

Maureen Joy Charter School

Special Board Meeting 1/16/2014

Attendees (By Conference Call)= Lisa Gordon Stella, Helen Bryant, Mike Martin, Alex Quigley, Reginald Johnson, Chris Combs, Monica McKinney, Dawayne Whittington

The board had a discussion on an amendment to the real estate contract between The Carter School and Maureen Joy Charter School for the purchase/sale of the Cornwallis Road facility.

The amendment provides for The Carter School to lease the Cornwallis Road facility until it receives a loan which would allow it to purchase the property.

Reginald Johnson moved for the board to support this amendment. The motion received a 2nd and the board approved the amendment by unanimous vote. The board required an addendum to be added to the amendment which would allow MJCS to set the terms of the lease in a separate contract.

Maureen Joy Charter School

1/11/2014 Board of Directors Meeting/Retreat

Attendance= Alex Quigley, Helen Bryant, Chris Combs, Damon Circosta, Dawayne Whittington, Heather Graham, Kristen Parker, Lisa Gordon Stella, Mike Martin, Monica McKinney, Reginald Johnson

I. Arrival/Agenda Review

After discussing several alternatives, the board decided to focus on reviewing the school's application to become a charter school (originally dated Oct 31, 1996). Dawayne Whittington volunteered to be the facilitator of the meeting/retreat.

II. Charter Review

A lively discussion took part, where the board reviewed the charter and made several suggestions on changes/updates to Alex Quigley and Dawayne Whittington. As a by-product, it gave the board a chance to reflect on how the school has progressed/changed since the original charter was applied for. The next step will be for the board to vote on the revised charter.

III. Lunch/Discussion on Expansion & Growth

The board concluded that it would like to see the school focus on "going deeper" by continuing to serve the K-8 population as opposed to opening new schools. Alex Quigley mentioned a dream/desire to build something so special that Maureen Joy Charter School could even be nationally recognized for its excellence in preparing Durham's youth.

The board discussed expansion by means of offering high school grades and pre-Kindergarten instruction. While there was not much enthusiasm about offering high school instruction, several board members expressed an excitement at the possibility of offering Pre-K spots once the school's enrollment is stable in 2-3 years.

IV. Board Governance/Strengthening

The board spent time in self-evaluation. Several members acknowledged that one of the board's strong suits is its overall knowledge in the field of education (policies, curriculum). The board agreed that a short-term goal is to identify a prospective parent (preferably Latino) in an effort to further improve diversity.

The board also spent time reviewing its policy regarding term limits and agreed that 3 year terms are appropriate. There was discussion on the roles/responsibilities of each board member and committee assignments were discussed and confirmed.

A next step discussed is for each board member to take ownership of his/her responsibility and take 15-20 minutes at monthly meetings to educate the rest of the board on how our overall team can be strengthened. For example, Chris Combs might do further research on best practices for financial accountability in charter schools and present on that. Alex Quigley provided the board with printed articles and links to information on charter school governance to facilitate this.

V. Facility Update

Maureen Joy Charter School still has a prospective buyer under contract for the purchase of the Cornwallis Road property. The prospective buyer is attempting to obtain financing from a bank which would then lead to an appraisal being ordered and the process moving forward.

Maureen Joy Charter School

Board of Directors Meeting

Feb 10, 2014

Attendance= Alex Quigley, Helen Bryant, Monica McKinney, Lisa Gordon Stella, Mike Martin, Chris Combs, Aliyah Abdur-Rahman, Kristen Parker

I. Introduction

- Minutes from the January retreat and the special board meeting were approved

II. Public Comment

- No one attended to comment

III. ED Report

- Alex Quigley clarified the total out-of-school suspension figures this year. In fact, the number is 38 as opposed to 80 (previously reported).
- Alex Quigley reviewed the goals from the 5 year strategic plan and commented that this year, 40% proficiency on end of grade testing is an optimistic goal. Alex suggested that the board review these goals as an annual exercise.
- Monica McKinney asked Alex to provide information on the teaching staff; specifically, she would like to see data on the teachers' tenure/experience, information on their background and teacher turnover rates. Alex agreed to provide this.

