

Intergenerational Schools
Board of Directors Regular Meeting
Held Jointly with TIS, LIS & NWIS
Tuesday March 26, 2019 at 6pm
Lakeshore Intergenerational School



THE
Intergenerational
SCHOOLS
A COMMUNITY OF LIFELONG LEARNERS

| Board Attendance: | NWIS | TIS | LIS |
|-------------------|---------|---------|---------|
| Mark Saffran | Present | Present | Present |
| Erika Adlakha | | | Absent |
| Lynn Carpenter | Present | | |
| Mark Charvat | Present | | |
| Jonathan Holody | | | Absent |
| Lisa Lovato | | Present | |
| Stacy Miller | | | Present |
| Bob Nicolay | | Present | |
| Mark Olson | | | Present |
| Sarah Trimble | Present | | |
| Lee Trotter | | Present | |
| Mike Swearingen | | Absent | |
| Molly Wimbiscus | Present | Present | Present |
| | 5/5 | 5/6 | 4/6 |

| Staff: | Organization |
|-----------------|--------------------------------------|
| Brooke King | Executive Director, IGS |
| Molly Toussant | Director of Education, IGS |
| Sarah Wiersma | Director of Network Operations, IGS |
| Rachel Hanni | Director of Operations, LIS |
| Kristen Miracle | Assistant Principal, LIS |
| April Maimone | Principal, NWIS |
| Terri Manns | Advancement Director, Friends of IGS |
| | |
| Guests: | Organization |
| Jeff Jaroscak | ESCLEW, TIS Sponsor |
| Matt Rado | CMSD, NWIS Sponsor |
| Lori Wood | ODE, LIS Sponsor (by phone) |
| Doug Mangen | Mangen and Associates |
| | |
| | |

Meeting was officially called to order at 6:03 pm by Mark Saffran, Board Chair.

1. Public Comment

- a. No Comment.

2. Consent Agenda (all requiring action)

Mark Saffran

- a. February 27, 2019 Board Minutes
- b. Personnel Actions
 - i. TIS/NWIS/LIS
- c. HR Policy-School Year/Full Time Insurance
 - i. TIS/NWIS/LIS
- d. Comprehensive Plan
 - i. LIS Only
- e. HB 21 Verification of Residency Monthly Report

Motion to approve Consent Agenda items:

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

TIS: Motion by Bob Nicolay; Seconded by Lisa Lovato **Motion passes unanimously**

NWIS: Motion by Sarah Trimble; Seconded by Mark Charvat **Motion passes unanimously**

3. School Leadership Reports

Kristen Miracle/Rachel Hanni/Molly Toussant

Ms. Miracle passed out the school's strategic goals and update on how the school is meeting the goals. Ms. Hanni then gave an update on the LIS facilities specifically the electrical. On the Friday and Monday, the schools are closed in April there will be electrical testing done at LIS. This testing will determine next steps.

Ms. Toussant then presented a Power Point Presentation giving an update on LIS improvement plan. There has been much focus on Math instruction, data informed instruction, mental health, and staff morale. After Ms. Toussant's presentation there was a question as to whether or not the school's will receive a mid-year grade from the state. Ms. Toussant explained that schools only receive a grade in September and those are based off the AIR test scores. Those scores are released to the schools in June.

4. Education/Enrollment

Molly Toussant

- a. Ms. Toussant explained to the board the need to create a relationship with Teach for America (TFA) and how that relationship will help the schools

Motion to approve Teach for America Contract

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

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

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

There was discussion around the number of teacher vacancies in the model. It was explained that TIS is the only school with vacancies, however next year LIS will have openings due to growth and these will need to be filled. Other questions asked by the board had to do with the tenure of the TFA teachers. These teachers are only required to give the school two years of service. Ms. Toussant believes that this will help the schools since currently we do not receive that with some teachers. Motion passed with the understanding that the program should be evaluated next year.

- b. Ms. Toussant gave a brief explanation of the LV Consultant LLC contract

Motion to approve LV Consultant LLC Contract

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

TIS: Motion by Lisa Lovato; Seconded by Bob Nicolay **Motion passes unanimously**

NWIS: Motion by Mark Charvat; Seconded by Lynn Carpenter **Motion passes unanimously**

- c. Ms. Toussant presented the board with the 2019-2020 school calendar.

