

SCHOOL IN THE SQUARE CHARTER SCHOOL

Meeting of the Board of Directors

August 29, 2017

MEETING MINUTES

Location: School in the Square

Board Members Present (in alphabetical order): Scott Gottlieb, Scott Levenson (via phone), Aaron Listhaus, Evan Meyers, Michael Pollack, Walter Rendon, Joel Talish, Mindy Tucker

Other attendees: Chelsey Pinke, Carrie Amon

Materials provided to the Board prior to the meeting: July financials, Board meeting presentation, and Executive Director report

**BUSINESS MEETING:**

Mr. Pollack opened the meeting.

**Committee Reports:**

**Governance Committee (“GC”).** Mr. Pollack noted that a Board retreat has been scheduled for October 15<sup>th</sup> from 2-5 pm. With respect to new Board members, Mr. Gatof is currently collecting the materials required to submit to the SED for approval as a Board member, and would not be officially considered a Board member until formally approved by SED. Mr. Meyers discussed his progress in pursuing other new potential Board members.

**Development Committee.** Mr. Talish noted that the committee had started planning the school annual fundraiser and a Friendraiser event has been set for November 15<sup>th</sup>. Discussion ensued around long-term fundraising goals for the school. It was agreed to address these at a separate session after the September Board meeting. Mr. Talish noted that Peter Gatof will be joining the committee, effective upon his approval as a Board member by the SED.

**Finance Committee.** Ms. Tucker noted that increases in expenses in the FY2018 budget due to the omission of a teacher salary in the FY2018 budget and the hire of a key staff member at a higher salary were offset by the application of \$75K of the \$100K contingency, increased funding from individual donors and a reduction in consulting expenses. Discussion ensued around the appropriate thresholds for Board approval for budget changes. Ms. Tucker agreed to present a proposal at the next Board meeting. The audit for FY2017 was proceeding and no deficiencies have been detected.

**Academic Committee (“AC”).** Mr. Levenson noted that he and Mr. Pollack had met with Mr. Meyers to discuss the ED evaluation.

**ED Report:** Mr. Meyers reviewed the Executive Director report. Mr. Meyers presented the dashboard of testing performance over time for the current 7<sup>th</sup> grade class. Mr. Meyers discussed plans for growth in current school year and changes that have been instituted for the new school year.

Ms. Amon reviewed sample student schedules to demonstrate the changes in programming. Ms. Amon also reviewed the system that will be used for each student to identify their learning challenges, and the specific services needed to address these issues.

**Board Votes:** The Board voted on the following items:

- **Approval of 7-25-17 Meeting minutes.** Mr. Pollack made a motion to approve the meeting minutes from the 7-25-17 Board meeting. Mr. Talish seconded the motion, which was unanimously approved.
- **Approval of Family Handbook.** Mr. Pollack made a motion to approve the updated Family Handbook, subject to any comments received by any Board member within the next week. Mr. Rendon seconded the motion, which was unanimously approved.
- **Approval of Employee Handbook** Mr. Pollack made a motion to approve the updated Employee Handbook, subject to any comments received by any Board member within the next week. Mr. Talish seconded the motion, which was unanimously approved.

Mr. Pollack adjourned the meeting.

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Respectfully submitted: Mindy Tucker, Recording Secretary