



## Maureen Joy Board Meeting

Minutes for December 12, 2016

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### Attendance:

**Helen Bryant - Chair**

**Mark Bailey - Executive Director**

**Mike Martin - Secretary**

Dawayne Whittington (absent)

**Tiffany Graves**

**Reginald Johnson**

Aliyah Abdur-Rahman (absent)

**Molly Demarest - Treasurer**

**Lisa Stella Gordon – Attorney (absent)**

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- Meeting started at 6:36 with reading of the mission.
- Agenda - Tiffany moves to approve; Molly seconds. Board approves agenda.
- Tiffany moves to approve minutes. Molly seconds. Board approves the minutes from November.
- No public comment.

### Executive Director Report

#### Enrollment

- Tracking toward more applications – half of those in Kindergarten with a smaller section in middle school.
- First year that we will not grow due to building capacity.

#### Student Discipline

- 73% decrease in in school suspensions
- Generally trending in a positive direction
- Lots of positive behavior support
- Demographic numbers as regards discipline are about where they were last year
  - The majority of strategies we've implemented were to address discipline as a whole.
  - Don't want to sacrifice a structured learning environment
  - Middle School where most issues occur.
  - Each teachers will get their data including their demographic data.
- Racial Equity Training
  - TFA is offering to alumni
    - Funding for REI
    - How much of what we set up is responsive to the needs of our students
    - May including REI in the next Kenan Grant

- **NEXT STEPS:** Engage REI to see what it would take to make this happen for staff;
- Review of survey data (student and staff)
  - Sustainability continues to be a challenge.
  - **NEXT STEP:** Could we put together a team of 6-8 staff members to think through sustainability.
  - **NEXT STEP:** Consider additional things could we do to support sustainability - Duke integrated health tools and other solutions.

### **Finance Report**

- Met with M&F bank;
- We to think through what our capital improvement goals are?
  - Adrienne will work on it.
- Opened up online banking
- **NEXT STEP:** Meet with Tom to understand how the reserve works. How do we manage it and spend it.
- **NEXT STEPS:** Bring back National Board certification plan and staff interested in pursuing next month.
- DPI approved our new policies. We have been exited and approved.
- Molly moves to include Mark in the raise (equivalent to all staff this past summer). Mike Seconds. Board Approves.

### **Governance Report**

- Discussed current issues with adjacent property.
- **NEXT STEP:** Talk with YMCA. Mark, Aliyah, Reginald and Molly.
- GoogleFiber and EDCI update from Molly.
- High School Partnership
  - Discussed the possibility of an agreement with local high school to accept our students.
  - **NEXT STEP:** Review of the proposed letter and vote on it at the next board meeting.
- Discussed NC Association for Public Charter Schools membership.
- Board Member Recruitment
  - **NEXT STEPS:** Mark to connect with Tiffany and Mike to Juan Carlos Dickerson
  - **NEXT STEPS:** Visit to Henderson on Jan 9<sup>th</sup>.
- Molly moves to adjourn meeting at 8:26. Mike seconds. Board adjourns.



## Maureen Joy Board Meeting

Minutes for November 14, 2016

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### Attendance:

**Helen Bryant - Chair**

**Mark Bailey - Executive Director**

**Mike Martin – Secretary** (absent)

Dawayne Whittington

**Tiffany Graves**

**Reginald Johnson**

Aliyah Abdur-Rahman

**Molly Demarest - Treasurer**

**Lisa Stella Gordon – Attorney** (absent)

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- Meeting was called to order at 6:34. Reading of the mission by Molly.
- Agenda – Tiffany moved to approve; Molly seconded. Board approved agenda.
- Tiffany moved to approve 10/10/16 minutes. Reginald seconded. Board approved.
- Board reviewed public comment instructions and limits. Mark forwarded copy of statement to Board members and Molly read statement to one (1) person who signed up for public comments (Ms. Durham)

