

SCHOOL IN THE SQUARE CHARTER SCHOOL

Meeting of the Board of Directors

January 24, 2017

MEETING MINUTES

Location: School in the Square

Board Members Present (in alphabetical order): Michelle Delong, Scott Levenson, Aaron Listhaus, Evan Meyers, Michael Pollock, Walter Rendon, Jay Shuttleworth, Joel Talish, Mindy Tucker

Materials provided prior to the meeting: December student data dashboard, December financials, Board meeting presentation, Executive Director report, S2 Complaint Procedure Policy, S2 FERPA Notification of Rights, S2 FERPA Policy, S2 Notice for Directory Information, S2 Family Handbook and S2 Responsible Behavior Manual.

BUSINESS MEETING:

Mr. Pollock opened the meeting.

Committee Reports:

Governance Committee. Ms. Delong presented the goals of the Governance Committee, future meeting dates and results of the last meeting. Discussion ensued around policies related to potential staff changes.

Ms. Delong presented the student data dashboard. Several members questioned the increase in the “at risk” category for chronic absences. Subsequent to the meeting, Ms. Merchant explained that the majority of the students in this category were included by a very small margin, and many of the absences were due to chronic illness or related to the holiday season. It was noted that Aaron Listhaus, as a member of the Academic Committee, would be overseeing the student data dashboard for the future.

Academic Committee. Mr. Rendon presented the goals of the Community Outreach Committee, future meeting dates and results of the last meeting. Discussion ensued as to the necessity of this committee in the current school year. It was agreed that Mr. Pollock would evaluate the committee work with each of the members of the committee and make a recommendation to the Board at the next Board meeting. It was further agreed that regardless of this recommendation, Mr. Rendon would continue to maintain and cultivate relationships with key individuals in the community, and assist the school in developing parent engagement.

Development Committee. Ms. Tucker presented the goals of the Development Committee, future meeting dates and results of the last meeting. Ms. Tucker noted that the committee had made a decision to engage Laura Wertkin of Intend Creative, a brand marketing firm, to assist the committee in developing messaging and marketing materials to support fundraising efforts. Additionally, the committee was evaluating the Year 2 funding requirements and will announce the Year 2 campaign goal

at the next Board meeting. It is expected that each member of the Board participate in the Year 2 campaign.

Finance Committee. Mr. Talish presented the goals of the Finance Committee, future meeting dates and results of the last meeting. Mr. Talish reviewed the December financials and noted the changes in the forecast from the prior month.

Academic Committee. Mr. Levenson presented the goals of the Academic Committee, future meeting dates and results of the last meeting. Mr. Levenson reported that the committee had met to review the first trimester report. He further noted that the committee work would include the evaluation of the Executive Director, and expected to report more details at the next Board meeting.

Executive Director Report. Mr. Meyers reviewed the Executive Director report.

Board Votes: The Board voted on the following items:

- **Approval of 11-29-16 and 1-3-17 Meeting minutes.** Mr. Levenson made a motion to approve the meeting minutes from the 11-29-16 and 1-3-17 Board meetings. Mr. Talish seconded the motion, which was unanimously approved.
- **Election of Board chairs.** Mr. Listhaus made a motion to approve the following slate of Board committee chairs:

Michael Pollack/Executive Committee
Michelle DeLong/Governance Committee
Joel Talish/Finance Committee
Scott Levenson/Academic Committee
Walter Rendon/Community Outreach Committee
Mindy Tucker/Development Committee

Mr. Talish seconded the motion, which was unanimously approved.

- **School's Family Handbook and Responsible Behavior Manual.** Board Members were provided with the S2 Family Handbook and the S2 Responsible Behavior Manual shortly before the meeting. It was agreed that the Board members would have one week to review these documents, during which time they could voice objections and/or request a conference call to discuss any questions or concerns. Mr. Levenson made a motion to approve these documents subject to this process and any objections that may arise. Mr. Rendon seconded the motion which was unanimously approved.
- **Complaint Policy, FERPA Policy and FERPA Notice for School Directory.** Ms. DeLong made a motion to approve these documents. Mr. Talish seconded the motion which was unanimously approved.

Mr. Pollock adjourned the meeting

Respectfully submitted: Mindy Tucker, Recording Secretary