APPROVED

Vida Charter School

Minutes

Board Meeting

Date and Time
Tuesday March 29, 2016 at 6:30 PM

Location
Vida Charter School Gymnasium

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

Trustees Absent
None

Trustees who left before the meeting adjourned
J. Arnold

Ex Officio Members Present
C. Maldonado

Guests Present
Alicia Lair, Amelia Contreras, Christine Miller, Elizabeth Kellett, Jeanne Arnold, Jen Yablonsky, Kathy Johnson, Sonya DelTredici, Tom Fontana

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 Mar 29, 2016 at 6:37 PM.

C.

Announcement of executive session

A. Kittleberger noted the board held an executive session from 5:31 to 6:32 for discussion of confidential personnel matters.

D. Approve interim board member

J. Brandauer stated that the Governance Committee is looking to fill the board vacancy resulting from the resignation of Kathleen Cunniffe Peña. The Governance Committee interviewed 3 candidates for the position and suggests the 1 1/2 year term be filled by Jeanne Arnold. The committee thanks the other candidates for their dedication to Vida. It is noted that Jeanne Arnold has a prior engagement and will not attend the current meeting in full and is excused by the board.
D. Marritz made a motion to appoint Jeanne Arnold to fill the balance of term of office of Kathleen Cunniffee Peña effective immediately.
C. Bowen seconded the motion.
The board **VOTED** unanimously to approve the motion.
Jeanne Arnold was sworn in as a member of the Vida Board of Trustees by Josef Brandauer.

"I, Jeanne Arnold, do solemnly swear that I will support, obey and defend the Constitution of the United States and the Constitution of the Commonwealth of Pennsylvania, and that I will discharge the duties of my office as a member of the Vida Charter School Board of Trustees with fidelity."

J. Arnold left.

E. Approve Minutes

L. Leonard made a motion to approve minutes from the Board Meeting on 03-15-16 Board Meeting on 03-15-16.
J. Brandauer seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Director's report

C. Maldonado reported some of the exciting things happening at Vida, such as the wellness committee and soccer club. Sue Kanigsburg from the LIU is very helpful as well as the PTO.

G. PTO Report

C. Maldonado noted that the PTO met on 3-8-16 at 6:30. J. Brandauer thanked the PTO for their hard work and for the opportunities that they provide; his child loves the skate night and movie night.

H. Public Comment

E. Kellett spoke and provided a copy of her comments for inclusion in the minutes.
A. Kittleberger noted the board's consideration of all comments that are presented and the board's appreciation of the time and effort that go into contributing comments.

I. Board Priorities Update

A. Kittleberger provided any board members with the opportunity to provide commentaary, none were offered. A. Kittleberger noted that from a priority standpoint, the budget remains the major item. She requests the board to think about structure, resource allocation and notes that discussions will continue through May, with a vote in June. The search for the new executive director is progressing with the board working on different points of process and planning for this search. A. Kittleberger notes that now is not the time to step away from criticism and asks that the board keep the students as the priority, which is what drives the decisions that the board makes. The board is listening to all suggestions and is trying to address the situations as we can. She thanks all the members of the board for the great job each is doing and notes that attached to the packet is a Vida Board Member Expectations April-June 2106 for the board members review.

II. Finance

A. Approve February 2016 Financials

S. White noted that the February financials are attached and requesting approval.
L. Leonard made a motion to accept 2016 February financials.
C. Bowen seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Treasurer's report

C. Finance Committee Update

S. White noted the Finance Committee met on 3/21/16 at 3:30. The next meeting will be 4-19-16 at 3:30.

D. Present Draft Budget for 2016-17

L. Leonard invited Ryan Schumm of Charter Choices to share information regarding the 2016-17 budget. R. Schumm stated that the budget is about finding balance in relation to where we started this year, where we will be at the end of this year and where we want to be next year. He notes that we have had many more variables than normal throughout this year. We are projecting a deficit of $500,000, $300,000 of which was planned with one-time expenses related to the modulars and increased investment in education (curriculum purchases). The remaining $200,000 in operating deficit for this FY is due unprojected decreases in student enrollment. We currently have a 3 month fund balance, approx 17% to cover expenses if we receive no public funds, which is in line with other schools and he wishes to maintain that balance. The Finance Committee is working to

present a balanced budget. We are currently at 65% of the budget for fixed costs, which will increase next year due to lease expansion to encompass the entire school. It is noted that special education costs are uncertain from year to year and that charter school funding may be cut in the future and is uncertain because state subsidies have been cut. Student enrollment represents 93% of Vida's income. The 50/50 English/Spanish language ratios make it more difficult to add students in later grades, which is why we are trying to add Kindergarten classes. Healthcare remains a large portion of the budget as well as pension payments. R. Schumm notes that the Finance Committee will continue to review the budget with the aim of a balanced budget. The board thanks R. Schumm for his presentation and his expertise. L.Leonard notes that the entire board is invited to the next Finance Committee meeting for their inclusion in budget preparation.