### Public Comments

- Ms. Durham voiced concern regarding signs that expressed support for safe spaces for heterosexual, homosexual, and transgender. The signs were given to MJCS by the national chapter of the Gay Straight Alliance. These signs are being hung outside a subset of teachers' doors at MJCS, and the main concern was that the signs were inappropriate for students in the earlier grades. One sign currently hangs outside of a 2<sup>nd</sup> grade room.
- Ms. Durham asked that the school leaders consider the option of initiating a program similar to Butner's pre-driving course. The course exposes students who are too young to drive to several components connected to the privilege of driving, including insurance road rules and insurance. It was thought that a course such as this could increase motivation at MJCS, while providing preparation for a practical skill.
- Ms. Durham reiterated her concern for the lack of computers. She recommended MJCS improve the computer to student ratio to the point that all students have access to their own computer.

### Public Comment (Board Discussion)

- The Board questioned whether the signs being hung were adopted system-wide. The Board discussed the age range for the existing Gay Straight Alliance Club at MJCS, which covers students in grades 6-8. Parent permission is required for participation in all clubs, including this

one. The Board agreed to let Mark make the decision on how to move forward with addressing the concern with the signs being hung outside of lower grade rooms.

- The Board discussed the current computer to student ratio. The Board agreed that grade-level sets of computers, which is the current approach, is more economically feasible and practical than working to equip each student with a computer. The costs, as well as the necessary teacher and parent training, to effectively implement a one computer/one student model was not seen as a goal worth pursuing at this point. The Board agreed that Ms. Durham's concern could be further addressed if the school advertised the access students currently have to computers both in an after school.
- No discussion was had on implementing a pre-driving course.

## **Executive Director Report**

### Enrollment

- No changes since last set of minutes - 639 final enrollment. Budget is for 640.

### Discipline Data

- There continued to be substantial decreases in suspensions, regardless of type of suspension analyzed.
- The Board discussed more deeply the bus suspensions, which currently stand at 17. Data suggest that Latino students are not disproportionately being disciplined on the bus.
- Positive behavioral referrals remain consistently high across gender and ethnicity/race.

### Academic Goals

- The Board reviewed the interim assessment data.
- There were no major concerns expressed for the Math interim assessment results. Grades 3, 4, 5, and 7 were all comparing positively to last year and/or goals we set.
- There was some concern expressed regarding the 6<sup>th</sup> grade assessment scores, but the Board agreed that these early results were likely the result of teacher movements and would improve with time.
- The Board discussed their excitement with the 5<sup>th</sup> grade science results, especially since the 1<sup>st</sup> quarter addresses more difficult content. Strong results from 1<sup>st</sup> quarter provides more hope that later results will be even stronger. The Board discussed also how there is not much room to grow in science assessment scores, given how high scores have historically been.
- The Board briefly discussed ways in which the school can capitalize on students' strengths in science to help lift performance in reading and mathematics. The discussion was tabled for the sake of time.

### Building a School Culture of Excellence

- Parents
  - Conferences went well.
- Students
  - Survey is being administered to document students' perceptions of their experience at MJCS. Results will to be ready before the next Board meeting.
- Staff
  - There has been no change in retention and attrition numbers for MJCS teachers.

## **Teacher Recruitment and Student Recruitment**

- Enrollment application goes live on Monday, Nov 28<sup>th</sup>. Board discussed how a stronger strategy is needed for recruitment. One concern is the implementation of a successful recruitment strategy may ultimately lead to disappointed parents, given that the number of open slots are extremely limited in most grades. This is particularly true for kindergarten, where majority of the slots are taken by siblings.
- The Board discussed the need to develop a strategy for recruiting our own kids. We're losing them to schools that for the most part don't offer as much as we do. Families of these students usually decide in March and April to make the move, and it is usually motivated by the desire to secure a long-term placement that is stable for the high school years.
- The Board agreed to set aside dedicated time to begin developing a recruitment strategy that begins to address this issue.

