

Intergenerational Schools

Board of Directors Regular Meeting

Held Jointly with TIS, LIS & NWIS

Wednesday, November 27, 2018 at 6pm

Lakeshore Intergenerational School



THE
Intergenerational
SCHOOLS

A COMMUNITY OF LIFELONG LEARNERS

Board Attendance:	NWIS	TIS	LIS
Mark Saffran	Absent	Absent	Absent
Erika Adlakha			Present
Lynn Carpenter	Present		
Mark Charvat	Absent		
Jonathan Holody			Present
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
	3/5	4/6	5/6

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
Robin Bartley	Principal, LIS
April Maimone	Principal, NWIS
Shawn Hallowell	Assistant Principal, NWIS
Terri Manns	Advancement Director, Friends of IGS
Amy Casio	Project Manager, 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 5:34pm by Molly Wimbiscus, Board Secretary. Executive Session: Roll Call Vote to Enter into Executive Session for the TIS board only to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official. Executive Session adjourned at 6:08.

Regular Board Meeting called to order at 6:16pm.

1. Public Comment—No Comment

2. Executive Director Report

Brooke King

- a. Ms. King presented a Power Point Presentation on the progress of the Strategic and Tactical Plan. She reported to the board where school and model leadership are in regards to the goals and the steps moving forward to attain the next set of goals.
 - i. Discussion occurred around the timeline of the plan's strategic and tactical completion dates.
- b. Ms. King explained upcoming changes to the CMSD Partnership Criteria and how these changes may affect the schools.
 - i. There was discussion around the table about some of the changes and how they could be a deterrent in enrollment and our continued partnership with CMSD. A few board members offered to advocate on behalf of the schools.
- c. Ms. King briefly went over the results of the Parent Survey that was administered during Parent/Teacher Conferences. Overall the results were very positive and students and families seem to be happy at all three schools.

- d. Ms. King then went over the proposed Data Sharing Partnership with Case Western Reserve University (CWRU). She explained that if we entered into a partnership with CWRU to share student information, we would be the first charter school to engage in this type of agreement. There would be no monetary or other type of benefit from share student information with CWRU other than an end of the year report with findings from all the agencies participating in the study.
 - i. The board had many questions surrounding the safe guards that CWRU has in place. All information given to CWRU is the same information the schools give to the State. Some board members wanted to know if parents could decline participation.

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

LIS: Motion by Stacy Miller; Seconded by Erica Adlakha **Motion passes**

TIS: Motion by Lee Trotter; Seconded by Bob Nicolay **Motion does not pass**

NWIS: Motion by Lynn Carpenter; Seconded by Sarah Trimble **Motion passes**

3. Consent Agenda (all requiring action)

Molly Wimbiscus

- a. **October 24, 2018 Board Minutes**
- b. **November 7, 2018 LIS Special Board Meeting**
- c. **Contract Actions**
- d. **Personnel Action**
- e. **Health and Safety Policy Renewal**
- f. **Career Advising Policy Renewal**
- g. **Academic Prevention and Intervention Policy Renewal**
- h. **Suspension and Expulsion Policy Renewal**
- i. **HB 21 Verification of Residency Monthly Report**

Motion to approve all Consent Agenda items:

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

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

NWIS: Motion by Sarah Trimble; Seconded by Lynn Carpenter **Motion passes unanimously**

4. School Leadership Reports

Robin Bartley

- a. Ms. Bartley shared with the Board the steps the staff are taking to implement various math skills into the curriculum. She shared several activities the school is participating in so that all students have more exposure to Math. The school is having a Math Night with parents and have been meeting regularly to review state assessments.

5. Education and Enrollment

Molly Toussant

- a. Ms. Toussant discussed the LIS Improvement Plan and the ODE grant application that she has been working on with Ms. Bartley. She reported to the board that during LIS's ODE visit, her and Ms. Bartley spoke at great length to the sponsor representative regarding the plan and obtained feedback on how to improve the plan. Once the plan is complete, Ms. Toussant will take the plan to the Education and Enrollment Advisory Group for their review and then to the board for review at the January 2019 meeting.

