. Maldonado advised the board that the special education teacher, Jerrod Smith, has resigned, effective 10-6-15. The board wishes him well and thanks him for his service to Vida.
L. Leonard made a motion to accept the resignation of Jerrod Smith, Special Education teacher effective 10-6-15.
K. Cunniffe Peña seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. Other Business

A. Wellness Committee

C. Maldonado reports that the Health and Wellness Committee will be meeting on Fridays at 3:30 in Nov. Jan, March & May. October's meeting will be asynchronous via e-mail on 10/16. The YWCA Encore 5K will be 10-10. On 11-8 there will be Veteran's X-Country relay. There was a bicycle parade at the Heritage Festival. The possibility of a bike club and soccer club were discussed. The running club will be operating for 5 weeks in Oct. & Nov. New prospective endeavors include a T-shirt sale, and discussions regarding bike helmets.

B. PTO report

In an 8-13 meeting of the PTO, they have decided to continue the committee framework used last year: Art/Music Committee-Traci Kelly, Math/Science Committee-Alecia Livingston Lair, Reading/School Spirit Committee-Kim Hissong. C. Maldonado has requested volunteers on Wed. for distribution of papers, completed by 2:00. Treasurer was unavailable for report. PTO provided lunch for teachers on 8/13 for a cost of $184.05. A back to school flyer was planned for 8/26 and will be translated. Upcoming events: Square One Art and Vida T-shirts for fundraisers. Extra shirts were purchased for sale. Movie night to be 10/2. The Read-a-Thon begins on 11/2, which will go along with Ms. Gellman's school wide reading challenge. PTO purchased T-shirts for staff as appreciation and will provide a potluck soup and salad for teachers on 11/5, a half-day for students and the start of parent/teacher conferences. There will be a movie night in Dec. and will include a canned food drive.
A skating party in Jan. is being planned. Shanda will keep a notebook in the office with PTO business items for review by interested parties. PTO will create list of volunteer opportunities for parents and will be available at first PTO meeting. Two opportunities already exist: copying and mailing in office on Wed. mornings & parents to attend board meeting and report back to PTO/parents in order to increase participation and awareness about school happenings. Upcoming PTO meetings will be 10/13 (Vida), 11/10 (Vida) and 12/8 (Hanover) at 6:30. PTO will get a Spanish translator for meetings.

VII. 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 7:41 PM.

Respectfully Submitted,
S. White