Motion to approve 2019-2020 School Calendar

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

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

NWIS: Motion by Lynn Carpenter; Seconded by Stacy Miller **Motion passes unanimously**

- d. Ms. Stacy Miller and Ms. Toussant presented the new Educational Plan to the board. Ms. King explained that the Educational Plan is the first part of the Federation Agreement. In order for all three schools to operate in a cohesive manner we need to have a document that solidifies our

teaching model. Ms. Miller went on to explain that the Educational Plan speaks to the culture, administration, acts as a guidance document and operating agreement between all the schools. They encourage the board to read the full document so that it could go for a vote in April.

5. Executive Committee

Mark Saffran/Brooke King

- a. Ms. King explained that we received a 5-year renewal contract with CMSD. This is the longest contract that they offer.

Motion to approve NWIS/CMSD Sponsor Contract

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

- b. Mr. Saffran explained to the board that the Executive Committee and the Intergenerational Cleveland board has worked together begin talks on restructuring the way FIGS and IGS work.

Motion to approve restructure of Friends of IG Schools and appoint working group

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

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

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

A few board members asked as to how this decision was reached. Mr. Saffran explained that this will help align staff in the mission of raising funds to help our schools be sustainable.

Mr. Saffran also reminded the board to take the Executive Director Evaluation Survey. Once the results of the survey have been collected they will be shared out to the board.

6. Finance

Doug Mangen

- a. Mr. Mangen gave a brief overview of the February Financials. Everything looks to be on track with no major concerns at this time. The school's Directors of Operations continue to work on the 2019-2020 budgets so they can be presented to the board for review and approval.

Motion to approve February Financials:

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

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

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

Motion to approve NWIS Unit Ventilator:

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

7. Partner Message

Jeff Jaroscak/Matt Rado/Lori Wood/Terri Manns

- a. Dr. Jaroscak directed TIS board to ESCLEW's monthly governing authority report. The report does not apply to TIS as they were not required to complete a school improvement plan. He then referred the board to the monthly financial conference call report. This is a monthly call between ESCLEW's Financial Oversight Specialist and the school's treasurer. There were no Red Flags. Dr.

Jaroscak conducted a thorough Special Education file review and there were no findings requiring follow-up action.

- b. Mr. Rado stated that the last site visit went very well, there were no major finding and everything was in compliance.
- c. Ms. Manns reported that the Advance Ohio Campaign is going well and driving a lot of traffic to the school's website. Due to this traffic Ms. Manns has been tweaking the website. She is ready to launch the spring campaign and has begun talks with Peter Whitehouse on an upcoming project. She has also received two donations for former friends of the model.

8. Strategy Session on Streams of Revenue

Bob Nicolay

- a. Mr. Nicolay presented a Power Point Presentation on suggested ways for the board and community to raise funds. He then invited the board and those in attendance to go around the room and write their suggestions on the chart paper he had provided. These suggestions will be presented at the next board meeting.

Motion to Adjourn Board of Directors Meeting

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

TIS: Motion by Lisa Lovato; Second by Bob Nicolay **Motion passes unanimously**

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

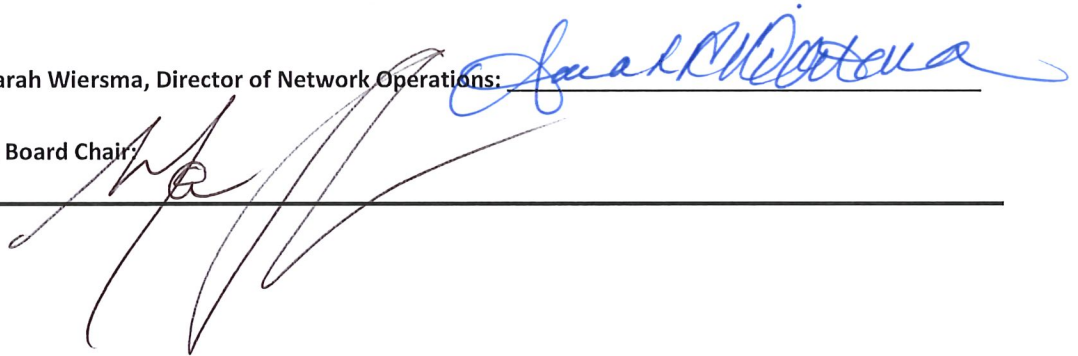
Meeting adjourned at 8:33 pm

Next Regular Board Meeting Scheduled

Wednesday April 24, 2019 at 6:00pm at The Intergenerational School

Minutes prepared by Sarah Wiersma, Director of Network Operations:

Signed by Mark Saffran Board Chair:

The block contains two handwritten signatures. The first signature, in blue ink, is written over the line following 'Minutes prepared by Sarah Wiersma, Director of Network Operations:'. The second signature, in black ink, is written over the line following 'Signed by Mark Saffran Board Chair:'. Both signatures are stylized and cursive.



