

Intergenerational Schools
Board of Directors Regular Meeting
 Held Jointly with TIS, LIS & NWIS
 Wednesday, January 30, 2019 at 6pm
 The Intergenerational School



Board Attendance:	NWIS	TIS	LIS
Mark Saffran	Present	Present	Present
Erika Adlakha			Present
Lynn Carpenter	Absent		
Mark Charvat	Present		
Jonathan Holody			Absent
Lisa Lovato		Present	
Stacy Miller			Present
Bob Nicolay		Present	
Mark Olson			Present
Sarah Trimble	Absent		
Lee Trotter		Present	
Mike Swearingen		Present	
Molly Wimbiscus	Present	Present	Present
	3/5	6/6	5/6

Staff:	Organization
Brooke King	Executive Director, IGS
Molly Toussant	Director of Education, IGS
Sarah Wiersma	Director of Network Operations, IGS
Matt Cox	Director of Operations, TIS
Silvia Kruger	Principal, TIS
Terri Manns	Advancement Director, Friends of IGS
Tina Flynn	Development & Communications, IGS
Guests:	Organization
Jeff Jaroscak	ESCLEW, TIS Sponsor
Matt Rado	CMSD, NWIS Sponsor
Lori Wood	ODE, LIS Sponsor (by phone)

Meeting was officially called to order at 6:05 pm by Mark Saffran, Board Chair.

1. Public Comment—No Comment

2. Consent Agenda (all requiring action)

Mark Saffran

- a. November 27, 2018 Board Minutes
- b. Contract Actions
 - i. School Messenger for TIS/NWIS/LIS
- c. HB 21 Verification of Residency Monthly Report
- d. Policy List: Specific Policies approved in November listed by name for Sponsor
- e. Policy: Enrollment Policy Ratification
- f. Finance Policies: Purchasing and Credit Cards, Fixed Assets
- g. Personal Actions
- h. TIS: Payment over \$20,000: New Village Corporation for 17-18 approved facility upgrades approved \$99,000 on April 24, 2018, actual invoice \$104,000
- i. NWIS: Out of State Travel
- j. TIS: Ratify Lease for swap of 1st floor space and additional space on 4th floor approved on September 26, 2018

Motion to approve all Consent Agenda items:

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

TIS: Motion by Lee Trotter; Seconded by Bob Nicolay **Motion passes unanimously**

NWIS: Motion by Mark Olson; Seconded by Molly Wimbiscus **Motion passes unanimously**

3. School Leadership Reports

Silvia Kruger

- a. Ms. Kruger talked about how she has implemented standing staff meetings with the teachers at the end of the school day. During this time the teachers do a “shout out” or reply a want or need. This has gone over well with the teachers and Ms. Kruger feels has improved the staff morale. Ms. Kruger then gave a few shout outs of her own.

4. Partner Message

Jeff Jaroscak/Tom Rado/Lori Wood

- a. Matt Rado—CMSD has sent draft contract modifications out to all schools for review. One of the modifications has changes due to state law regarding attendance and achievement gap closure. The other modification does not pertain to NWIS. Mr. Rado also explained that the dissemination of Annual Reports has been put on hold due to the draft contract modifications being sent out. Also, spring assurances will be scheduled within the next few weeks.
- b. Dr. Jeff Jaroscak—ESCLEW sent out their monthly newsletter and one of the articles Dr. Jaroscak thought may be of interest to the board was the statutory responsibility of board members. He briefly talked about the call between ESCLEW finance and TIS treasurer to review finances and all looked good. Dr. Jaroscak completed a SPED review in last month and there were no findings.
- c. Lori Wood—ODE conducted a site visit last month and reviewed the improvement plan with Ms. Bartley, LIS Principal. Everything seems to be on track. Spring assurances will be scheduled sometime in late February early March.