IV. Real Estate

- Jim Boyd from Real Estate Associates attended the meeting with two objectives. First, Jim wanted the board to vote to approve a one-week extension that would keep The Carter School under contract. Priority #1 is keeping them under contract and not letting that expire. This time extension would allow Jim to approach The Carter School to go into more specifics. Next, Jim wanted the board to vote on the basic deal points of a lease agreement which would list the monthly lease payment at \$19,000 with a starting date of May 11th. Lisa Gordon Stella moved to approve these measures, Chris Combs provided a 2nd, and the measures were approved by unanimous vote.
- Chris Combs asked Jim why The Carter School would consider leasing the Cornwallis Rd facility from MJCS if their financing fell through. Why wouldn't they just stay where they are? Jim Boyd mentioned that he felt that the relationship between The Carter School and their current landlord is not strong and that they fully intend to move prior to their academic calendar starting on August 25th.

V. Finances

- Alex Quigley and Chris Combs suggested to the board that a meeting take place with Self-Help to discuss drawing down the \$500K reserve/security deposit fund as needed. The board agreed and this plans to be discussed next month. Alex Quigley mentioned that next year's budget should be built to absorb the full cost of the Cornwallis Rd building. Alex acknowledged that this could require cutting staff and resources in order to protect the school's cash reserve.

VI. Governance

- Monica McKinney had suggestions/observations on typographical errors and the choice of words which are being used in the revised charter. Chris Combs moved to approve the revised charter, Mike Martin provided a 2nd, and the revised charter was approved by unanimous vote.

VII. Closed Session

- Monica McKinney moved for the board to go into closed session and Lisa Gordon Stella provided a 2nd. Following discussion, Lisa Gordon Stella moved to leave closed session with Mike Martin providing a 2nd.

VIII. Closing Comments/Commitments

- Alex Quigley discussed adding another board member soon, preferably a parent. Alex plans to get a resume of this prospective board member to share with the rest of the board. There was discussion as to whether a parent board member should be present in closed session when discussions on teachers are taking place. Monica McKinney warned us against creating a "2nd class citizen board member" that wasn't privy to necessary details. Lisa Gordon Stella pointed out that any board member should remove themselves if it involves discussion on an issue where objectivity is questionable.

Maureen Joy Charter School

Board of Director's Meeting Mar 10, 2014

Attendance: Kristen Parker, Aliyah Abdur-Rahman, Dawayne Whittington, Helen Bryant, Chris Combs, Reginald Johnson, Monica McKinney, Alex Quigley

I. Call To Order

- Monica McKinney moved that the meeting agenda be approved; Reginald Johnson provided a 2nd; the agenda was approved by unanimous vote.
- Chris Combs moved that the February 2014 minutes be approved; Dawayne Whittington provided a 2nd; the minutes were approved by unanimous vote

II. Public Comment

- No public comment

III. Closed Session

IV. Executive Director's Report

- Alex Quigley reported that enrollment is now at 484 scholars which is tracking ahead of the goal of 450 scholars. There are 505 applications for 2014.
- Reginald Johnson asked why 5th grade applications have been lower than other grades. Alex explained that many families don't want their children to attend MJCS for one year (5th grade) when they may have to send them to another middle school the next year (6th grade).
- Alex Quigley explained that the school plans to add 2 hours of additional instructional time to Fridays until spring break to make up for time lost during snow days. This is the school's choice and is not mandated by the state.
- Alex Quigley proposed changes to the 2014-2015 school calendar. Key differences include adding a full day teacher work day once/month. While Fridays now end at 1:45 PM, next year's plan will extend Friday instruction to 3:45 PM. Monica McKinney moved to approve the school calendar; Chris Combs provided a 2nd; the calendar was approved by unanimous vote.
- The board discussed the school's uniform policy. A key change next year is to require the children to wear sneakers. There have been problems with children playing outside on the playground with shoes that aren't durable. There was discussion over requiring the shoes to be black with a black logo, which is Mr. Quigley's preference. Monica McKinney expressed concern over the children being able to express their individuality. Chris Combs moved to approve the uniform policy contingent on Mr. Quigley making some changes based on the board's recommendations; Aliyah Abdur-Rahman provided a 2nd. 5 voted in favor, 1 abstained.

V. Real Estate/Finance

- Chris Combs provided an update on the lease agreement with The Carter School and the discussions with Self Help over accessing the reserve/security deposit fund.

VI. Closing & Commitments

- Aliyah Abdur-Rahman plans to facilitate some dialogue with community members surrounding issues discussed in closed session.
- Alex Quigley plans to cover recommendations on personnel at the next board meeting.