Motion Authorizing Molly Toussant, to submit and implement the Ohio School Quality Improvement Grant to the Office of Improvement and Innovation and to State of Ohio Improvement Plan for LIS only.

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

- b. Ms. Toussant shared the target enrollment numbers for each school for the 2019-2020 school year. LIS will be eliminating a Primary classroom but will be adding a refining and applying classroom.

Motion to approve Enrollment Targets for 2019-2020:

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

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

NWIS: Motion by Sarah Trimble; Seconded by Lynn Carpenter **Motion passes unanimously**

- c. Ms. Toussant reviewed the Enrollment Policy Revisions and again explained that this revision reflects a longer early enrollment to extend priority to Cleveland residents. Ms. Toussant also explained that there will be some revision in the lottery section of the policy to match up with the current School Mint process

Motion to approve Enrollment Policy Revision and to Authorize Brooke King to Amend Sponsor Contracts.

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

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

NWIS: Motion by Lynn Carpenter; Seconded by Sarah Trimble **Motion passes unanimously**

- d. Ms. Toussant presented a Racial and Ethnic Demographic Power Point Presentation that reflects the current demographics in each school.
 - i. Discussion on the findings in various schools. This discussion was asked to be tabled and discussed at the Education and Enrollment meeting.

6. Partner Message

Jeff Jaroscak/Tom Rado/Lori Wood/Terri Manns

- a. Dr. Jaroscak from ESCLEW stated that the TIS November site visit went well and everything was in compliance.
- b. Mr. Rado from CMSD stated that CMSD has been rated "Effective" as a sponsor by the State of Ohio. He also reported that CMSD has recommended the NWIS be renewed for a 5-year contract.
- c. Ms. Wood, from ODE, stated that the site visit that took place that day went very well. There were not major flags and a report detailing the visit will go out within the next few days.
- d. Ms. Mann, from Intergenerational Cleveland spoke about Giving Tuesday and the emails that went out promoting the Intergenerational Schools. Promoted the "We Care" end of year campaign and asked the board for 100% participation.

7. Human Resources

Motion to approve Disclosure Policy for Charges and/or Convictions

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

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

NWIS: Motion by Lynn Carpenter; Seconded by Sarah Trimble **Motion passes unanimously**

8. Finance

Brooke King

- a. Ms. King was unable to project the October financials, however they are up in the board packet and accessible to all board members. The financials have also been reviewed by the Finance Advisory Group.

Motion to approve October Financials:

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

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

NWIS: Motion by Lynn Carpenter; Seconded by Sarah Trimble **Motion passes unanimously**

- b. Ms. King explained about the increase in the Medical/Dental/Vision Insurance. Ms. Casio also explained that while the increase may be significant it will be less each year going forward. The Insurance provider will remain the same for 2019.

Motion to approve Medical/Dental/Vision Insurance Coverage

LIS: Motion by Stacy Miller; Seconded by Erica Adlakha **Motion passes unanimously**

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

NWIS: Motion by Sarah Trimble; Seconded by Lynn Carpenter **Motion passes unanimously**

9. Governance

- a. Ms. Trimble explained that the Governance Group is working very hard to recruit new members to the board and the various Advisory Groups. In doing this, the first thing the group would like to do is audit the skills of the current board members. Ms. Trimble passed out a "Board Skills Survey" for each member to fill out and return.
- b. Ms. Trimble explained that due to the Strategic Plan being implemented the Advisory Group charges have been revised. These new charges are up in the board packet

Motion to approve the Revision of the Advisory Group Charges

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

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

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

Motion to Adjourn Board of Directors Meeting

LIS: Motion by Jonathan Holody; Second by Stacy Miller **Motion passes unanimously**

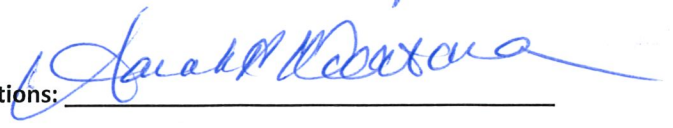
TIS: Motion by Lisa Lovato; Second by Bob Nicolay **Motion passes unanimously**