THE
Intergenerational
SCHOOLS
A COMMUNITY OF LIFELONG LEARNERS

April 24, 2019

BOARD RESOLUTIONS

At the Regular Meeting of the Board of Directors of The Intergenerational School on **April 24, 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. March 26, 2019 Minutes

b. Contract Actions

- a. Ratification of contract Elizabeth Richmond Counseling, LLC, for individual mental and behavioral health counseling services for students, as well as consultation in threat assessment, school discipline, staff/teacher support, and crisis/trauma response. Services began in January and will continue through the end of the school year. Combined amount of services not to exceed \$3,000 for the 18-19 SY. This is a budgeted expense paid for out of Title IV Funds, or other monies to be obtained.
- b. Frontline Education for the implementation of a secure HR data and recruitment system for 18-19 implementation. TIS portion not to exceed \$3000 in the 18-19 fiscal year. To be paid 100% from General Fund. This is a budgeted expense.

c. Personnel Actions

a. Resignation

- a. **Shannise Jackson-Ndiaye**, Enrollment and Community Coordinator, resigned effective after Friday, April 26, 2019.

b. New Letter of Hire

- a. **Lisa Lovato**, Enrollment and Community Coordinator, at an annual salary of \$36,000 (pro-rated to 7,453.74), for a full-time, year-round position. Benefits paid per Board policy. Start date of April 23, 2019. To be paid 100% from General Fund.

- c. **New Position**
Network Operations Assistant, TBD, at a salary of \$30,000 to be paid at a 50% NWIS, 25% TIS, and 25% LIS split, from general funds in the 19-20 SY. Total amount paid by TIS not to exceed \$7500 plus applicable benefits. This is a full time, year-round position. This is budget neutral due to reductions in cost in contractors and other personnel.
- d. **Educational Policy Revisions**
 - a. Suspension/Expulsion
 - b. Positive Behavior Intervention Supports (PBIS)
 - c. Academic Intervention
- e. **HB 21 Verification of Residency Monthly Report for April**
 - a. Three (3) student addresses were verified using voter registration. All three were validated.
 - b. There is currently zero (0) flag dispute due to incorrect designation of resident district in EMIS.
- f. **Out of State Travel**
 - a. **Brooke King**, Executive Director to travel to Newark, NJ from April 29, 2019 to May 1, 2019 to attend the Schools That Can Conference. Includes travel expenses roundtrip airline ticket through United Airlines, hotel accommodations for two nights, per diem for meals, Uber fare, and conference ticket. Total portion to be paid by the school is not to exceed \$534.00. Budgeted expenses are to be paid out of General Fund.

Education and Enrollment Action

WHEREAS Senate Bill 216, 132nd General Assembly, effective Nov. 2, 2018, allows districts the option of paper or online test administration only for the third-grade state assessments, beginning in the 2019-2020 school year. Specifically, Ohio Revised Code Section 3301.0711(G)(4), as amended by SB 216 provides:

Beginning with the 2019-2020 school year, a school district, other public school, or chartered nonpublic school may administer the third-grade English language arts or mathematics assessment, or both, in a paper format in any school year for which the district board of education or school governing body adopts a resolution indicating that the district or school chooses to administer the assessment in a paper format. The board or governing body shall submit a copy of the resolution to the department of education not later than the first day of May prior to the school year for which it will apply. If the resolution is submitted, the district or school shall administer the assessment in a paper format to all students in the third grade, except that any student whose individualized education program or plan developed under section 504 of the “Rehabilitation Act of 1973,” 87 Stat. 355, 29 U.S.C. 794, as amended, specifies that taking the assessment in an online format is an appropriate accommodation for the student may take the assessment in an online format.

IT IS THEREFORE RESOLVED that The Intergenerational School grade level equivalent third grade students will take the English Language Arts and Math AIR tests on paper, instead of on electronic devices, effective August 2019.

