APPROVED

Vida Charter School

Minutes

Board Meeting

Date and Time
Monday December 14, 2015 at 6:30 PM

Location
Vida Charter School Gymnasium

Trustees Present
A. Kittelberger, J. Brandauer, L. Leonard, M. Novoa, M. Rosenberger, S. White

Trustees Absent
C. Bowen, D. Marritz, K. Cunniffe Peña

Ex Officio Members Present
C. Maldonado

Guests Present
Amy Hunt, Elizabeth Kellett, Kathy Hewitt, Ken Knox, Matt Kittleberger, Paul Kellett, Tom Hunt

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 Dec 14, 2015 at 6:35 PM.

C. Approve Minutes

S. White made a motion to approve minutes from the Board Meeting on 11-16-15 Board Meeting on 11-16-15.
L. Leonard seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Directors Report

C. Maldonado is continuing to improve communications and incorporating more ways to communicate with stakeholders. C. Maldonado also reported that great things are happening at Vida! Daily announcements alternating between Spanish and English; the Book Fair just wrapped up; there is an upcoming winter assembly; the students will be going on walking field trips; the STAR Reader program is ongoing and we are collecting food for SCCAAP; the Read-a-Thon was a great success and the music program and the dance troupe are terrific and are working very hard for the winter assembly.

E. Book Fair Update

Amy Hunt reports that the scholastic Book Fair resulted in $5,468.24. Vida is entitled to 50% of that dollar amount on scholastic dollars for Ms. Gellman to purchase books for the reading room.

F. Teacher's Report

There is no report.

G. Executive Session Notice

A. Kittleberger noted that the board entered Executive Session today at 5:32 and exited at 6:27. The purpose was to discuss the CEO evaluation process and personnel matters.

H. PTO report

There is no report.

I. Call to the Public

Speakers: Paul Kellett, Elizabeth Kellett and Chloe Ruff.
A. Kittleberger notes that the board is taking all comments made by stakeholders very seriously and thanks everyone who has taken the time to prepare and present to the board.
A. Kittlberger notes that it was apparant at the November board meeting that the process that was used for public comment did not work and apologized on behalf of the board for not handling it better. It is noted that the board will review a public comment protocol later in the meeting

J. Board priorities update

A. Kittleberger notes that the board maintains its priority to to keep the "main thing, the main thing". The three items that the board named are: 1. Supporting acedemic growth and achievement of all students 2. Supporting the well-being of all students physically, emotionally and socially 3. Supporting students in becoming bilingual and multi-cultural. The board is guided in all its decisions by these specific objectives.

II. Academic Excellence

A. Gettysburg College data project update

M. Rosenberger notes that a student from Gettysburg College has been evaluating the PPSA's and NWEA Assessment and will provide a formal report in January meeting.

B. Homework Policy - 2nd Reading

M. Novoa notes the the Homework Policy is in its second reading. He comments that he would like to see it in Spanish as well. It is noted that the staff are in agreement with the policy.
The board recommends that the policy be translated and used as a working draft until a vote for adoption can be taken in January.

III. Finance

A. Approve October 2015 financials

S. White reviewed the October 2015 Financials and requets approval.
J. Brandauer made a motion to accept the October 2015 financials.
L. Leonard seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Finance committee update

J. Brandauer notes that the Finance Committee did not meet in November. The October meeting was for the purpose of discussing the audit performed by Peter Place of Lopez, Teodosio & Larkin, LLC for the 2014-15 School Year. Further comments will be provided in Audit Report section.

C. Treasurer's Report

L. Leonard reviewed the status of Vida's budget, noting that the November numbers look good, and there nothing unusual to report. Paul Kellett of Gettysburg, made an objection which was referred to counsel and is hereby noted.

D. 2014-2015 Audit

J. Brandauer reports that the Finance Committee met with Peter Place of Lopez, Teodosio & Larkin, LLC to discuss the 2014-15 Annual Audit. The auditor has made no recommendations. Discussions occured concerning GASBE Act 68 in which the audits must reflect the unfunded liability of state pensions. This is a statewide issue and all schools are addressing it. This unfunded amount will not affect the financial stability of the school. J. Brandauer recommends approval of the audit.
J. Brandauer made a motion to approve the annual audit for 2014-15 school year and the associated management letter.

