APPROVED

Vida Charter School

Minutes

Board Meeting

Date and Time
Tuesday February 2, 2016 at 6:30 PM

Location
Vida Charter School Gymnasium

Trustees Present
A. Kittelberger, C. Bowen, D. Marritz, J. Brandauer, L. Leonard, M. Rosenberger, S. White

Trustees Absent
M. Novoa

Ex Officio Members Present
C. Maldonado

Guests Present
Alecia Lair, Amelia Contreras, Chloe Huff, Elizabeth F. Kellett, Jonathan Amith, Matt Kittleberger, Naima McGowan, Shawn Kerns, Esq. on behalf of the Board of Trustees, Shelby Trail, 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 Tuesday Feb 2, 2016 at 6:34 PM.

C. Approve Minutes

The board notes that P. Kellett has made an objection in the Finance section of the minutes of the 12-14-15 minutes. The board instructs the Secretary to make that notation.

L. Leonard made a motion to approve minutes from the Board Meeting on 12-14-15, with notation in Finance Section Board Meeting on 12-14-15.
C. Bowen seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Announcement of executive session

A. Kittleberger noted that the board entered into Executive Session at 5:32 to 6:32 on 2/2/16 to discuss personnel and review legal matters. A. Kittleberger also notes that the board may enter into executive session following the public portion of the meeting.

E. Announcement of Kathy Cunniffe Peña resignation from board of trustees

S. White read the resignation letter prepared by K. Cunniffe-Pena, which is effective 2-3-16. A. Kittleberger noted that the position being vacated is an appointed position and may be filled by anyone who has served on committees in the past. The Governance Committee will make a recommendation for her replacement as board member and will bring name(s) to the board for recommendation.
C. Bowen made a motion to accept the resignation of K. Cunniffe-Pena effective 2-3-16.
D. Marritz seconded the motion.
The board **VOTED** unanimously to approve the motion.
D. Marritz notes that it is with deep regret that we accept the resignation of Kathleen Cunniffe Pena.

F. March 28 board meeting-CHANGE of date needed

M. Rosenberger made a motion to reschedule March 28, 2016 board meeting to March 29, 2016.
C. Bowen seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. Director's report

C. Maldonado reported that our school brochure is completed and available on the website. The Kindergarten informational meetings have been successful with 2 more upcoming meetings in which everyone is encouraged to "get the word out" about the meetings and about attending Vida. C. Maldonado also stated that the Comprehensive Plan is still being reviewed by the PDE and a few updates have been completed.

H. Teacher's Report

The teacher's report was a presentation by Maribel Gonzalez, the data coach and the math specialist, and included the data from NWEA, CPPA and IPT assessments. The accumulated data is then used to critically review our school resulting in a strong pursuit of excellence for all students and turning the issues into goals for improvement within our school. S. White added that the board has allowed for the resources for these

assessments, teachers, data coach, etc. and is excited to see this accumulated data put into action, which will result in positive improvements for our students.

I. PTO Report

C. Maldonado made notation that the skating party held at Magic Elm Skateland was a great success and the PTO may have an additional one in the spring. The PTO will aid with movie night during the upcoming CAL presentation. The May Fair is being planned along with opportunities for soccer and dance. Grandparents day will be 2-11.

J. Call to the Public

E. Kellett spoke and explained the reason for her Right To Know Request. Following her comments a 10 minutes recess was held from 7:45 to 7:55. Upon return to meeting, D. Marritz objected to the comments made by Kellett and voiced his distaste for her contempt for the board. M. Rosenberger thanked E. Kellett for her participation.