5. Finance

Doug Mangen

- a. Mr. Mangen reviewed December 2018 financials and according to the CMSD financial indicators all schools are going well financially. The draft FY 20 budgets and the 5-year forecast will be available for board review within the next month and are set to be fully approved in May.

Motion to approve December Financials:

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

TIS: Motion by Lee Trotter; Seconded by Bob Nicolay **Motion passes unanimously**

NWIS: Motion by Molly Wimbiscus; Seconded by Mark Charvat **Motion passes unanimously**

6. Facilities

Matt Cox

- a. Mr. Cox explained to the board some parking lot issues LIS has been having related to proper plowing and icing of the lot and sidewalk. Ms. Hanni, LIS Director of Operations, will approach this subject again and if there is no resolution, Mark Olson and Matt Cox will write a letter to the Church.

Motion to approve a letter to LIS landlord on behalf of LIS Board:

LIS: Motion by Molly Wimbiscus; Seconded by Stacy Miller **Motion passes unanimously**

7. Executive Session

Mark Saffran

- a. Roll Call Vote to Enter into Executive Session for the TIS/NWIS/LIS Boards to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official: **Stacy Miller, Bob Nicolay, Lisa Lovato, Lee Trotter, Erica Adlakha, Mark Charvat, Mark Olson, Molly Wimbiscus, Mike Swearingen, Mark Saffran.** The Executive Director and Director of Education were asked to stay.
- b. At 6:20 the Boards entered into Executive Session.

c. At 6:52 the Boards resumed Public Session.

8. Financial Presentation

- a. Doug Mangen and Bob Nicolay presented on the financial forecast in regards to fundraising vs. no fundraising.
- b. Terri Manns and Mark Charvat presented IGCle fundraising to date as well as their plan moving forward.

9. Brooke King distributed Tactical Plan updates and the educational dashboard.

10. Motion to Adjourn Board of Directors Meeting

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

TIS: Motion by Lee Trotter; Second by Bob Nicolay **Motion passes unanimously**

NWIS: Motion by Mark Charvat; Second by Molly Wimbiscus **Motion passes unanimously**

Meeting adjourned at 8:01 pm

Next Regular Board Meeting Scheduled

Wednesday, February 27, 2019 at 6:00pm at Near West Intergenerational School

Minutes prepared by Sarah Wiersma, Director of Network Operations:

Signed by Mark Saffran Board Chair:

February 27, 2019

BOARD RESOLUTIONS

At the Regular Meeting of the Board of Directors of The Intergenerational School on **February 27, 2019** following resolutions was proposed and approved by the board:

WHEREAS the mission of The Intergenerational School is to connect, create, and guide a multigenerational community of lifelong learners and spirited citizens as they strive for academic excellence;

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:

- a. **January 30, 2019 Minutes**
- b. **Contract Actions:**
 - a. **Jill Windelspecht** for Executive Coaching for Brooke King from July 1, 2018-June 30, 2019 not to exceed \$2000. This is a budgeted expense to be paid out of General Funds.
 - b. Enter in to a contract with **Business Volunteers Unlimited** to survey, train, and evaluate the board structure. The total cost of this service will be \$4500.00 split between the three schools. The Intergenerational will pay no more than \$1500.00 out of General Funds. This is a budgeted expense.
- c. **Out of State Travel Approval**
 - a. **Shawn Hallowell**, Assistant Principal, to travel to Monroeville, PA to represent the IG schools at the PERC Education Job Fair on March 27, 2019. Trip will be to help recruit new teachers to the schools. Includes travel expenses, per diem, and overnight stay for one night. Total portion paid by the school is not to exceed \$150.00. Budgeted expense to be paid out of General Fund.
- d. **Overnight Field Trip**
 - a. **Matthew Cox**, Director of Operations, and **Carly Overly**, Applying Stage teacher, to escort nine Applying Stage Students (GLE 8) to Cincinnati as part of the Senior Trip from March 6, 2019 to March 7, 2019. The students will be staying in a Holiday Inn Express and will be transported via rental van with Mr. Cox driving. All students have signed medical releases and permission slips on file. All trip

expenses will be paid out of General Funds and are not to exceed \$950.00. This is a budgeted expense.