Maureen Joy Charter School
Board Meeting Minutes
4/14/14

Present: Damon Circosta, Mike Martin, Helen Byrant, Lisa Gordon Stella, Reginald Johnson, Monica McKinney, Kristen Parker, Alex Quigley,
Guest: Courtney Samuelson

Called to order 6:33
Reviewed and approved agenda.

Open Meetings Law training – we’re compliant and we should expect more attention as charter school movement grows.

“About Us” part of website has been revamped – meeting minutes have been shared – Alex will create a budget of main categories for posting too.

Approval of March Minutes –
Reginald’s question – answer should be – parents less likely to move their children in a terminal grade year. Move to approve minutes as amended. Reginald moved. Mike seconded. Minutes approved.

No public comment requests.

ED report –
2014-15 enrollment as of Friday – looking good.
A few grades are no longer accepting applications because we already have a long waitlist. Open enrollment continues for 5th grade. Attrition plan: frequent communication with families over the summer. Budget for next year is also based on fewer than what we’re actually expecting.

Old Building –
Appraisal should work. We’re waiting for their loan approval. Close date is currently set for mid-May. We may need to vote at next meeting (May 12).

Presentation on hiring process by Ms. Samuelson –

- Committee comprised of 12 people – meets weekly and works on recruitment and selection processes
- Look for the Joy characteristics – committed to mission, willing to work hard, etc.
- Look at TFA + websites + career fairs (we pay for ads on some of the websites and facebook)
- www.joycharter.org/join/ - we should capture analytics from our page
- ~17 open positions next year – all categories – some due to attrition, others due to growth

- Process: candidates complete online app, several screen levels, including phone screen, on campus interview, offer. On-campus interview has multiple steps – takes about ½ day. Process is working well.
- Time commitment for an applicant – 4-5 weeks from app to hire
- Tracking numbers at each stage, as well as diversity

Reginald – what are gaps/downsides of this process? What is the role of each decision-maker?

- It would be better if we could see candidates in their own classrooms; ask for videos; multiple opinions are helpful.
- Who makes which decisions seems clear – committee helps with applications and phone screening

Damon – Board knows that we have a process that we can trust

Mike – have we thought about where we're pulling in applicants from? More career fairs, email contacts

Reginald – appreciate focus on diversity

Budget –

What we're looking at is from March

Damon asked Alex to give us more summary style – about one page – budget to actual and notes about things – as a "cover page" to full budget printout – finance committee will work with Alex to create a good process

Potential flags: building sale has been slower than hoped

Lisa moved and Mike seconded we go into closed session.

The board went into closed session to discuss personnel.

Staff Handbook –

Proposed addendum to clarify role for some school staff.

Closed session for discussion.

Decided that this should wait for summer – Alex can do memo for now.

Back into open session.

Review of commitments.

Adjourned at 8:25

Respectfully Submitted by Monica McKinney

Maureen Joy Charter School

Board of Directors Meeting

May 12, 2014

Attendance= Kristen Parker, Aliyah Abdur-Rahman, Chris Combs, Heather Graham, Helen Bryant, Lisa Gordon Stella, Monica McKinney, Alex Quigley, Dawayne Whittington

Guest: Kemi Nonez

I. Opening and Agenda

Aliyah Abdur-Rahman read the school's mission. Alex Quigley stated that, while an updated budget report was not available for this evening's agenda, one would be provided soon via email. Alex Quigley asked that Lisa Gordon Stella serve as the evening's timekeeper. Lisa Gordon Stella moved that the board approve the April 2014 minutes; Monica McKinney provided a 2nd; the minutes were approved by unanimous vote.

II. Governance

Alex Quigley introduced Kemi Nonez as a candidate to join the board of directors. Kemi is the director of diversity and an admissions counselor at Durham Academy. Kemi's responsibilities include but are not limited to: recruiting, welcoming, and retaining students from diverse backgrounds; assisting with calculating and dispersing financial aid awards for new and current families applying for financial aid; coordinating programs for faculty, staff, students and parents about issues related to a multicultural education.

In addition to her experience at Durham Academy, Kemi has 12 years of experience in banking and finance in a variety of roles including loan origination, small business banking, and wealth management.