## **Finance Report**

- The MJCS credit card that has been in place since 1997 has now switched over to being one that provides a 1% cash back incentive.
- The Board discussed the need to develop a stronger relationship with a leader at M&F Bank. Molly drafted an email to the branch manager at M&F (James Sills) and planned to send the email following the meeting. She was also planning to copy Reginald on this email communication.
- The Board reviewed the updates to the Internal Fiscal Control Policy. The focus of the updates was to add specificity regarding the policies that controlled our cash management. The Board agreed that the new statements added to the policy by Lisa were appropriate. Aliyah moved to adopt the updated policy; Reginald seconded, and Board approved.
- Aliyah moved to approve the Internal Fiscal Control Policies and Procedure. Molly seconded. Board approved Internal Fiscal Control Policies and Procedure.
- Mark explained a clerical error that was made related to one teacher's 403b contribution. In short, MJCS had not withheld or matched the teacher's contribution. Tiffany moved to allocate resources to correct this mistake. Molly seconded the motion, and the Board approved it.
- Mark discussed the opportunity to sign a three-year agreement with Time Warner Cable. The agreement would allow for the costs to remain fixed for the duration of the contract. The Board discussed the rapid change that was happening in the choices for Internet service providers. Aliyah made the motion to approve a one-year contract (not a 3-yr contract) for Time Warner Cable. Molly seconded the motion, and the Board approved it.
- The Board discussed the uncertainty of the funding landscape given the recent elections. The Board agreed to discuss this issue more in future meetings.

## **Closed Session**

- Dawayne moved for the Board to go into closed session to discuss a personnel issue. Aliyah seconded, and the Board transitioned into a closed session.
- A personnel issue was discussed while in closed session. Dawayne moved for the Board to exit the closed session. Aliyah seconded, and the Board transitioned back into open session.

## **Community Engagement**

- Molly, Dawayne, and Tiffany summarized the main points from the October subcommittee meeting regarding community engagement.
- The Board discussed the current levels of support for building a gym, as well as the danger of switching goals without a more formal planning process.
- The Kidz Notes agreement was discussed, including the idea of partnering further with the organization to build a stronger arts program at MJCS.

**Next Steps**

- ✓ Next Steps: Board members will use their MJCS email accounts exclusively for Board communication starting January 2017. Mark is to send setup information again to the Board members.
- ✓ Next Steps: Aliyah is to email Michael Palmer for a meeting regarding community engagement ideas.
- ✓ Next Steps: Aliyah is to draft an email/communication for Grace Dzidzienyo, Acting Director of Economic and Workforce Development at The City of Durham. The email is to inquire about Keith Chadwell's role and responsibilities to help community organizations.
- ✓ Next Steps: Molly is to send picture of notes from Community Engagement subcommittee meeting held in October.
- ✓ Next Steps: Molly is to send email to leader of M&F Bank to begin to establish a stronger relationship between MJCS and bank.

**Tabled Topics for Further Discussion**

- ✓ The funding landscape considering the recent elections and what MJCS should be doing to thrive irrespective of funding decisions
- ✓ Recruitment strategies that help existing students stay and fill needed slots in upper grades
- ✓ Capitalizing on students' strengths in science to help lift performance in reading and mathematics

Meeting adjourned meeting at 8:29.



## **Maureen Joy Board Meeting**

Minutes for Sept 12, 2016

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### **Attendance:**

**Helen Bryant - Chair**

**Mark Bailey - Executive Director**

**Mike Martin - Secretary**

Dawayne Whittington

**Tiffany Graves**

**Reginald Johnson (absent)**

Aliyah Abdur-Rahman (absent)

**Molly Demarest - Treasurer**

**Lisa Stella Gordon – Attorney (by phone)**

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- Meeting started at 6:28. Reading of the mission.
- Agenda - Mike moves to approve; Dawayne seconds. Board approves agenda.
- Update 8/8/16 minutes by removing Heather. Indicate Molly is treasurer.
- Tiffany moves to approve retreat minutes. Molly seconds. Board moves to approve the minutes with changes.
- No public comment.

