

**Intergenerational Schools****Board of Directors Regular Meeting**

Held Jointly with TIS, LIS &amp; NWIS

Wednesday, October 24, 2018 at 6pm

Near West 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	Absent		
Mark Charvat	Present		
Jonathan Holody			Present
Lisa Lovato		Present	
Stacy Miller			Present
Bob Nicolay		Absent	
Mark Olson			Present
Sarah Trimble	Present		
Lee Trotter		Present	
Mike Swaengen		Present	
Molly Wimbiscus	Absent	Absent	Absent
	3/5	4/6	4/6

Staff:	Organization
Brooke King	Executive Director, IGS
Molly Toussant	Director of Education, IGS
Sarah Wiersma	Director of Network Operations, IGS
Andres Perez-Charneco	Director of Operations, NWIS
April Maimone	Principal, NWIS
Terri Manns	Advancement Director, Friends of IGS
Nancy Szilagyi	Teacher, NWIS
Zach Valetta	Teacher, NWIS
Guests:	Organization
Jeff Jaroscak	ESCLEW, TIS Sponsor
Matt Rado	CMSD, NWIS Sponsor
Doug Mangen	Mangen & Associates, Treasurer (Phone)
Paul Sauerland	Friends of Intergenerational

Meeting was officially called to order at 6:04 pm by Mark Saffran, Board Chair. TIS did not have a quorum at the beginning of the meeting

**1. Public Comment—No Comment****2. School/Model Leadership****April Maimone**

- a. Ms. Maimone presented a Power Point Presentation on the great things happening around NWIS. She then showed the latest installment of the NWIS "News Crew" broadcast.

**\*\*Quorum for TIS at 6:19pm****3. Partner Message****Jeff Jaroscak/Tom Rado/Lori Wood**

- a. Dr. Jaroscak mentioned HB21, Residency Verification, and was glad to see that it was on the Board Consent Agenda. He explained that this will be a monthly occurrence the Board will need to vote on. Dr. Jaroscak reported that in October the ESCLEW's Treasurer met with Doug Mangen, the IG Treasurer to review financials and TIS October monthly site visit showed TIS in full compliance.
- b. Mr. Rado from CMSD passed out their monthly newsletter. He conveyed that Stephanie Klupinski is no longer with CMSD. Mr. Rado stated that overall the October site visit went well, but the student files were not compliant. They will be rechecked during Spring Assurances. In

November CMSD is hosting a mandatory meeting for all sponsored schools and have already been RSVP'ed by one of NWIS board members.

**4. Consent Agenda (all requiring action)**

**Mark Saffran**

- a. **September 26, 2018 Board Minutes**
- b. **Contract Actions**
  - i. **NWIS-Black Unicorn for Library Consulting, Acknowledgment of Teacher Turnover Memo**
  - ii. **LIS & TIS-Cleveland Partnership Agreement**
  - iii. **TIS-Payment to Walter, Haverfield Attorneys for previously approved legal opinion**
- c. **Personnel Action**
- d. **FY 17-18 Annual Reports**
- e. **HB 21 Verification of Residency Monthly Report**

**Motion to approve all Consent Agenda items:**

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

**TIS:** Motion by Lee Trotter; Seconded by Michael Swearengen **Motion passes unanimously**

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

**5. Finance**

**Doug Mangen**

- a. Mr. Mangen reviewed the September Monthly Financial report with the board
- b. Mr. Mangen review the FY19 Budget Matrix ODE implemented last year. He explained to the board what it is and that it will be submitted to ODE with the 5 year forecast.
  - i. A board member asked Mr. Mangen about salary expenses and how the schools compare to others. Mr. Mangen stated that the IGS spend less in salaries that public schools and are average among charter schools.
- c. Mr. Mangen explained the 5 year forecast revenue and expenses for all 3 schools for the next 5 years.
  - i. Discussion occurred surrounding the 5 year forecast and sustainability.