Heather Graham commented that Kemi would be qualified to help the board think about how to implement diversity thoughtfully within the board of directors and also within the teaching staff. Lisa Gordon Stella moved that the board invite Kemi to join; Heather Graham provided a 2nd; the motion was approved by unanimous vote.

III. School Focus

Chrissie Bushey, school counselor, presented the high school transition process between 8th grade and 9th grade to the board of directors. Ms. Bushey explained the EXPLORE test which is given to the scholars in order to give them an idea of what career paths could be rewarding for them. The EXPLORE test is followed by a series of lessons how to choose the right high school. The scholars are taken on visits to high schools and finally, Ms. Bushey meets with the scholars and parents to guide them in this decision.

There was discussion on how to improve this program. Ms. Bushey and Alex Quigley addressed the need to have better follow-up and monitoring on the progress of the children after they leave MJCS. Lisa Gordon Stella suggested that Carolina Friends School would be a worthwhile school to visit because Carolina Friends School aims for diversity in its student population and it offers financial aid to children. Heather Graham suggested that it would be wise to offer more information on additional private schools like the Trinity School of Durham & Chapel Hill and Cresset Christian Academy. Aliyah Abdur-Rahman encouraged the board to look at criteria beyond academics in deciding what a premier school option is. Alex Quigley stated that he wants each scholar to have the same options that wealthy children have in Durham for high school.

IV. Governance/Real Estate

Alex Quigley reported that he is optimistic that the sale of the Cornwallis Rd property will go through soon to The Carter School. Heather Graham moved that the board approve the sale of the building to The Carter School; Chris Combs provided a 2nd; the motion was approved by unanimous vote.

There was a discussion on the upcoming end of the fiscal year and that it will soon be time for some board members to evaluate whether they will seek re-election for another term. It will also soon be time for board members to evaluate their positions as officers.

V. Personnel Issues

Lisa Gordon Stella moved that the board go into closed session; Chris Combs provided a 2nd; the board moved into closed session. Lisa Gordon Stella moved that the board come out of closed session; Dawayne Whittington provided a 2nd; the board moved out of closed session.

Monica McKinney moved that the board approve the hiring of two teachers; Heather Graham provided a 2nd; the motion was approved by unanimous vote.

VI. Closing & Comments

Dawayne Whittington agreed to send out information on board member/officer renewal. Lisa Gordon Stella agreed to formally invite Kemi Nonez to the board.

VII. Meeting Adjourned

Minutes – July 10 Board Meeting

Ed report

1. Busy summer

2 unload new building is live 22nd

3 teacher development. On hiatus

4. Enrollment is strong

5 scheduling 1 on 1 meetings with all k

Election of officers tabled.

Discussion of issues in agenda

A1

A2

A3

B1-3

Role change at joy reimbursement for funding new library position. Lisa moves. Unanimous approval.

Counselor goes beyond 50k raise approved lisa, moves combs seconds

Minutes approved

Damon moves mike seconds. Officer slate. Helen, lisa chris chris.

Maureen Joy Charter School

8/12/2013 Board Meeting

Attendance= Heather Graham, Helen Bryant, Monica McKinney, Reginald Johnson, Aliyah Abdur-Rahman, Chris Combs, Alex Quigley, Kristen Parker

I. Review of last board meeting highlights

- Alex Quigley expressed a desire to work with Mike Martin on creating a more systematic way to deal with teacher pay for the 2014-2015 school year. Chris Combs mentioned that some NC public school teachers won't be receiving master's pay and asked if MJCS planned to continue offering master's pay as a recruiting tool to attract high-quality teachers. Alex responded that MJCS would plan to continue offering this incentive.
- Alex said that he thinks the school would benefit from bringing on another board member from east Durham. Aliyah Abdur-Rahman discussed the importance of diversity amongst the teaching staff and said she felt it would be valuable to train the teachers on issues surrounding cultural equity. When Reginald Johnson asked Alex how this could be implemented, Alex preferred using ongoing training sessions as opposed to a "one-off" presentation. Monica McKinney reminded the board that she had involvement with cultural equity training as a part of her responsibilities at Meredith College and offered to help Aliyah. Aliyah intends on continuing this conversation in the next few weeks with Alex.

