

The Intergenerational Schools
Board of Directors Regular Meeting
Held Jointly with TIS, NWIS & LIS
Tuesday, August 28, 2018– 6:00 PM
Lakeshore Intergenerational School



THE
Intergenerational
SCHOOLS
A COMMUNITY OF LIFELONG LEARNERS

Board Attendance:	NWIS	TIS	LIS
Mark Saffran, Chair	Yes	Yes	Yes
Mark Charvat	Absent		
Molly Wimbiscus	Yes	Yes	Yes
Lisa Lovato		Yes	
Erica Adlakha			Yes
Jonathon Holody			Yes
Mike Swearngen		Yes	
Lee Trotter		Yes	
Stacy Miller			Yes
Sarah Trimble	Yes		
Mark Olson			Yes
Lynn Carpenter	Yes		
Robert Nicolay		Yes	
	4/5	6/6	6/6

Staff:	Organization
Brooke King	Executive Director, IG Model
Molly Toussant	Director of Education, IG Model
Sarah Wiersma	Director of Network Operations, IG Model
Rachel Hanni	Director of Operations, LIS
Robin Bartley	Principal, LIS
Kristin Miracle	Assistant Principal, LIS
Katelyn Taranto	Community Relations, LIS
April Maimone	Principal, NWIS
Shawn Hallowell	Assistant Principal, NWIS
Terri Manns	Advancement Director, IG Model
Guests:	Organization
Jeff Jaroscak	ESCLEW (TIS Sponsor)
Lori Wood	ODE (LIS Sponsor)
Matt Rado	CMSD (NWIS Sponsor)

Meeting was officially called to order for **NWIS, LIS & TIS** at 6:04pm by Mark Saffran.

1. Public Comment- No comment

Saffran

2. School Model Leadership

- Introduction to the new Principal, April Maimone of NWIS, Assistant Principal, Shawn Hallowell of NWIS and Sarah Wiersma in the new role of Director of Network Operations.
- Ms. Bartley, LIS Principal, introduced her new Intervention Team and spoke about the great need for intervention services at LIS. She also introduced the new Community Relations Coordinator, Katelyn Taranto. Ms. Hanni presented a power point outlining the construction that took place over the summer months at LIS.

3. Partner Message

Jeff Jaroscak/Matt Rado/Lori Wood/Terri Manns

- Dr. Jaroscak, from ESCLEW, discussed TIS Opening Assurances. TIS passed Opening Assurances and opened on time with no problems. Ms. Wood, from ODE, introduced herself as the new compliance manager for LIS and also stated that LIS passed Opening Assurances with no issues. Mr. Rado, from CMSD, explained to the board the importance of current Conflict of Interest Forms, and the deadline for sponsorship renewal. Mr. Rado introduced the "renewal team" that will be working with CMSD on their application.
- Ms. Manns updated the board on IGCIe financials and the year-end true-up.

4. Consent Agenda:

- Minutes:** TIS & LIS Boards Regular Meeting June 27, 2018 Minutes and NWIS Special Board Meeting July 2, 2018
- Contract Action:**
NWIS: Liz Richmond Counseling
TIS: ESCLEW Contract Modification No. 1, GALA Charter School Shared PE Teacher
ALL: Nicola Gudbranson legal services flat fee agreement
- Signing Authorization** for Molly Toussant, Sarah Wiersma, and for TIS, Matthew Cox

Motion to approve all Consent Agenda Items:

LIS Motion by: Mark Olson; Seconded by Stacy Miller **Motion passes unanimously**

NWIS Motion by Molly Wimbiscus; Seconded by Lynn Carpenter **Motion passes unanimously**

TIS Motion by Lee Trotter; Seconded by Lisa Lovato **Motion passes unanimously**

5. Strategic Planning Task Force Update

King/Manns/Saffran

a. Ms. King explained the process of the of strategic planning task force and the six goals that the task force and various stakeholders have created. These goals will be used to measure the organization in the upcoming years.

a. Discussion occurred around the length of the plan, the goals in the plan, and how items are either added or tabled in the plan.

6. Finance

King

a. Ms. King reviewed both the June and July financial statements.