**Motion to approve September Financials:**

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

**TIS:** Motion by Michael Swearengen; Seconded by Lee Trotter **Motion passes unanimously**

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

**Motion to approve 5 year forecast to ODE:**

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

**TIS:** Motion by Lee Trotter; Seconded by Michael Swearengen **Motion passes unanimously**

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

**Motion to approve Annual Budget for ODE:**

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

**TIS:** Motion by Lee Trotter; Seconded by Michael Swearengen **Motion passes unanimously**

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

**Motion to for TIS ONLY to Approve Accounts Payable Write Off from Past:**

**TIS:** Motion by Lee Trotter; Seconded by Mark Olson **Motion passes unanimously**

**6. Friends of Intergenerational School**

**Terri Manns**

- a. Ms. Manns spoke on the financials of IGClc. She spoke about where the IGs as a whole were in terms of donors before BCS, while with BCS, and where we are now. Ms. Manns touched on the branding of the model and why our website is important. She gave the board talking points if they were to talk to a potential funder or family. Ms. Manns also presented the new fundraising feature on the website.
  - i. Discussion occurred around the use of social media to market the IGs. Some board members asked about the IG presence on Twitter and Facebook and why IGClc is focusing more on the website. Ms. Manns explained the website is better for fundraising.

**7. Education and Enrollment**

**Molly Toussant**

- a. Ms. Toussant explained the proposed change to the Enrollment Policy to extend the early enrollment period for all three schools and to prioritize enrollment for Cleveland residents. Ms. Toussant went on to explain the reasons behind the proposed change.
  - i. Discussion occurred regarding this topic and the possibility of lost enrollment and if this policy will encourage or discourage diversity within the schools.

**Motion to approve the Enrollment Policy Revision to Encourage more Cleveland Residents**

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

**TIS:** Motion by Lee Trotter; Seconded by Michael Swearengen **Motion passes unanimously**

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

- b. Ms. Toussant then presented a detailed Power Point reviewing the IG Schools Plan for Improvement in regards to the State Report Card as well as the newly adopted Strategic Plan.

**8. Governance**

- a. Ms. Trimble reviewed the Board Expectation document that each board member signs when they join the school board and annually. She passed around the document and had each member re-sign for the 18/19 school year. She then briefly reported that the Governance Advisory Group is in the process of revising the charges for each of the other Advisory Groups based on the Strategic Plan. The new charges will be voted on at the November meeting. Ms. Trimble then called for a vote to disband the Strategic Planning Task Force.

**Motion to approve the Disbandment of the Strategic Task Force**

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

**TIS:** Motion by Lee Trotter; Seconded by Michael Swearengen **Motion passes unanimously**

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

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

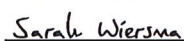
**Meeting adjourned at 8:22 pm**

Next Regular Board Meeting Scheduled

**Tuesday, November 27, 2018 at 6:00pm at Lakeshore Intergenerational School**

Minutes prepared by Sarah Wiersma:

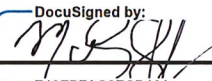
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Signed by Mark Saffran, Board Chair:

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**Intergenerational Schools**

**LIS Board of Directors Special Board Meeting**

Wednesday, November 7, 2018—7:30am

Meeting took place at Near West Intergenerational School



THE  
**Intergenerational**  
**SCHOOLS**  
A COMMUNITY OF LIFELONG LEARNERS

Board Attendance:	LIS
Mark Saffran	Absent
Erika Adlakha	Present
Jonathan Holody	Absent
Stacy Miller	Present
Mark Olson	Present
Molly Wimbiscus	Present
	4/6

Staff:	Organization
Brooke King	Executive Director, IGS
Sarah Wiersma	Director of Network Operations, IGS

Meeting was officially called to order at 7:40am by Erica Adlakha, Vice Chair.

**1. Ohio Department of Education Sponsor Application**

**Brooke King**

- a. Ms. King explained the content of the sponsorship application and the application process to the board. Ms. King had a copy of the ODE application for board members to review.

**Motion to approve Brooke King as LIS designee for the ODE Sponsorship Application:**

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

**Meeting adjourned at 7:46 am**

Next Regular Board Meeting Scheduled  
**Tuesday, November 27, 2018 at 6:00pm at**  
**Lakeshore Intergenerational School**

Minutes prepared by Sarah Wiersma

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*Sarah Wiersma*

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Signed by Erica Adlakha, Vice Chair:

DocuSigned by:

*Erica Adlakha*

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**November 27, 2018**

**BOARD RESOLUTIONS**

At the Regular Meeting of the Board of Directors of The Intergenerational School on **November 27, 2018** 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. October 24, 2018 Minutes
- b. Contract with Lisa Vahey for School Administration Leadership Coaching and Consulting Services not to exceed \$3,000 for the 18/19 school year.
- c. Contract with Lisa Vahey for Model-wide Leadership Coaching and Consulting Services not to exceed \$3,000 for the 18/19 school year.
- d. **Personnel Actions:**
  - a. Staff Resignation for the 2018-2019 School Year
    - a. Tristina Blue, **Applying Math Teacher**, resigned effective November 17, 2018.
- e. Annual Renewal of Health and Safety Policies (no changes)
- f. Annual Renewal of Career Advising and Financial Literacy Policy (no changes)
- g. Annual Renewal of Academic Prevention and Intervention Services Policy (no changes)
- h. Annual Renewal of Suspension and Expulsion Policy (no changes)

**HB21 Verification of Residency Monthly Report for November**

- a. Three 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 in the near future.

### Executive Director Actions

**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

did not pass

### Education and Enrollment Actions

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

- a. Enrollment Policy Revisions
- b. Authorize Brooke King, **Executive Director**, to amend Sponsor Contract Enrollment Policy
- c. Enrollment Targets for 2019-2020: 250 Students, 15 Classrooms, Average of 17 students per class

### Human Resources and Personnel Actions

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

- a. Employee Disclosure Policy for Charges and/or Convictions

### Finance Actions

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

- a. October Financials
- b. Medical Insurance (Open Enrollment for Staff December 3-14) Contract w/ Medical Mutual

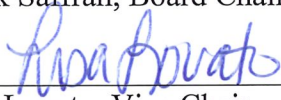
### Governance Action

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

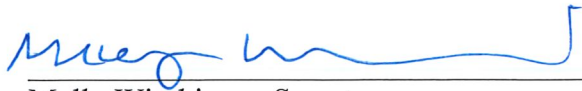
- a. Revision of Advisory Group Charges

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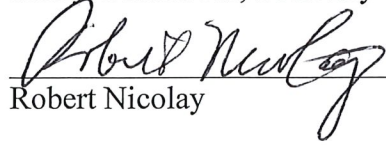
Mark Saffran, Board Chair

  
\_\_\_\_\_  
Lisa Lovato, Vice Chair



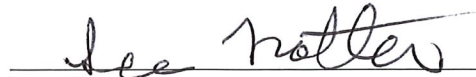


Molly Wimbiscus, Secretary



Robert Nicolay

Mike Swarengen



Lee Trotter





**November 27, 2018**

**BOARD RESOLUTIONS**

At the Regular Meeting of the Board of Directors of Near West Intergenerational School on **November 27, 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 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. October 24, 2018 Minutes
- b. Contract with Lisa Vahey for Modelwide Leadership Coaching and Consulting Services not to exceed \$3,000 for the 18/19 school year.
- c. Personnel Actions

**Personnel Actions**

- **Martin Pastrana**, Substitute Teacher, at a daily salary of \$100.00 per day worked. To be paid 100% from General Fund. Scheduled as assigned by Assistant Principal. Non-Exempt.
- **Jerome T Lynch**, Substitute Teacher, at a daily salary of \$100.00 per day worked. To be paid 100% from General Fund. Scheduled as assigned by Assistant Principal. Non-Exempt.
- **Carol Nesper**, Substitute Teacher, at a daily salary of \$100.00 per day worked. To be paid 100% from General Fund. Scheduled as assigned by Assistant Principal. Non-Exempt.
- **Tiffani "Tish" Carter**, Assistant Teacher, at a salary of \$16,000.00. To be paid 100% from Title 1 Funds and for the effective work period of 1/7/19 to 5/31/19. Non-Exempt.

### **Supplemental Letters of Hire**

- **Jordan Macey**, After School Tutor, at an hourly rate of \$25 per hour/session of tutoring. Not to exceed \$1,200 for the entirety of the 18-19 SY. To be paid 100% from Title 1 Funds in 18-19 SY.
- **Lauren Onda**, After School Tutor, at an hourly rate of \$25 per hour/session of tutoring. Not to exceed \$1,200 for the entirety of the 18-19 SY. To be paid 100% from Title 1 Funds in 18-19 SY.
- **Kori Morris**, After School Tutor, at an hourly rate of \$25 per hour/session of tutoring. Not to exceed \$1,200 for the entirety of the 18-19 SY. To be paid 100% from Title 1 Funds in 18-19 SY.
- **Emma Monaghan**, After School Tutor, at an hourly rate of \$25 per hour/session of tutoring. Not to exceed \$1,200 for the entirety of the 18-19 SY. To be paid 100% from Title 1 Funds in 18-19 SY.
- **Jameson Lowery**, After School Tutor, at an hourly rate of \$25 per hour/session of tutoring. Not to exceed \$1,200 for the entirety of the 18-19 SY. To be paid 100% from Title 1 Funds in 18-19 SY.
- **Connie Morris**, After School Tutor, at an hourly rate of \$25 per hour/session of tutoring. Not to exceed \$1,200 for the entirety of the 18-19 SY. To be paid 100% from Title 1 Funds in 18-19 SY.