Governance Actions

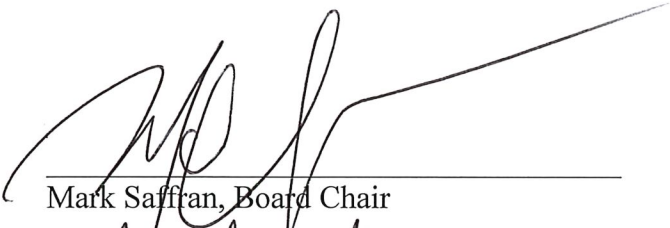
IT IS THEREFORE RESOLVED that The Intergenerational School Board has reviewed and approves the following:

- a. Lisa Lovato's resignation from the TIS Board as Vice Chair. Ms. Lovato will be taking on a staff position at TIS.


Finance Actions

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


- a. March Financial
- b. Staff salary increase of 3% for the 2019/2020 school year.

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Mark Saffran, Board Chair



Lisa Lovato, Vice Chair



Molly Wimbiscus, Secretary

Robert Nicolay

Mike Swearengen



Lee Trotter

7



April 24, 2019

BOARD RESOLUTIONS

At the Regular Meeting of the Board of Directors of Near West Intergenerational School on **April 24 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. March 2019 Minutes

b. Contract Actions

- JanPro, renewal of current contract at the same rates and service levels for the 19-20 school year. Total amount not to exceed \$42000 in the 19-20 school year. To be paid 100% from General Funds from Fiscal Year 20 budget.
- AirTemp, renewal of current preventative maintenance contract at the same rate and service levels for the 19-20. Total amount not to exceed \$1567 in the 19-20 school year. To be paid 100% from General Funds from Fiscal Year 20 budget.
- Mi Casita to continue operating a year-round pre-school and, during the school year, an on-site aftercare on the grounds of NWIS for the 19-20 School Year. Mi Casita to pay NWIS a total of \$6500 (\$5000 for the pre-school and \$1500 for the aftercare as cost share for the operating and maintenance for this space and services provided by NWIS to Mi Casita.
- Frontline Education for the implementation of a secure HR data and recruitment system for 18-19 implementation. NWIS portion not to exceed \$3000 in the 18-19 fiscal year. To be paid 100% from General Fund. This is a budgeted expense.

c. Personnel Actions

Updated Letter of Hire

- Melissa Dautas, **Long Term Spanish Substitute**, at an updated daily rate of \$166.12 due to 60 days of continuous substitute work. Conditions of

updated letter of hire to begin May 2nd, 2019 and term on May 31st, 2019. To be paid 100% from General Funds in the 18-29 SY. This is a budgeted position.

New Position

- **Network Operations Assistant**, TBD, at a salary of \$30,000 to be paid at a 50% NWIS, 25% TIS, and 25% LIS split from general funds in the 19-20 SY. Total amount paid by NWIS not to exceed \$15,000 plus applicable benefits. This is a full time, year-round position. This is budget neutral due to reductions in cost in contractors and other personnel.

d. Educational Policy Revisions

- **Suspension/Expulsion**
- **Positive Behavior Intervention Supports (PBIS)**
- **Academic Intervention**

e. Administration of Paper Tests

WHEREAS Senate Bill 216, 132nd General Assembly, effective Nov. 2, 2018, allows districts the option of paper or online test administration only for the third-grade state assessments, beginning in the 2019-2020 school year. Specifically, Ohio Revised Code Section 3301.0711(G)(4), as amended by SB 216 provides:

Beginning with the 2019-2020 school year, a school district, other public school, or chartered nonpublic school may administer the third-grade English language arts or mathematics assessment, or both, in a paper format in any school year for which the district board of education or school governing body adopts a resolution indicating that the district or school chooses to administer the assessment in a paper format. The board or governing body shall submit a copy of the resolution to the department of education not later than the first day of May prior to the school year for which it will apply. If the resolution is submitted, the district or school shall administer the assessment in a paper format to all students in the third grade, except that any student whose individualized education program or plan developed under section 504 of the “Rehabilitation Act of 1973,” 87 Stat. 355, 29 U.S.C. 794, as amended, specifies that taking the assessment in an online format is an appropriate accommodation for the student may take the assessment in an online format.

IT IS THEREFORE RESOLVED that Near West Intergenerational School grade level equivalent third grade students will take the English Language Arts and Math AIR tests on paper, instead of on electronic devices, effective August 2019.

f. HB 21 Verification of Residency Monthly Report for April

- Three (3) student addresses were verified using voter registration
- There are currently zero (0) flags due to incorrect designation of resident district in EMIS.

g. Out of State Travel

- **Brooke King**, Executive Director to travel to Newark, NJ from April 29, 2019 to May 1, 2019 to attend the Schools That Can Conference. Includes

travel expenses roundtrip airline ticket through United Airlines, hotel accommodations for two nights, per diem for meals, Uber fare, and conference registration. Total portion to be paid by the school is not to exceed \$534.00. Budgeted expenses are to be paid out of General Fund.