Motion to approve both the June and July Financial Statements

LIS Motion by Mark Olson; Seconded by Erica Adlakha, **Motion passes unanimously**

NWIS Motion by Molly Wimbiscus; Seconded by Lynn Carpenter, **Motion passes unanimously**

TIS Motion by Robert Nicolay, Seconded by Michael Swearengen, **Motion passes unanimously**

7. Human Resources

King

a. Ms. King reviewed the Personnel Actions for each school. Mr. Nicolay questioned the increase in pay for the Physical Education Teacher at TIS. Ms. King explained that the teacher was previously teaching on a long term substitute license. When a teacher has a substitute license, the IGs deduct \$2500 from their salary. Now that this teacher has received her license, she will receive the \$2500 back in her pay.

Motion to approve Personnel Actions

LIS Motion by Jonathan Holody; Seconded by Erica Adlakha **Motion passes unanimously**

NWIS Motion by Sarah Trimble; Seconded by Molly Wimbiscus **Motion passes unanimously**

TIS Motion by Michael Swearengen; Seconded by Lisa Lovato **Motion passes unanimously**

8. Facilities

Olson/King/Saffran

a. Mr. Olson reviewed the construction that took place over the summer at LIS. Ms. King and Mr. Saffran explained that they had the reassignment of the LIS lease signed and notarized the night of the board meeting.

b. Ms. King explained that the camera system at TIS was destroyed in the water damage in January and that the school needed to purchase a new system. Wright insurance will reimburse TIS the cost of the cameras.

Motion to approve the Reassignment of the LIS Lease

LIS Motion Erica Adlakha; Seconded Jonathan Holody, **Motion passes unanimously**

Motion to approve purchase over \$25,000

TIS Motion Robert Nicolay; Seconded Lee Trotter, **Motion passes unanimously**

A brief discussion occurred surrounding the TIS space. Ms. King explained that TIS is exploring the possibility of giving up the 1st floor Administrative Suite to the Boys and Girls Club so they can expand their capacity. TIS would then take over the two classrooms on the 4th floor along with the preschool office.

9. Governance

Trimble

a. Ms. Trimble reported the governance committee has had numerous conversations regarding the committees starting to run more like and advisory board instead of a committee. This would allow more flexibility for its members to attend meetings and for decisions to be made. Ms. Trimble proposed that the advisory boards would be meet twice per year as a committee. Meeting would continue to be held at their scheduled time.

Some board members questioned if there should be committee meetings at all if the advisory board would function the same as a committee. Ms. King did note that the boards would have to amend the by-laws if the change is made.

An announcement was made that the September board meeting will be an intensive retreat where all board members and available staff will take the mandatory Sunshine Law Training.

10. Motion made to move into Executive Session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official.

LIS Motion by Jonathan Holody; Seconded by Mark Olson, **Motion passes unanimously**

NWIS Motion by Molly Wimbiscus Second by Sarah Trimble; **Motion passes unanimously**

TIS Motion by Robert Nicolay; Second by Lee Trotter; **Motion passes unanimously**

Roll Call Vote: Molly Wimbiscus, Jonathan Holody, Robert Nicolay, Lisa Lovato, Lynn Carpenter, Mike Swearengen, Mark Olson, Lee Trotter, Sarah Trimble, Erica Adlakha, and Mark Saffran.

Executive Session began at 7:29 pm

Executive Session ended at 8:35 pm

11. Resume Public Session:

12. Motion to Adjourn Boards of Directors Meeting

LIS Motion by

NWIS Motion by

TIS Motion by

Meeting adjourned at 8:40pm

Next Regular Board Meeting Scheduled for: **Wednesday, September 26, 2018 at TIS**

Minutes prepared by Sarah Wiersma

Signed by: Mark Saffran, Board Chair



THE
Intergenerational
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A COMMUNITY OF LIFELONG LEARNERS

August 28, 2018

BOARD RESOLUTIONS

At the Regular Meeting of the Board of Directors of The Intergenerational School on **August 28, 2018** following resolutions was proposed and approved by the board:

WHEREAS the mission of The Intergeneration School is to connect, create, and guide a multigenerational community of lifelong learners and spirited citizens;

Consent Agenda

WHEREAS as a Public Charter School in the State of Ohio, the Board of Directors must review and approve all Minutes, Contract Actions, any Out of State travel, Expenses over \$25,000, and transactions between Intergenerational Schools;

IT IS THEREFORE RESOLVED that The Intergenerational School Board has reviewed and approves the following:

- June 28, 2018 Minutes
- July 2, 2018 Minutes
- To be approved as an authorized signer for The Intergenerational School.
 - Molly Toussant, **Director of Education**, to enter into contracts and approve purchases not to exceed \$24,999
 - Matthew Cox, **Director of Operations and Network Facilities**, to approve purchases up to \$4,999
 - Sarah Wiersma, **Director of Network Operations**, to approve model-wide split purchases up to \$4,999 expense at each school
- Contract Actions:
 - Nicola Gudbranson for contracted legal services, a flat fee not to exceed \$5,000
 - ESCLEW Sponsor Contract Modification No. 1
 - GALA Charter School for 50% of Shared PE Teacher

Finance Actions

IT IS THEREFORE RESOLVED that The Intergenerational School Board has reviewed and approves the following:

- June 2018 Financials
- July 2018 Financials

Human Resources and Personnel Actions

IT IS THEREFORE RESOLVED that The Intergenerational School Board has reviewed and approves the following:

New Letters of Hire for SY2018-19

- Tristina Blue, **Applying Teacher**, budgeted expense, 100% General Fund, Annual Salary \$38,000—Exempt (position approved at June 27th, 2018 Board Meeting).
- Andrea Boyd, **Para-Professional**, budgeted expense, 100% Title I, Hourly Rate \$15.00, not to exceed \$19,700 for the 2018-2019 School Year—Non-Exempt
- Taylor Williams, **Refining Teacher**, budgeted expense, 100% General Fund, Annual Salary \$38,000—Exempt.

Supplemental Letters of Hire for the 2018-19 School Year

- Mary Colan, **Developing Teacher**, supplemental pay of \$750.00 for Mentor Teacher duties for the 2018-2019 school year. This is a budgeted expense to be paid out of Title II-A or other monies obtained.
- Lauren Funk, **Primary Teacher**, supplemental pay of \$750.00 for Mentor Teacher duties for the 2018-2019 school year. This is a budgeted expense to be paid out of Title II-A or other monies obtained.
- Allison Furlong, **Primary Teacher**, supplemental pay of \$750.00 for Mentor Teacher duties for the 2018-2019 school year. This is a budgeted expense to be paid out of Title II-A or other monies obtained.
- Elizabeth Morris, **Developing Teacher**, supplemental pay of \$750.00 for Mentor Teacher duties for the 2018-2019 school year. This is a budgeted expense to be paid out of Title II-A or other monies obtained.
- Rachel Miller, **Physical Education Teacher**, supplemental pay of \$2,625 to serve as Specials Cluster Director for the 2018-2019 school year. This is a budgeted expense and to be paid out of Title II-A or other monies obtained.

Amended Letter of Hire for the 201-2019 School Year

- Rachel Miller, **Physical Education Teacher**, received her Physical Education Licensure should receive a \$2,500 increase in her annual salary. Unbudgeted expense, to be paid out of General Fund and/or other monies obtained.
- Lauren Jasica, **Shared Physical Education Teacher**, to reflect the terms of the shared staff position with GALA charter school, and adjusting the annual salary to the corrected amount of \$36,565. This is a budgeted expense. Salary and benefits to be billed at 50% to GALA.

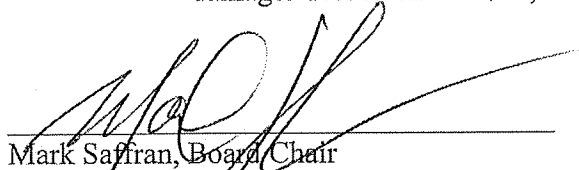
Staff Resignation for the 2018-2019 School Year

- Asha Lanham, **Refining Teacher**, resigned in July and will not be teaching at The Intergenerational School for the 2018-2019 school year.

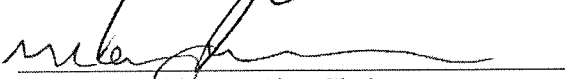
Facilities

IT IS THEREFORE RESOLVED that The Intergenerational School Board has reviewed and approves the following:

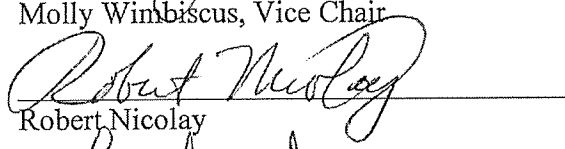
- Purchase over \$25,000
 - NEOSSES to replace cameras, sever, and encoder that was destroyed in the water damage. Not to exceed \$27,192.00 to be reimbursed by Wright Insurance.