II. Executive Director's Report

- Alex addressed enrollment and stated that the school is over-enrolled at this point (522 versus the goal of 450). Alex reminded the board that this is not unusual because parents will often continue to shop schools after their child has been granted admission and they may wait until the last minute to inform MJCS that their child will be attending somewhere else. Alex also explained that because the school's bus routes don't cover the entire city, some parents decide not to send their child to MJCS because the buses don't come close enough to their homes. Reginald asked if MJCS was prepared to deal with a scenario where an unusual number of kids decide to stay. Alex responded that the number of 2nd graders would likely require him to hire additional support.
- Alex asked the board to approve the employee handbooks. Monica asked Alex to highlight the changes that have been made to the handbook and he responded that the changes were focused on logistics like when students are dropped off and picked up along with reminders to teachers to wear suitable shoes to prevent falls which have brought about workman's compensation claims in the past few years. There has also been detail added to the grievance policy. If a parent has a grievance, they can email the board director/executive committee and the executive committee will respond via letter to the person filing the grievance.

Aliyah expressed concern about armed police officers being in the building during the school day because she thinks that the children could be intimidated by this. Helen Bryant added that it would be important for the school to emphasize the positive dynamics between the children and the officers. Alex pointed out that many parents have asked him if security would be provided for their children. Reginald acknowledged everyone's points and added that in this day and time, there are advantages to protecting the children due to the well-publicized school shootings in our country.

Heather Graham made a motion for the board to approve the handbook. Chris offered a 2nd and a unanimous vote approved the handbooks. Reginald Johnson made a motion for the board to go into closed session to discuss personnel matters. Monica offered a 2nd and the board went into closed session.

III. Committees/Facilities/Open Discussion

- Chris Combs provided the Finance Committee report and Alex gave an update on the talks between MJCS and The Carter School. Alex believes that The Carter School is serious about purchasing the property but that they have reservations because for a period of time they would have the same problem that we will have (two payments). Alex referenced an idea that Tucker Bartlett had where The Carter School could assume the loan with Mechanics and Farmer's Bank and the board agreed that we need to be aggressive in pursuing creative solutions to encourage The Carter School to go through with this transaction.

Alex presented basic timelines on how things would play out if a sale didn't go through and MJCS needed to begin the process of opening another school on the Cornwallis Rd campus. Alex emphasized that the staff would not recommend that at all for the 2014-2015 school year. In this case, the staff would recommend a 2 year waiting period before opening a new school. Aliyah asked Alex to provide additional detail on these timelines so the board could be more comfortable that we were making progress towards responsible decisions in a timely manner.

Monica asked how much it would cost the school to keep the Cornwallis Rd campus for the next two years. Alex estimated that it would take \$500,000 to which Monica responded that that we could be better off discounting the sales price to The Carter School significantly.

IV. Meeting Adjourned

Maureen Joy Charter School
Board Meeting Notes
Monday, October 13, 2014

Attending:

Alex Quigley
Lisa Stella Gordon
Kristen Parker
Chris Combs
Dawayne Whittington
Aliyah Abdur-Rahman
Mike Martin
Kemi Nonez
Tiffany Graves

- I. Open meeting
- II. Reading of mission statement
- III. Approval of agenda
- IV. Public Comment
 - A. Parent asks question regarding merits and demerits
 - B. Alex explains the system.
- V. ED Report
 - A. Enrollment
 - B. Overview of Orientation
 - C. Discussion of Bus Purchasing
 - D. Budget Review; did not increase our budget
 - 1. Chris requests the budget a week before the meeting from Tom. Alex to send Tom (at Acadia) an email including Chris; will include a simplified budget.**
 - E. Alex discusses state testing results.
 - 1. Going to breakout data by grade-levels for comparison purposes (by grade-level and subject). To Durham schools plus, Voyager, KIPP and Henderson, Y E Smith, Eastway and Neal Middle.**
 2. Alex discusses results and plans moving forward.
 3. Longer term plan is to put best teachers into coaching positions.
 4. Next year goal is 50% college and career ready.
 - 5.
- F. Governance
 1. Board discussion with Tiffany Graves.
 2. Damon moves to bring Tiffany Graves on as a new board member. Dawayne seconds. Board approves.
- G. Budget Update
 1. Leasing some chrome books and added some macbooks.
- H. Next Steps
 - 1. Aliyah - Maureen Joy plan in response to the data from this school year.**
 - 2. Will have a report on diverse and welcoming community from Alex.**
- I. Board Adjourns