Education and Enrollment Action

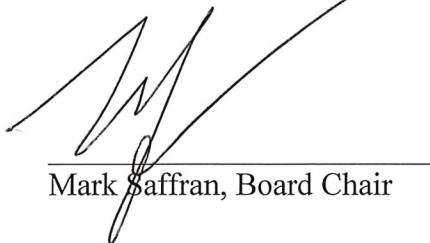
IT IS THEREFORE RESOLVED the Near West Intergenerational School Board has reviewed and approves the following:

- a. Intergenerational Schools Education Plan

Finance Actions

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

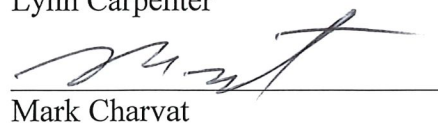
- a. **March Financials**
- b. **Staff salary increase of 3% for the 2019/2020 school year.**
- c. **Midland Hardware** for the replacement of a classroom door on room 302. Cost not to exceed \$2785. To be paid for 100% from General Fund in the 18-19 School year. This is an unbudgeted expense to be paid from the projected surplus at the end the FY19 fiscal year.
- d. **Gino and Cassandra Hinton** for deep cleaning of classrooms during summer 2019. Total cost not to exceed \$3100 in the 18-19 School Year. This is an unbudgeted expense to be paid from the projected surplus in the FY19 fiscal year.



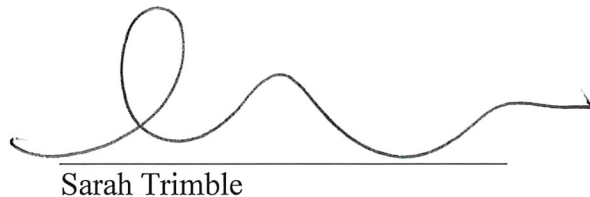
Mark Saffran, Board Chair



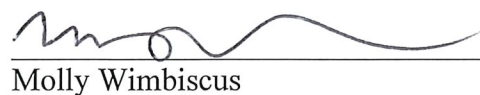
Lynn Carpenter



Mark Charvat



Sarah Trimble



Molly Wimbiscus



April 24, 2019

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Consent Agenda

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

a. March 26, 2019 Minutes

b. Contract Action

- Frontline Education for the implementation of a secure HR data and recruitment system for 18-19 implementation. LIS portion not to exceed \$3000 in the 18-19 fiscal year. To be paid 100% from General Fund. This is a budgeted expense.

c. Personnel Action

- **New Position: Network Operations Assistant**, TBD, at a salary of \$30,000 to be paid at a 50% NWIS, 25% TIS, and 25% LIS split from general funds in the 19-20 SY. Total amount paid by LIS not to exceed \$7500 plus applicable benefits. This is a full time, year-round position. This is budget neutral due to reductions in cost in contractors and other personnel.

d. Educational Policy Revisions

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e. Educational Resolution

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g. HB21 Verification of Residency Monthly Report for April

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- 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.

Education and Enrollment Action

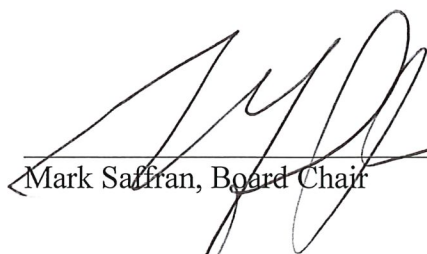
IT IS THEREFORE RESOLVED the Lakeshore Intergenerational School Board has reviewed and approves the following:

a. Intergenerational Schools Educational Plan

Finance Actions


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- **March Financials**
- **Staff salary increase of 3% for the 2019/2020 school year.**

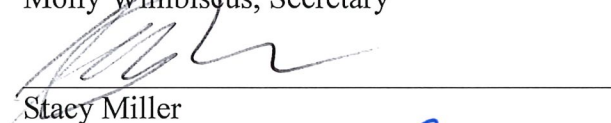


Mark Saffran, Board Chair

Erica Adlakha, Vice Chair



Molly Wimbiscus, Secretary



Stacy Miller



Mark Olson

Jonathan Holody