K. Board Priorities Update

A. Kittleberger spoke to the improvements that have been made within the last 18 months at Vida. They are: a fully aligned curriculum aligned with mission and common core; comprehensive Spanish curriculum aligned with common core; Spanish is called Spanish, not 2nd language; comprehensive writing curriculum; PE & Healthy lifestyles curriculum- every teacher in school integrates daily wellness into classroom – brain breaks, other exercises; teachers have regular professional development that is relevant to their teaching; Vida's teachers are getting regular professional development for working with language learners in English and Spanish; special education and gifted programs are being deepened with instruction in classroom; Spanish language program has also been deepened; English has new curriculum; achievement data in English and Spanish in frequent intervals: which can inform classroom instruction, parents and schools for outcome regarding resource decision; behavior interventions requiring administrators have dropped dramatically- the responsive classroom approach is working to improve students' behavior; teachers and assistants have been trained to implement responsive classroom; our guidance counselor teaches students to manage their emotional health using objectives and standards; Vida's enrollment has grown steadily; communication with GASD has improved tremendously; Vida was re-chartered – as a result, we revised and improved a number of practices and policies to help run school more smoothly; Parent participation is increasing: title I parent meetings are redesigned and more parents are participating; more parents are participating during school day; teachers are organized about asking for parent involvement; involvement of Hispanic families is much higher than other schools in area; Vida has hired strong and well qualified teachers, many bilingual or with master's degrees – staff excellence is growing; Vida will hopefully have its own building by this summer.

II. Academic Excellence

A. Overview of baseline data in math and reading for both Spanish and English

This section was moved forward and covered previously.
M. Rosenberger noted the next academic excellence committee will be 2-8-16 at 3:30.

B. Overview of new SSL program

This discussion will be address in the next month's meeting.

C. Curriculum review update

C. Maldonado reported that the school is reviewing several new math curriculum and a full report will be provided at the next meeting.

D. Approve Homework Policy

J. Brandauer made a motion to accept the Homework Policy.
L. Leonard seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Gettysburg College Data Project update

This topic will be moved to next month's meeting.

F. Quarterly student achievement reporting based on school report cards

C. Maldonado noted that student conferences are upcoming for some students.

G. Special Education Audit in 2016-17

C. Maldonado reported that updates will be forthcoming.

III. Finance

A. Approve November 2015 Financials

L. Leonard made a motion to accept the November financials.
C. Bowen seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Approve December 2015 Financials

December financials are unavailable and will be reviewed next month.

C. Finance committee update

J. Brandauer spoke to the minutes of the Finance Committee meeting held on 1-19-16 at 3:30.

D.

Treasurer's Report

L. Leonard that budget season is upcoming. Enrollment is currently at 245 students. Financials are sound, but the difficulty arises with the PRSES reporting which shows our figures in a negative light, however they are not in actuality a liability, other than, we must carry the numbers forward and pay our invoices to reduce the liability amount. J. Brandauer noted the difficulty of reviewing balance sheets and that the Treasurers Report is an attempt in simplification.

IV. Governance

A. Approve revised protocol for public comment

S. White noted that the Protocol for Public Comment was provided by separate e-mail on 1-19-16 for review. Further discussion will be continued next month.

B. Recruitment of Board Candidates

This topic will be continued next month.

C. Approve updated procedures for board member recruitment

This topic will be continued next month.

V. Personnel

A. Revised job description for Business and Operations Manager

C. Bowen made a motion to accept the revised description for the Business & Operations Manager position.
D. Marritz seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Revised job description for Office Manager

L. Leonard made a motion to accept the revised job description for Office Manager position. (Revision: Notation as made by M. Rosenberger, removing Vice Principle wording from the job description.).
J. Brandauer seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Business and operations manager position

C. Maldonado presents Neima McGowan for the position of Business and Operations Manager, effective immediately.
L. Leonard made a motion to accept Neima McGowan for the position of Business and Operations Manager, effective immediately.
J. Brandauer seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Contracted service for enrollment, marketing, and recruitment

C. Maldonado presents Amelia Contreras for the position of contracted services for Enrollment, Marketing & Recruitment effective 1-8-16.
M. Rosenberger made a motion to accept Amelia Contreras for the position of contracted services for Enrollment, Marketing & Recruitment effective 1-8-16.
C. Bowen seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. Other Business

A. Q3 Parent and Staff survey

J. Brandauer has a first draft of a Survey for parents and staff. Take the assessments and forward them to him. He wishes to test a small no. of individuals before offering to all stakeholders. Please forward any questions, modifications, objectives that you would like to have addressed to him as soon as possible.

B. Eisenhower Building lease agreement

This topic will be addressed in the next meeting.

C. Moving from modulars

This topic will be discussed in the next meeting.

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 8:55 PM.

Respectfully Submitted,
S. White