Maureen Joy Charter School
Board Meeting Notes
Monday, October 13, 2014

Members:

Helen Bryant
Alex Quigley
Lisa Stella Gordon
Chris Combs
Dawayne Whittington
Mike Martin
Kemi Nonez
Tiffany Graves
Reginald Johnson
Heather Graham
Damon Circosta (Absent)
Aliyah Abdur-Rahman (Absent)

- I. Open meeting
- II. Reading of mission
- III. Approval of agenda (Lisa moves; Heather seconds; board approves)
- IV. Move to approve minutes (Lisa moves; Heather seconds; board approves with adjustment that Helen *was not* in attendance in September)
- V. Public Comment
 - A. Chanel Durham (Parent)
 1. Registers concern about having a full-day training; request to have half-day teacher training.
 - 2. Next Step: Board to develop policy and language to frame how public comment works (a few sentences to be read to those who are giving public comment so that they know we will most likely not dialogue with them — but will listen and value their input).**
- VI. ED Report
 - A. EOG data and results discussed
 - B. Goals are a stretch but possible. Reasons for optimism:
 1. Hiring has gone well
 2. Coaching model is strong
 3. Myriad of small things happening (remediation blocks, etc)
 - C. Heather: Where do the IAs come from? Alex: We use a program called Test Whiz with NWEA's entire test bank - combined with released EOGs.
 - D. Bella and Alex present on *Creating A Welcoming and Connected Community*
 1. Attended Race and Equity workshop in July
 2. In some ways, we saw holes in being a welcoming community - for instance, we were not translating for Latino community.
 3. Started with 5 simple goals; conducting professional development to help connect staff to the community and understand history
 4. Working on partnering with El Centro
 5. Next Steps on Diversity:
 - a) racial institute equity training
 - b) components of teacher recruitment are part of this discussion

- c) Board Members are encouraged to provide feedback or engage with Bella
 - d) Lisa: Suggested ad hoc committee? Some of this may be policy; one or two board members may be involved in this; Do we want to create an ad hoc committee of the board to work on this issue?
 - e) Kemi will lead the ad hoc committee on Community and Diversity
 - f) Lisa moves; mike seconds; board approves - Move to create **Welcoming and Connected Community ad hoc committee (~18 months)**
 - g) You can reach out to Bella with questions.
 - h) Tiffany and Heather: We should include these goals with our academic goals. We want to think about what this goal should fall under in our strategic plan - particularly as relates to recruiting and retaining teachers.
6. Governance
- a) Tom reviews the idea of board core values
 - (1) Q from Reginald: How does that relate to board attendance?
 - (2) It connects to how regularly we have meetings (90% is a good target).
 - (3) Governance Committee may need to go through the core values document
 - b) Standing Committees
 - (1) Tom recommends the board think about how many committees we'd want; reviews who should be part of the committee.
 - (2) Board discusses how do we do confidential personnel committee.
 - (a) Review the ED and personnel related challenges.
 - (b) Personnel Committee under governance with only board members.
 - (c) Reginald: Has the expectations that all folks will serve on the committees
 - (d) Establishing Committees?
 - i) Heather moves; Mike seconds; Board approves to establish:
 - (1) 3 standing committees replacing current committees with (all board members will be on one committee)
 - (a) Academic Excellence
 - (b) Finance Committee
 - (c) Governance Committee
 - (2) To replace all committees except Executive
 - (3) Will decide on committee membership next month**
 - c) Strategic Calendar
 - (1) Tom discusses need to add a bi-annual strategic plan update.
 - (2) Need to create a calendar for each committee that back maps from when the reports happen
 - (3) Create an organization reporting template
 - (4) Within the next 60 days we should have a good sense of deliverables and the calendar
7. Budget
- a) Chris discusses finance; The income shortfall is coming from DPS
 - b) The goal of having a \$1 million dollar cash reserve.
 - c) Prior to the next meeting we will send out a balance sheet + cash flow + income and expenses + current v actual.
 - d) If we move to 6 board meetings - we need to discuss how should we modify the outcomes based calendar:
 - e) Tom: Do a biannual deep dive report in the January meeting. Typically approve the budget in June.
8. Mike moves; Lisa seconds; Board moves to closed for personnel issues and legal matter pertaining to lease.