III. Governance

A. Governance meeting update

D. Marritz noted the Governance Committee met on 3-23-16 and their primary goal was to fill the board vacancy and the committee recommends the approval of Jeanne Arnold. J. Brandauer noted that the board will need to fulfill the position of M. Novoa whose term will expire after having successfully served his 1 year term. J. Brandauer also noted the term of board president will end in August and the board will be discussing executive officer positions before then.

IV. Old Business

A. Approve Executive Search Plan

A. Kittleberger notes the search plan as outlined in the packet. L.Leonard wishes to see people assigned to complete certain steps. 1) Creating Job Announcement: done 2) Stakeholder input:ongoing through process: Surveys are being completed by staff and stakeholders and will be reviewed 3) Clarify Details: Screeners-C. Maldonado has proposed a core group of screeners-individual from Center for Applied Linguistics, a former school superintendent, and an accountant from Charter Choices. It is noted that fees will fall under the threshold and will not need board approval. It is noted that E. Kellett interrupted from floor adding that fees for the screeners should be considered at this time. Search Committee: All members are invited to participate as they can in the process. 2nd round interviews: candidates will complete a "job talk" and the board will invite parents/staff and provide a Q & A forum as well as invite written attendee comments for consideration by the search committee. 4) The time frames for each step are listed in plan. 5) Screeners and search committee will determine the structured interview questions. 6) Candidate evaluation criteria may be recommended by the screeners. 7) Pre-screening of the candidates will be done by the screeners. 8) Ranking of the candidates will be completed by the screeners. 9) First round interviews will be done via phone, skype, etc. 10) Discussion and comparison of candidates: Board's

responsibility and members may rotate in for interviews as they are able, but to have a core group to keep process consistent and reliable. The interviewer committee will make a recommendation to the board regarding selection of candidates for 2nd round interviews. A search committee, distinct from the interview committee, was proposed to manage search process details. The committee membership is proposed as: L. Leonard-chair, M. Rosenberger, C. Maldonado, D. Marritz, A. Kittleberger. 12) LIU will be responsible for conducting background checks and references. Transition agreements for incoming and outgoing directors will be addressed as necessary. L.Leonard notes that the ad hoc committee should be able to have work completed within 1 week.
J. Brandauer made a motion to approve the Search Plan for Executive Director as laid out and the elements discussed.
C. Bowen seconded the motion.
The board **VOTED** unanimously to approve the motion.
C. Bowen made a motion to to create an ad-hoc committee to iron out details and move ahead with the process. L. Leonard-chair, with committee being made up of: M. Rosenberger, C. Maldonado, D. Marritz, A. Kittleberger.
M. Rosenberger seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Accept screening criteria

The board accepted the screening criteria without comment.

C. Suicide Prevention Policy, 2nd Reading

C. Bowen made a motion to approve the Suicide Awareness, Prevention and Response Policy effective immediately.
S. White seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Other Business

A. Schedule regular board meeting for June 20, 2016

The board discussed the June meeting and scheduled meeting fro 6-22-16 at 6:30.
M. Novoa made a motion to schedule June board meeting 6-22-16 at 6:30.
M. Rosenberger seconded the motion.
The board **VOTED** unanimously to approve the motion.

VI. Closing Items

A. Adjourn Meeting

C. Bowen made a motion to enter executive session to discuss confidential personnel matters at 8:33PM.
D. Marritz seconded the motion.
The board **VOTED** unanimously to approve the motion.

J. Brandauer made a motion to exit executive session at 9:13PM.
L. Leonard seconded the motion.
The board **VOTED** unanimously to approve the motion.
C. Bowen made a motion to adjourn the meeting.
M. Rosenberger seconded the motion.
The board **VOTED** unanimously to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:14 PM.

Respectfully Submitted,
S. White