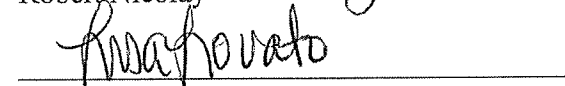
Mark Saffran, Board Chair



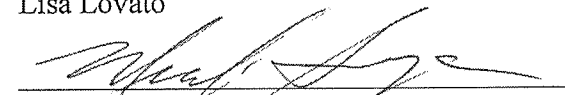
Molly Wimbiscus, Vice Chair



Robert Nicolay



Lisa Lovato



Mike Swarengen



Lee Trotter



August 28, 2018

BOARD RESOLUTIONS

At the Regular Meeting of the Board of Directors of Near West Intergenerational School on **August 28, 2018** following resolutions was proposed and approved by the board:

WHEREAS the mission of Near West Intergeneration School is to connect, create, and guide a multigenerational community of lifelong learners and spirited citizens;

Consent Agenda

WHEREAS as a Public Charter School in the State of Ohio, the Board of Directors must review and approve all Minutes, Contract Actions, any Out of State travel, Expenses over \$25,000, and transactions between Intergenerational Schools;

IT IS THEREFORE RESOLVED that Near West Intergenerational School Board has reviewed and approves the following:

- a. **June 28, 2018 Minutes**
- b. **July 2, 2018 Minutes**
- c. **Contract Actions**
 1. Elizabeth Richmond Counseling Services, LLC, for student mental health services on both a routine and emergency level for the 18-19 SY. Not to exceed \$10,000. 50% General Fund and 50% Title 4 Fund.
 2. Nicola Gudbranson for legal services, a flat fee not to exceed \$5,000
- d. **To be approved as an authorized signer for Near West Intergenerational School.**
 - i. Molly Toussant, **Director of Education**, to enter into contracts and approve purchases not to exceed \$24,999.
 - ii. Sarah Wiersma, **Director of Network Operations**, to approve model-wide split purchases up to \$4,999 expense at each school.

Finance Actions

IT IS THEREFORE RESOLVED that Near West Intergenerational School Board has reviewed and approves the following:

- June 2018 Financials
- July 2018 Financials

Human Resources and Personnel Actions

New Letters of Hire for SY2018-19

Administrative

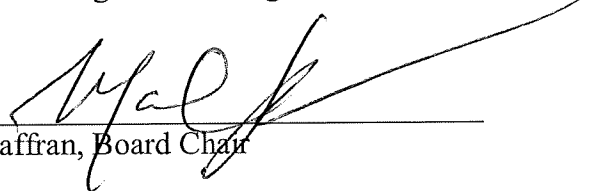
- **April Maimone**, Principal, at an annual salary of \$75,000.00 to be paid 100% from General Fund. Full Time, Year Round. Exempt.
- **Shawn Hallowell**, Assistant Principal, at an annual salary of \$59,000.00 to be paid 100% from General Fund. Full Time, Year Round. Exempt.

Instructional

- **Dinah Parker**, Title 1 Teacher, at an annual salary of \$41,423.00 to be paid 100% from Title I Fund. Full Time, School Year. Exempt.
- **Christine Fader**, Music Teacher, at an annual salary of \$28,500.00 (75% of an FTE) to be paid 100% from General Fund. Full Time Equivalent (30 Hours per week). Non-Exempt.
- **Ariel McElwee**, Intervention Specialist, at an annual salary of \$38,000 to be paid 100% from General Fund. Full Time, School Year. Exempt.
- **Saida Markovic**, Spanish Teacher, at an annual salary of \$27,900 (80% of FTE with licensure adjustment) to be paid 100% from General Fund. Full time equivalent. Non-Exempt.
- **Nora Crossen**, Substitute Teacher, at a daily rate of \$100 per day, to be paid 100% from General Fund. Non-Exempt.

Amended Letters of Hire for SY2018-19

- **Virgen "Lee" Rodriguez**, Administrative Assistant, changed from full time, year round, hourly position to full time, year round, salaried position. Annual Salary of \$31,449.60 unchanged from budgeted amount. Non-exempt (remains eligible for overtime pay)
- **Kristia Wiersma**, Special Projects Coordinator, changed from full time, year round, hourly position to full time, year round, salaried position. Annual Salary of \$25,708.80 unchanged from budgeted amount. Non-exempt (remains eligible for overtime pay)