9. Board moves out of closed session.
- E. Board Adjourns

Maureen Joy Charter School
Board Meeting Notes
Monday, October 13, 2014

Members:

Helen Bryant
Alex Quigley
Lisa Stella Gordon
Chris Combs
Dawayne Whittington
Mike Martin
Kemi Nonez
Tiffany Graves
Reginald Johnson
Heather Graham
Damon Circosta (Absent)
Aliyah Abdur-Rahman (Absent)

- I. Open meeting
- II. Reading of mission
- III. Approval of agenda (Lisa moves; Heather seconds; board approves)
- IV. Move to approve minutes (Lisa moves; Heather seconds; board approves with adjustment that Helen *was not* in attendance in September)
- V. Public Comment
 - A. Chanel Durham (Parent)
 1. Registers concern about having a full-day training; request to have half-day teacher training.
 - 2. Next Step: Board to develop policy and language to frame how public comment works (a few sentences to be read to those who are giving public comment so that they know we will most likely not dialogue with them — but will listen and value their input).**
- VI. ED Report
 - A. EOG data and results discussed
 - B. Goals are a stretch but possible. Reasons for optimism:
 1. Hiring has gone well
 2. Coaching model is strong
 3. Myriad of small things happening (remediation blocks, etc)
 - C. Heather: Where do the IAs come from? Alex: We use a program called Test Whiz with NWEA's entire test bank - combined with released EOGs.
 - D. Bella and Alex present on *Creating A Welcoming and Connected Community*
 1. Attended Race and Equity workshop in July
 2. In some ways, we saw holes in being a welcoming community - for instance, we were not translating for Latino community.
 3. Started with 5 simple goals; conducting professional development to help connect staff to the community and understand history
 4. Working on partnering with El Centro
 5. Next Steps on Diversity:
 - a) racial institute equity training
 - b) components of teacher recruitment are part of this discussion

- c) Board Members are encouraged to provide feedback or engage with Bella
 - d) Lisa: Suggested ad hoc committee? Some of this may be policy; one or two board members may be involved in this; Do we want to create an ad hoc committee of the board to work on this issue?
 - e) Kemi will lead the ad hoc committee on Community and Diversity
 - f) Lisa moves; mike seconds; board approves - Move to create **Welcoming and Connected Community ad hoc committee (~18 months)**
 - g) You can reach out to Bella with questions.
 - h) Tiffany and Heather: We should include these goals with our academic goals. We want to think about what this goal should fall under in our strategic plan - particularly as relates to recruiting and retaining teachers.
6. Governance
- a) Tom reviews the idea of board core values
 - (1) Q from Reginald: How does that relate to board attendance?
 - (2) It connects to how regularly we have meetings (90% is a good target).
 - (3) Governance Committee may need to go through the core values document
 - b) Standing Committees
 - (1) Tom recommends the board think about how many committees we'd want; reviews who should be part of the committee.
 - (2) Board discusses how do we do confidential personnel committee.
 - (a) Review the ED and personnel related challenges.
 - (b) Personnel Committee under governance with only board members.
 - (c) Reginald: Has the expectations that all folks will serve on the committees
 - (d) Establishing Committees?
 - i) Heather moves; Mike seconds; Board approves to establish:
 - (1) 3 standing committees replacing current committees with (all board members will be on one committee)
 - (a) Academic Excellence
 - (b) Finance Committee
 - (c) Governance Committee
 - (2) To replace all committees except Executive
 - (3) Will decide on committee membership next month**
 - c) Strategic Calendar
 - (1) Tom discusses need to add a bi-annual strategic plan update.
 - (2) Need to create a calendar for each committee that back maps from when the reports happen
 - (3) Create an organization reporting template
 - (4) Within the next 60 days we should have a good sense of deliverables and the calendar
7. Budget
- a) Chris discusses finance; The income shortfall is coming from DPS
 - b) The goal of having a \$1 million dollar cash reserve.
 - c) Prior to the next meeting we will send out a balance sheet + cash flow + income and expenses + current v actual.
 - d) If we move to 6 board meetings - we need to discuss how should we modify the outcomes based calendar:
 - e) Tom: Do a biannual deep dive report in the January meeting. Typically approve the budget in June.
8. Mike moves; Lisa seconds; Board moves to closed for personnel issues and legal matter pertaining to lease.

9. Board moves out of closed session.
- E. Board Adjourns