### **Terminations**

- **Saida Markovic**, Spanish Teacher, terminated effective 10/29/18.
- d. Annual Renewal of Health and Safety Policy (No Changes)
- e. Annual Renewal of Career Advising Policy and Financial Literacy Policy (No Changes)
- f. Annual Renewal of Academic Prevention and Intervention Policy (No Changes)
- g. Annual Renewal of Suspension and Expulsion Policy (No Changes)
- h. **HB 21 Verification of Residency Monthly Report for November**
  - i. 3 student addresses were verified using voter registration. All 3 were validated.
  - ii. There is currently one (1) flag dispute due to incorrect designation of resident data in EMIS. Data has been corrected and resolution is expected in the near future.

### **Executive Director Actions**

**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

### Education and Enrollment Actions

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

- a. Enrollment Policy Revisions: 263 Students, 15 Classrooms, Average of 17 students per class
- b. Authorize Brooke King, **Executive Director**, to Amend Sponsor Contract Enrollment Policy
- c. Enrollment Targets for 2019-2020

### Human Resources and Personnel Actions

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

- a. Employee Disclosure Policy for Charges and Convictions

### Finance Actions

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

- a. October Financials
- b. Medical Insurance (Open Enrollment December 3-14) *Contract w/ Medical Mutual*

### Governance Actions

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

- a. Revision of Advisory Group Charges

\_\_\_\_\_  
Mark Saffran, Board Chair

*LW Carpenter*  
\_\_\_\_\_  
Lynn Carpenter

\_\_\_\_\_  
Mark Charvat

*[Signature]*  
\_\_\_\_\_  
Sarah Trimble

*[Signature]*  
\_\_\_\_\_  
Molly Wimbiscus







**November 27, 2018**

**BOARD RESOLUTIONS**

At the Regular Meeting of the Board of Directors of Lakeshore Intergenerational School on **November 27, 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 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. October 24, 2018 Minutes
- b. November 7, 2018 Special LIS Board Meeting Minutes
- c. Contract with Lisa Vahey for Modelwide Leadership Coaching and Consulting Services not to exceed \$3,000 for the 18/19 school year.
- d. Annual Renewal of Health and Safety Policies (no changes)
- e. Annual Renewal of Career Advising and Financial Literacy Policy (no changes)
- f. Annual Renewal of Academic Prevention and Intervention Services Policy (no changes)
- g. Annual Renewal of Suspension and Expulsion Policy (no changes)

**Personnel Action**

- o Kelsey Witt, placed on maternity leave effective December 7, 2018, returning no later than March 15, 2019.

**HB21 Verification of Residency Monthly Report for November**

- o Three student addresses were verified using voter registration. All three were validated.
- o 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.

**Executive Director Actions**

**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

### Education and Enrollment Actions

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

- a. Enrollment Policy Revisions
- b. Authorizing Brooke King, **Executive Director**, to Amend the Enrollment Policy in the Sponsor Contract
- c. Enrollment Targets for 2019-2020: 220<sup>235</sup> Students, 13 Classrooms, Average of 17 students per class
- d. Authorizing Molly Toussant, **Director of Education**, to submit the Ohio School Quality Improvement Grant to the Office of Improvement and Innovation.
- e. Authorizing Molly Toussant, **Director of Education**, to submit and implement the State of Ohio Improvement Plan.

### Human Resources and Personnel Actions

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

- a. Employee Disclosure Policy for Charges and/or Convictions

### Finance Actions

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

- a. October Financials
- b. Medical Insurance (Open Enrollment for Staff December 3-14) Contract w/ Medical Mutual

### Governance Action


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

- a. Revision of Advisory Group Charges

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Mark Saffran, Board Chair

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Erica Adlakha, Vice Chair

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Molly Wimbiscus, Secretary



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Stacy Miller



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Mark Olson



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Jonathan Holody