### **Executive Director Report**

#### Enrollment

- 643 students enrolled
- Final wait list is 411
- We have to stick with DPS start date to make sure we have kids on the first day.
- Check the lottery bi-laws regarding twins.

#### Discipline

- Renamed ICS. RISE - Restoring individual student excellence. In class suspension sounded like kids got sent home. Eliminated wearing the sweatshirt inside out.
- 77 positive behavior referrals – up significantly from the same period last year.
- Discipline data is improved. Lower instances of negative behavioral problems. Attributable to shifts in practice and retention in staff.
- Demographic data review.

#### Academic Goals

- 65% GLP/50% CCR
- Approximately 12 new students at most grade levels. Discussion of test scores of new students.

#### Staff Orientation

- A lot of feedback on orientation – a lot that we can learn from as well.
- Molly – positive feedback on Mark's leadership at staff social
- Stories of Educators waiting to get in at MJCS. The goal for our school staff-wise is to be in a place that continues to attract great, devoted, mission-aligned educators. Recruitment of students is steady and it takes little effort to fill building because of the value families feel in MJCS. Comparatively, we work very hard on teacher recruitment. Like to build knowledge that leads to more teachers actively wanting to teach at MJCS. Want to value teacher applicants and getting the word - and our story - out.
- 87% staff retention. Significantly improvement from last year.
- Reviewed reasons for students leaving; we need to make sure we have middle schools options for advanced middle schools students.
- Need to track and capture how high school students are doing.

#### Finance Report

- Received and Discussed Audit report
- Following up with Acadia North Star
  - Discussion of current TFA contracts and contracts in general.
    - The TFA contract was reviewed. The finance committee requests board approval and ratification of 2014 Teach For America contract. Molly moves to ratify and approve the 2014 Teach For America contract. Mike seconds. Board ratifies and approves the TFA professional services agreement from 2014-15 through 2017-18.
  - Discussion of Internal Control finding from Audit report
    - Lisa is developing internal controls. Board will review and adopt internal controls at October board meeting. Will mean that we document the reason for decisions that we've come to with contractors moving forward.
    - Lisa will work with Mark and Helen to come up with a draft of internal control policies that they board will vote on at the next meeting.
    - Lisa will draft a letter to DPI informing them of the impending correction. A lot of the additions are rote language taken from federal regulations.

Molly moves board into closed session at 7:35. Mike approves. Board moves into closed session.

Molly moves out of closed session. Dawayne seconds. Board approves.

Table governance items until October.

Molly moves to adjourn meeting at 8:50. Mike seconds. Board adjourns.





## Maureen Joy Board Meeting

Minutes for June 13, 2016

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### Attendance:

**Helen Bryant - Chair**

**Lisa Stella Gordon - Vice Chair (by phone)**

**Mark Bailey - Executive Director**

**Mike Martin - Secretary**

Dawayne Whittington (absent)

**Tiffany Graves**

**Reginald Johnson**

Heather Graham (absent)

Aliyah Abdur-Rahman (absent)

**Molly Demarest**

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- Meeting started at 6:35. Reading of the mission.
- Agenda - Mike moves to approve; Tiffany seconds. Board approves agenda.
- Mike moves to approve retreat minutes. Reginald seconds. Board moves to approve the minutes.
- No public comment.