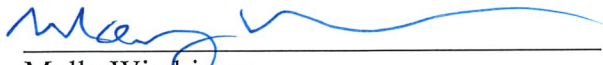


Mark Saffran, Board Chair

Lynn Carpenter

Mark Charvat

Sarah Trimble


Molly Wim**b**iscus



August 28, 2018

BOARD RESOLUTIONS

At the Regular Meeting of the Board of Directors of Lakeshore Intergenerational School on **August 28, 2018** following resolutions was proposed and approved by the board:

WHEREAS the mission of Lakeshore Intergeneration School is to connect, create, and guide a multigenerational community of lifelong learners and spirited citizens;

Consent Agenda

WHEREAS as a Public Charter School in the State of Ohio, the Board of Directors must review and approve all Minutes, Contract Actions, any Out of State travel, Expenses over \$25,000, and transactions between Intergenerational Schools;

IT IS THEREFORE RESOLVED that Lakeshore Intergenerational School Board has reviewed and approves the following:

- a. **June 28, 2018 Minutes**
- b. **July 2, 2018 Minutes**
- c. To be approved as an **authorized signer** for Lakeshore Intergenerational School.
 - i. **Molly Toussant**, Director of Education, to enter into contracts and approve purchases not to exceed \$24,999
 - ii. **Sarah Wiersma**, Director of Network Operations, to approve model-wide split purchases up to \$4,999
- d. Contract Actions:
 - i. Nicola Gudbranson for legal services, a flat fee not to exceed \$5,000

Finance Actions:

IT IS THEREFORE RESOLVED that Lakeshore Intergenerational School Board has reviewed and approves the following:

- **June Financials**
- **July Financials**

Human Resources and Personnel Actions

New Letters of Hire for SY2018-19

1) **Administrative**

- a) Kaitlyn Taranto, **Community Relations & IG Coordinator**, 100% General Fund, Annual Salary \$38,000—Exempt (Budgeted, \$10,000 Under Budget)

2) **Education**

- a) Caryn Lasko, **Paraprofessional**, 70% Title, 30% General, Annual Salary \$29,000—Exempt (Budgeted, \$9,000 Over Budget)
- b) Debra Wachter, Building Substitute Teacher, 100% General Fund, Daily Rate \$100—Exempt

Supplemental Letters of Hire for SY2018-19

3) Education

- a) Danielle Lasko, **Kindergarten Readiness Assessment**, for a not to exceed total of \$500 for summer intervention work between August 1-5, 2018 at \$25 per hours. To be paid 100% from FY19 Title 1 Funds. —Exempt
- b) Gretchen Adu-Gyamfi, **Kindergarten Readiness Assessment**, for a not to exceed total of \$500 for summer intervention work between August 1-5, 2018 at \$25 per hours. To be paid 100% from FY19 Title 1 Funds. —Exempt
- i. Melissa Chmielewski, **Kindergarten Readiness Assessment**, for a not to exceed total of \$500 for summer intervention work between August 1-5, 2018 at \$25 per hours. To be paid 100% from FY19 Title 1 Funds. —Exempt
- ii. Erika Ruedin, **Kindergarten Readiness Assessment**, for a not to exceed total of \$500 for summer intervention work between August 1-5, 2018 at \$25 per hours. To be paid 100% from FY19 Title 1 Funds. —Exempt

Correction to Prior Resolutions

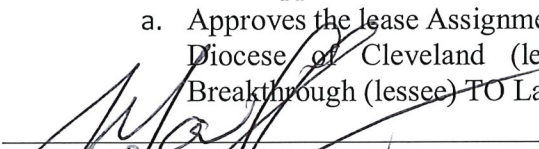
4) Education

- a) Abbie King, **Intervention Specialist**, General Fund, Annual Salary \$42,266—Exempt
- b) Cassidy Roth, Primary Teacher, 100% General Fund, Annual Salary \$42,923—Exempt

Facilities Actions:

IT IS THEREFORE RESOLVED that Lakeshore Intergenerational School Board has reviewed and approves the following:

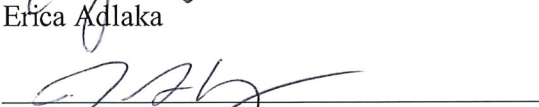
- a. Approves the lease Assignment (in the board packet) transferring the lease with the Diocese of Cleveland (lessor) and any amendments FROM Friends of Breakthrough (lessee) TO Lakeshore Intergenerational School (lessee).



Mark Saffran, Board Chair




Erica Adlaka



Jonathan Holody

 left early

Stacy Miller



Mark Olson



Molly Wimbiscus