NWIS: Motion by Sarah Trimble; Second by Lynn Carpenter **Motion passes unanimously**

Meeting adjourned at 8:19 pm

Next Regular Board Meeting Scheduled
Wednesday, January 16, 2019 at 6:00pm at The Intergenerational School

Minutes prepared by Sarah Wiersma, Director of Network Operations:



Signed by Molly Wimbiscus, Board Secretary:





January 30, 2019

BOARD RESOLUTIONS

At the Regular Meeting of the Board of Directors of Near West Intergenerational School on **January 30, 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. **November 26, 2018 Minutes**
- b. **Contract Actions:**
 - i. School Messenger at a not to exceed amount of \$500 for services rendered July 1, 2019 to June 30, 2020. To be paid 100% from General Fund. This is a budgeted expense.
- c. **HB 21 Verification of Residency Monthly Report for January**
 - i. Three (3) student addresses were verified using voter registration. All 3 were validated.
- d. **Annual Renewal of the following Policies** Listed here and approved in November 2018
 - Concussion and Return to Play
 - Sexual and Other Forms of Harassment
 - Ant-Harassment, Intimidation and Bullying Policy
 - Use of Medication Policy
 - Health Examinations and Immunizations
 - Care of Students with Diabetes
 - Peanut or Other Food Allergy
 - Visitors, Volunteers, and Guests
 - Technology and Internet Acceptable Use
 - Dangerous Weapons
 - Use of Tobacco on School Premises

- Athletic and Coaching
- School Emergency Management Plan
- Toxic Hazards and Asbestos Hazard
- Hazard Communication Program
- Pesticides: Prior Notification and Application
- Food Sale Standards Policy
- Wellness Policy

e. **Education and Enrollment Actions**

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

- Enrollment Policy Ratification

f. **Finance Policies:**

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

- Fixed Asset Policy
- Purchasing Policy
- Credit Card Policy

g. **Personnel Actions:**

i. **New Letters of Hire**

- **Melissa Dautas**, Spanish Long Term Substitute Teacher, at a daily rate of \$100 per day worked. Dates of effective employment from January 8, 2019 to May 31, 2019. To be paid 100% from General Fund.
- **Stephanie Labovitz**, RESA Coordinator, at a one time stipend of \$2000 to be paid after submitting a report in May 2019 on impact of her RESA mentoring. To be paid 100% from Title IIA funds in 18-19 SY.

ii. **Amended Letters of Hire for the 18-19 SY**

- **Jordan Macey**, After School Tutor, at an hourly rate of \$25 per session of tutoring. Three sessions per week. Not to exceed \$1,500 for the entirety of the 18-19 SY. To be paid 100% from Title 1 Funds in 18-19 SY.

iii. **Resignations**

- **Ariel McElwee**, Intervention Specialist, resigned effective January 25, 2019.

i. **Out of State Travel Approval**

- iv. **Molly Mizisin**, Enrollment and Community Coordinator, to travel to Los Angeles, CA on February 20th, 2019 and returning February 22nd, 2019. Attending PBS Ideastream's "Ready, Jet, Go" conference to launch news-media program at NWIS. PBS Ideastream to pay for airfare, ground transport, and lodging. School to be responsible for per diem costs.

Finance Actions

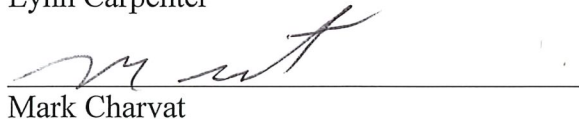
IT IS THEREFORE RESOLVED that Near West Intergenerational School Board has reviewed and approves the following:

- a. November Financials**
- b. December Financials**



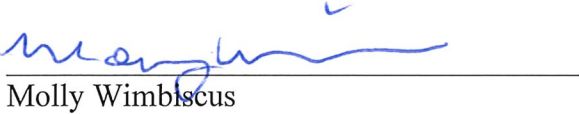
Mark Saffran, Board Chair

Lynn Carpenter



Mark Charvat

Sarah Trimble



Molly Wimbiscus



January 30, 2019

BOARD RESOLUTIONS

At the Regular Meeting of the Board of Directors of Lakeshore Intergenerational School on **January 30, 2019** 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 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 Lakeshore Intergenerational School Board has reviewed and approves the following:

a. November 27, 2018 Minutes

b. Contract Actions: School Messenger, not to exceed \$500, for the School Year, July 1, 2019 to June 30, 2020. To be paid 100% from General Fund. This is a budgeted expense.

c. HB21 Verification of Residency Monthly Report for December & January

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

d. Policies List: Annual Renewal of the following Policies

- Concussion and Return to Play
- Sexual and Other Forms of Harassment
- Ant-Harassment, Intimidation and Bullying Policy
- Use of Medication Policy
- Health Examinations and Immunizations
- Care of Students with Diabetes
- Peanut or Other Food Allergy
- Visitors, Volunteers, and Guests
- Technology and Internet Acceptable Use
- Dangerous Weapons
- Use of Tobacco on School Premises
- Athletic and Coaching
- School Emergency Management Plan
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- Hazard Communication Program
- Pesticides: Prior Notification and Application

- Food Sale Standards Policy
- Wellness Policy

e. **Enrollment Policy**

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

- Enrollment Policy Ratification

f. **Finance Policies**

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

- Fixed Asset Policy
- Purchasing Policy
- Credit Card Policy

g. **Personnel Actions**

i. **New Letter of Hire**

- **Jennifer Speight**, Title Intervention Teacher, at pro-rated salary of \$21,950.30. To be paid from Title I funds, General Funds, or other monies to be obtained. Ms. Speight previously taught Senior Cluster for several years at The Intergenerational School before relocating out-of-state.

Neither the expense, nor the revenue for this position were included in the original budget approved by the board in June 2018. Additional Federal Funds allocated to the school in December 2018 provided the revenue, for a budget neutral result. Rational for the position was submitted, reviewed, and approved by the Education Advisory Group.

- *Position: Title I Teacher*
- *Annual Salary: \$21,950.30 (Pro-rated from \$42,266 full-term salary based off of 94/181 staff work days)*
- *Licensure: 5 Year Professional License - Middle Childhood (4-9), Language Arts and Reading*
- *Degree: Bachelors*
- *Years of Prior IG Experience: 3*
- *Fund and Account Code: Title, General, or other monies to be obtained*
- *Classification: Exempt*
- *Start Date of Employment: Jan. 7, 2019, Based on 2018-2019 School Calendar*

- **Jennifer Speight**, Emergency Substitute Teacher for 12/17/18-12/21/18, at a rate of \$100/day. To be paid out of General Funds or other monies to be obtained.
- **Lynn Perry**, Administrative Assistant, at an hourly rate of \$14. To be paid out of General Fund.

ii. **Letter of Resignation**

- **Tanisha Council, Administrative Assistant**, resigned effective January 18, 2019. Returning to position at Cleveland Clinic.

iii. **Supplemental Letters of Hire for 18-19 School Year**

Targeted Assistance Tutors, at an hourly rate of \$25 per hour worked. Not to exceed three hours of work per week. Effective through May 2019. To be paid 100% from Title 1 Funds.

- Melissa Chmielewski
- Ryann Evert
- Allison Hinkle
- Danielle Lasko
- Caryn Lasko
- Anne Miano
- Laurianne Ponsart

Finance Actions

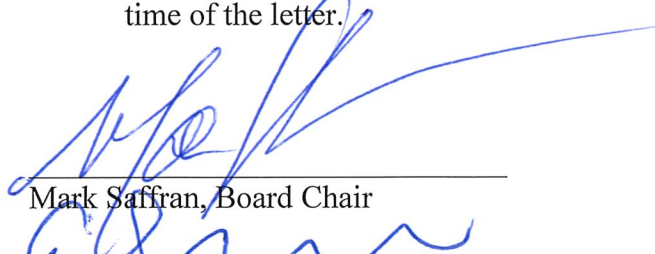
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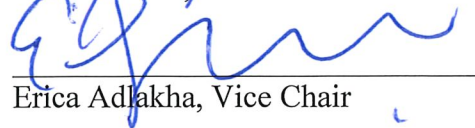
Facilities Action