M. Novoa seconded the motion.
The board **VOTED** unanimously to approve the motion.

IV. Governance

A. Protocol for public comment

S. White has prepared and read guidelines for public comment protocol. Minor changes will be made and forwarded to attorney for review and comments. The board will use this as a working protocol until comments are made.

B. Recruitment of board candidates

In Don's absence A.Kittelberger covered this section. She noted that the board is looking for new board members. There will be three total seats available. 1 elected, 2 for appointment. Vida is looking for individuals versed in specific skill sets that will enhance the board. The skills sets may include technology, law, human resources, marketing, and finance.

C. Procedures for board recruitment

Vida is welcoming applications and inquiries which should be made to C. Maldonado in Vida's main office. The Governance Committee has created an Interest Form which is the first step in becoming a board member, followed by submission of required information, including a formal statement of interest and background checks. The committee will conduct interviews and will foward candidates to the board for interview. The board accepts candidates by vote. Appointed candidates are approved directly by board vote. Elected candidates are approved by majority vote during an election held by current Vida parents and staff.

D. Update on advisory circles to inform school leadership

C. Maldonado notes that the Leadership Circle at school level (6 teachers) is to include parents into monthly meetings to share ideas with staff and teachers. This will allow parent inclusion in a forum most directly relevant for hearing, considering and acting on parent input. Meeting dates will be added to Facebook, the website and will be included in the January newsletter.

V. Personnel

A. Approve hire of Cristina Clarke-Cuadrado to long-term substitute position

J. Brandauer made a motion to approve Christina Clarke-Cuadrado as long term substitute, effective immediately.
M. Novoa seconded the motion.
The board **VOTED** unanimously to approve the motion.

B.

Approve appointment of Maribel Gonzalez to full-time math and data specialist position

L. Leonard made a motion to approve the hiring of Maribel Gonzalez for the full time math and data specialist position.
J. Brandauer seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Accept resignation of Arturo Sanjuan

L. Leonard made a motion to accept the resignation of Arturo Sanjaun.
J. Brandauer seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

M. Rosenberger	No
J. Brandauer	Aye
L. Leonard	Aye
K. Cunniffe Peña	Absent
S. White	Aye
D. Marritz	Aye
C. Bowen	Absent
M. Novoa	Aye
A. Kittelberger	Aye

M. Rosenberger notes that Mr. Sanjuan will be missed.
Record of votes. Aye: Novoa, Brandauer, Leonard, White, Kittelberger. Nay: Rosenberger.

VI. Other Business

A. CEO evaluation process and parent/staff surveys

A. Kittleberger notes that last year's CEO evaluation process followed a modified approach that did not take full advanatage of Board on Track's tools for inter-linking with board and organization evaluations. This year the board pilot the use of Board on Track's function for the CEO Evaluation Process. A committee will be formed and all board members will create written responses to various measures of the Executive Director's performance. The full board will have a retreat in order to review each evaluation domain based on individual input and the full board will jointly agree to an assessment of each domain. The committee will then write a performance evaluation occuring by the end of April or beginning of May. In the interim, J. Brandauer will work cooperatively with C. Maldonado to prepare and complete an in depth parent/staff survey which should be completed by the end of March. J. Brandauer wants input for question topic suggestions by early January.

B. Appointment of CEO review committee

L. Leonard made a motion to The CEO Evaluation Review Committee will be comprised of all board officers as committee members: A. Kittleberger, C. Bowen, L. Leonard and S. White.
J. Brandauer seconded the motion.
The board **VOTED** unanimously to approve the motion.
J. Brandauer made a motion to appoint L. Leonard a Chairperson of CEO Review Committe.
M. Rosenberger seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Update on Comprehensive Plan submission

C. Maldonado notes that the Comprehensive Plan has been submitted on time, but will take approximately 2-3 months for a response from PDE.

VII. Closing Items

A. Adjourn Meeting

J. Brandauer wants to recognize the work of Jack Steiner and Kelly Phiel for the work on the web pages and newsletter. A. Kittleberger noted the excitement and energy she's saw during the book fair amongst staff and students at Vida.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:16 PM.

Respectfully Submitted,
S. White