e. Personnel Actions

a. New Letter of Hire

- a. Sarah Duplaga, **Para-Professional & Building Substitute**, at an hourly rate of \$15/hr. (not to exceed \$7,000). Dates of effective employment from February 19th, 2019 to May 31st, 2019. Para-Professional work to be paid 50% from Title I and 50% from General Fund. Building Substitute work to be paid 100% from General Fund.

b. Termination

- a. Taylor Williams, **Refining ELA Teacher**, effective January 25th, 2019.

f. HB 21 Verification of Residency Monthly Report for February

- a. Three (3) student addresses were verified using voter registration. All three were validated.
- b. There are currently three (3) flag disputes due to incorrect designation of resident district in EMIS. Data has been corrected and resolution is expected soon.

Finance Actions

WHEREAS, The Intergenerational School has been accepted to participate in State Treasury Asset Reserve of Ohio (STAR Ohio), an investment fund that allows government subdivisions in Ohio to invest funds in a highly rated public investment pool; and

WHEREAS, since 1995, STAR Ohio has maintained Standard & Poor's highest rating and given government subdivisions greater returns on their invested funds; and

WHEREAS, all STAR Ohio funds are fully liquid and will allow The Intergenerational School to have immediate access to cash reserves while securing interest rates comparable to traditional public schools;

IT IS THEREFORE RESOLVED that **The Intergenerational School Board** authorizes the establishment of a STAR Ohio account and the deposit of School funds into the School's designated STAR Ohio account.

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

- a. January Financial**
b. Crowdfunding Policy

Human Resource Action

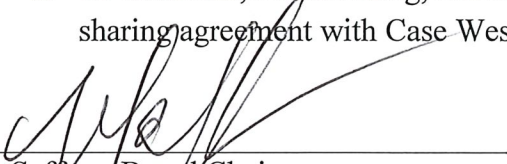
WHEREAS the Human Resource Advisory Group reviews the teacher contract language annually and has carried this out during their February meeting;

IT IS THEREFORE RESOLVED that Near West Intergenerational School Board has reviewed and approves the 2019-2020 Teacher Contract Template as presented.


Executive Director Action

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

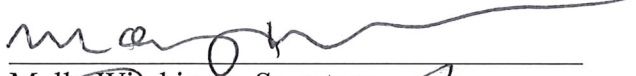
- a. To authorize, Brooke King, Executive Director to enter into a student information data sharing agreement with Case Western Reserve University.



Mark Saffran, Board Chair



Lisa Lovato, Vice Chair



Molly Wimbiscus, Secretary



Robert Nicolay



Mike Swearengen



Lee Trotter



February 27, 2019

BOARD RESOLUTIONS

At the Regular Meeting of the Board of Directors of Near West Intergenerational School on **February 27, 2019** 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 as they strive for academic excellence;

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. January 2019 Minutes

b. Contract Actions:

- i. **Jill Windelspecht** for Executive Coaching for Brooke King from July 1, 2018-June 30, 2019 not to exceed \$2000. This is a budgeted expense to be paid out of General Funds.
- ii. Enter in to a contract with **Business Volunteers Unlimited** to survey, train, and evaluate the board structure. The total cost of this service will be \$4500.00 split between the three schools. Near West Intergenerational will pay no more than \$1500.00. This is a budgeted expense paid out of General Funds.

c. Out of State Travel Approval

- i. **Shawn Hallowell**, Assistant Principal, to travel to Monroeville, PA to represent the IG schools at the PERC Education Job Fair on March 27, 2019. Trip will be to help recruit new teachers to the schools. Includes travel expenses, per diem, and overnight stay for one night. Total portion paid by the school is not to exceed \$150.00. Budgeted expense to be paid out of General Fund.