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

Authorizes the Board Chair and/or his designee to send a letter to St. Casimir Parish and the Diocese of Cleveland formally requesting resolution to the dangerous ice in the shared parking lots and potentially including roof leak issues, if not resolved before the time of the letter.



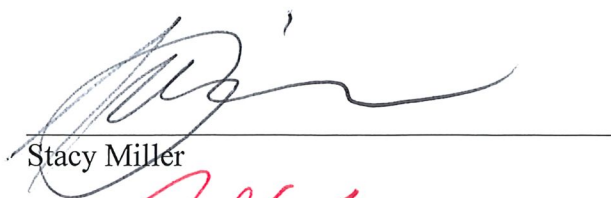
Mark Saffran, Board Chair




Erica Adlakha, Vice Chair



Molly Wimbiscus, Secretary



Stacy Miller



Mark Olson

Jonathan Holody

January 30, 2019

BOARD RESOLUTIONS

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- d. **Annual Renewal of the following Policies**
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 - d. Use of Medication Policy
 - e. Health Examinations and Immunizations
 - f. Care of Students with Diabetes
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 - h. Visitors, Volunteers, and Guests
 - i. Technology and Internet Acceptable Use
 - j. Dangerous Weapons
 - k. Use of Tobacco on School Premises

- l. Athletic and Coaching
 - m. School Emergency Management Plan
 - n. Toxic Hazards and Asbestos Hazard
 - o. Hazard Communication Program
 - p. Pesticides: Prior Notification and Application
 - q. Food Sale Standards Policy
 - r. Wellness Policy
- e. **Education and Enrollment Actions**

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

- a. Enrollment Policy Ratification

f. **Finance Policies:**

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

- a. Purchasing and Credit Cards, Fixed Asset

g. **Personnel Actions**

- a. Staff Resignation for the 2018-2019 School Year
 - a. Andrea Boyd, **Para-Professional**, resigned effective December 21, 2018
- b. New Letter of Hire
 - a. Christina Daniyan, **Para-Professional**, at an hourly rate of \$15/hr. Dates of effective employment from January 24th, 2019 to May 31st, 2019. To be paid 100% from General Fund
- c. Add New Position: **Intervention Specialist**; Not budgeted in original budget but submitted to finance advisory group and will be covered by state funding with new student identification. Required to be in compliance with Special Education ratios. See "2g. *Rationale for adding an additional Intervention Specialist*" doc.
 - Name: TBD
 - Position: Intervention Specialist
 - Title: Intervention Specialist
 - Full-Time, Exempt, Salary
 - Annual Salary: \$38,000 (to be pro-rated for actual 18-19 staff work days)
 - Licensure: Intervention Specialist License req'd
 - Fund and Account Code: 100% General Fund
 - Benefits: Full benefits eligible
 - Start Date of Employment: TBD
- h. Payment over \$20,000: to New Village Corporation for previously approved facilities upgrades not covered through insurance claims. Amount approved at April 24, 2018 board meeting was \$99,000. Actual invoice total is \$104,443.86.

Partially offset by annual rent change (see "*TIS Annual Expense Note*")


- a. Ratify First Amendment to TIS Building Lease approved at September 26, 2018 board meeting. Increase of \$4,127.10 in annual rent (from \$169,823.54/yr. to \$173,950.64/yr.)


Vacating 1st floor admin suite & occupying 4th floor classrooms/office


Finance Actions

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

- a. November Financials
- b. December Financials



Mark Saffran, Board Chair

Lisa Lovato, Vice Chair

Molly Wimbiscus, Secretary

Robert Nicolay

Mike Swearengen

Lee Trotter