### Executive Director Report

Enrollment

Discipline

- Discussing of plan for next year
  - recognizing positive behavioral referrals
  - bus suspension numbers
    - kept year to year and month to month
  - Average suspension? 1 to 3 days.
  - Approximately 60% of student using transportation
  - No disproportionate trends in who uses buses
- Demographic data and suspension review
- Review of 15-16 outcome data
  - discussion of subgroup performance
  - targeting areas for next year
  - Foundational literacy of teachers - hill center grant will help
  - Middle school reading interventionist
- Review of Summer programming
  - Read to Achieve results and 3rd grade retention
- Review retention numbers

- New hire profiles

### **Finance**

- Healthy balance sheets - significant surplus from this year.
- Tiffany moves to approve and Reginald seconds the approval of 403b funds. Board approves.
- Discussion of ongoing support of staff financial management

### **Governance**

- Updates to employee handbooks + Parent and School Handbook
- Tiffany moves to approve. Dwayne seconds. Board approves the employee handbook and parent scholar handbook.
- Resend the description for possible new board member; Tiffany to re-send for board member.
  
- YMCA land purchase
  - East Durham public forum to communicate needs to the YMCA
  - Work with Joy for an East Durham YMCA
- Discussion of paying off the tax credit. In return, we would not pay property taxes. We pay taxes because of what we received.
  
- Mike moves into closed session. Reginald seconds. Board moves into closed session to discuss personnel matters pursuant to NCGS Section 143-311(a)(6).
- Mike moves out of closed session. Dwayne seconds. Board approves.
- Molly moves to approve the recommended hires. Tiffany seconds. Board approves new hires.

Molly moves to adjourn meeting at 8:25. Mike seconds. Board adjourns.



## Maureen Joy Board Meeting

Minutes for June 13, 2016

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### Attendance:

**Helen Bryant - Chair**

Lisa Stella Gordon - Vice Chair (absent)

**Mark Bailey - Executive Director**

**Mike Martin - Secretary**

Dawayne Whittington (absent)

**Tiffany Graves**

**Reginald Johnson**

Heather Graham (absent)

**Aliyah Abdur-Rahman**

**Molly Demarest**

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- Meeting started at 6:40. Reading of the mission.
- Agenda - Mike moves to approve; Reginald seconds. Board approves agenda.
- Tiffany moves to approve retreat minutes. Molly seconds. Board moves to approve retreat minutes.
- No public comment.

### Executive Director Report

#### Enrollment

- 635 students for next year
- 442 on waiting List

#### Discipline

- Halved out of school suspension; positive outcome
  - More male and african american students throughout the year were suspended
  - Bus suspensions are a concern as well
  - Social-emotional work was better in the younger grades
  - Mike suggests keeping the discipline data in front of the staff - particularly broken down by race and gender
  - Tiffany suggests racial equity training

#### Academic Data

- On average up ~2% across all grade levels (before retesting)
- Reviewed patterns across grade-levels
- Retesting currently happening
- Retention Data - almost always reading is the challenge that leads to students being retained
  - will retain only if a child has no reasonable chance of success at the next grade level

#### Parent Survey

- 360 families responded - excellent response rate
- **High average - all measures over 90%**
- Feedback helpful from parent survey

#### Retention

- Very high staff retention
- Review of the few staff that are leaving

#### Charter Site Visit

- May 23
- In September, NC State Board will make the decision about renewal (10 years)
- Scores and balance sheet will be reviewed

#### Finance

- Molly is willing to move into the treasure role
- Discussion of pay off the tax credit in one lump sum
- **NEXT STEPS:** Will have to discuss paying off tax credit (long terms savings) at next meeting
- **NEXT STEP:** more detailed conversations about gym, property and land - next meeting - at least half an hour.
- Review of budget for 16-17 school year
- Mike moves to approve the budget. Reginald seconds. Board approves.

#### Governance

Reginald moves to give Mark authority to submit Title I application. Molly seconds. Board approves.

Tiffany moves to elect Molly to be MJCS treasurer. Reginald seconds. Board approves.

Tiffany moves, Molly seconds, Board approves for ED to issue staff contracts (Board to ratify at next meeting.)

Tiffany moves to adjourn meeting at 8:25. Molly seconds. Board adjourns.