d. Overnight Field Trip

- i. **Molly Mizisin**, Enrollment and Community Relations Coordinator, and **Sarah Tribuzzo**, Applying Stage teacher, to escort six NWIS Applying Stage Students (GLE 8) to Washington DC as part of the Senior Trip from March 8, 2019 to March 11, 2019. The students will be staying in an Air BNB and transported via rental van with Ms. Mizisin driving. All students have signed medical releases and permission slips on file. All trip expenses

to be paid out of General Fund and then recuperated via fundraising. Total trip expenses projected at \$4,617.00

e. **HB 21 Verification of Residency Monthly Report for February**

- i. Three (3) student addresses were verified. One using voter registration and two by directly contacting families for updated proof of residency. Two addresses were updated in the SIS.

Finance Actions

WHEREAS, Near West Intergenerational School has been accepted to participate in State Treasury Asset Reserve of Ohio (STAR Ohio), an investment fund that allows government subdivisions in Ohio to invest funds in a highly rated public investment pool; and

WHEREAS, since 1995, STAR Ohio has maintained Standard & Poor's highest rating and given government subdivisions greater returns on their invested funds; and

WHEREAS, all STAR Ohio funds are fully liquid and will allow Near West Intergenerational School to have immediate access to cash reserves while securing interest rates comparable to traditional public schools;

IT IS THEREFORE RESOLVED that Near West Intergenerational School Board authorizes the establishment of a STAR Ohio account and the deposit of School funds into the School's designated STAR Ohio account.

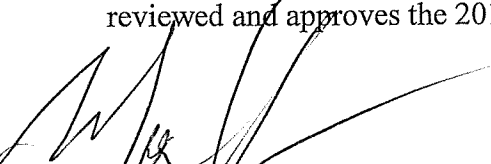
IT IS ALSO THEREFORE RESOLVED that Near West Intergenerational School Board has reviewed and approves the following:

- a. **January Financial**
- b. **Crowdfunding Policy**

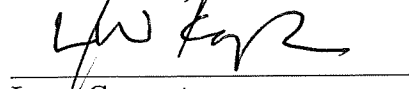
Human Resource Action

WHEREAS the Human Resource Advisory Group reviews the teacher contract language annually and has carried this out during their February meeting;

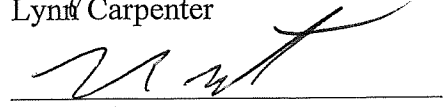
IT IS THEREFORE RESOLVED that Near West Intergenerational School Board has reviewed and approves the 2019-2020 Teacher Contract Template as presented.



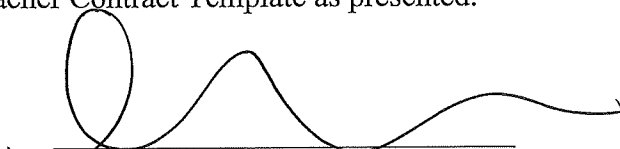
Mark Saffran, Board Chair



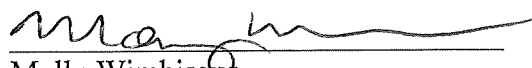
Lynn Carpenter



Mark Charvat



Sarah Trimble



Molly Wimbiscus



February 27, 2019

BOARD RESOLUTIONS

At the Regular Meeting of the Board of Directors of Lakeshore Intergenerational School on **February 27, 2019** following resolutions were 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 as they strive for academic excellence;

Consent Agenda

WHEREAS as a Public Charter School in the State of Ohio, the Board of Directors must review and approve all Minutes, Personnel Actions, 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. January 30, 2019 Minutes

b. Contract Actions:

- **Jill Windelspecht** for Executive Coaching for Brooke King from July 1, 2018-June 30, 2019 not to exceed \$2000 to be paid out of General Funds. This is a budgeted expense.
- Enter in to a contract with **Business Volunteers Unlimited** to survey, train, and evaluate the board structure. The total cost of this service will be \$4500 split between the three schools. Lakeshore Intergenerational will pay no more than \$1500 out of General Funds. This is a budgeted expense.

c. Facilities Action:

- Lakeshore Intergenerational School hereby waives the right of first refusal to lease the former convent building located on the St. Casimir Parish property.

d. Out of State Travel Approval

- **Shawn Hallowell**, Assistant Principal, to travel to Monroeville, PA to represent the IG schools at the PERC Education Job Fair on March 27, 2019. Trip will be to help recruit new teachers to the schools. Includes travel expenses, per diem, and overnight stay for one night. Total portion paid by the school is not to exceed \$150.00. Budgeted expense to be paid out of General Fund.

e. Personnel Actions

▪ **Leave of Absence**

- **Jaclyn Lindic, Refining Teacher**, on FMLA leave effective February 11, 2019, for 6 weeks with a planned return date of March 25, 2019.

- **Robin Bartley, Principal**, on FMLA leave effective February 25, 2019 for 3 weeks with a planned return date of March 18, 2019.
 - **Resignation**
 - **Kelly Cunningham, Primary Teacher**, resigned effective February 22, 2019.
 - **New Hire**
 - **Caitlin Iacobucci**, Building Substitute, at a daily rate of \$100 per day worked. To be paid from General, Title, or other monies to be obtained.
 - **Amended Letter of Hire**
 - **Vaiva Neary, Classroom Teacher**. Mrs. Neary's original contracted position was Title I Teacher. She will be filling the Classroom Teacher vacancy left by Ms. Cunningham for the remainder of the year. Salaried pay should be maintained but should be paid out of General Fund (not Title I) effective 2/25/19 through the remainder of the 18/19 school year.
 - **Jennifer Speight, Long Term Substitute**. Ms. Speight was hired 12/17/18 as a long term substitute, then moved to a salaried Title I Teacher position. She is covering Jaclyn Lindic's Refining Stage class from 2/11/19 through the remainder Ms. Lindic's leave. Salaried pay should be maintained but should be paid out of General Fund (not Title I) until she resumes her regular Title I position.
 - **Debra Wachter, Long-Term Substitute**. Mrs. Wachter will be substituting for Mrs. Neary while she transitions to Classroom Teacher. Mrs. Wachter has a PK-3 Resident Educator License as well as a K-12 reading endorsement. She should be paid from Title I funds effective 2/25/19 through the end of the school year, still at a rate of \$100/day.
- f. **HB21 Verification of Residency Monthly Report for February**
- Three student addresses were verified using voter registration. All three were validated.
 - There are currently three (3) flag disputes due to incorrect designation of resident district in EMIS. Data has been corrected and resolution is expected soon.

Finance Actions

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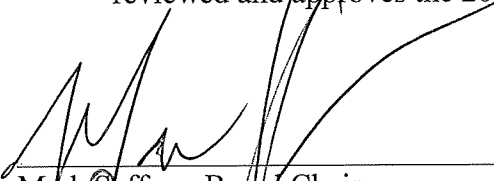
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- **January Financials**
- **Crowdfunding Policy**

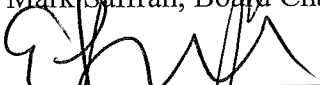
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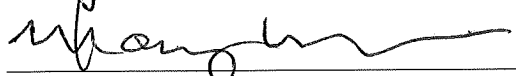
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Mark Saffran, Board Chair



Erica Adlakha, Vice Chair



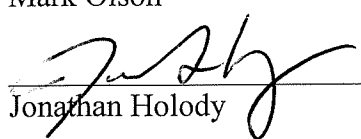
Molly Wimbiscus, Secretary



Stacy Miller



Mark Olson



Jonathan Holody