

Intergenerational Schools
Board of Directors Regular Meeting
Held Jointly with TIS, LIS & NWIS
Wednesday, September 25, 2019
Near West Intergenerational School



THE
Intergenerational
SCHOOLS
A COMMUNITY OF LIFELONG LEARNERS

Board Attendance:	NWIS	TIS	LIS
Mark Saffran	Present	Present	Present
Erika Adlakha		Present	
Lynn Carpenter	Absent		Absent
Mark Charvat	Present		
Jonathan Holody			Present
Stacy Miller			Absent
Bob Nicolay		Absent	
Mark Olson			Present
Sarah Trimble	Absent		
Lee Trotter		Present	
Molly Wimbiscus	Present	Present	Present
	3/5	4/5	4/6

Staff:	Organization
Brooke King	Executive Director, IGS
Molly Toussant	Director of Education, IGS
Sarah Alonso	Director of Network Operations, IGS
Matt Cox	Director of Operations, TIS
Silvia Kruger	Principal, TIS
Somadina Iworisha	Assistant, Principal, TIS
Lisa Lovato	Community Relations Specialist, TIS
April Maimone	Principal, NWIS
Shawn Hallowell	Principal, LIS
Guests:	Organization
Jeff Jaroscak	ESCLEW, TIS Sponsor
Matt Rado	CMSD, NWIS Sponsor
Maureen Businger	ODE, LIS Sponsor
Doug Mangen	Treasurer
Nicole Collins	Advancement Director, IGCle
Becky Scheiman	Nicola, Gudbranson, & Cooper

Open Meeting and Public Records Training began at 5:00pm

Becky Scheiman

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

1. Public Comment

- a. No public comment

2. Consent Agenda (all requiring action)

Mark Saffran

- a. September 4, 2019 Board Minutes
- b. Contract Actions
 - i. TIS/NWIS/LIS-Collective Reach
 - ii. TIS/NWIS/LIS—Elizabeth Richmond Counseling, LLC
 - iii. TIS Only—Education Alternatives
- c. TIS/NWIS/LIS Annual Renewal Policy Renewal;
 - i. Concussion & Return to Play
 - ii. Sexual & Other Forms of Harassment
 - iii. Anti-Harassment, Intimidation, & Anti-Bullying Policy
 - iv. Use of Medication
 - v. Health Examination & Immunizations
 - vi. Care of Students with Disabilities
 - vii. Peanut and Other Food Allergies
 - viii. Visitors, Volunteers, and Guests

- ix. Technology & Internet Acceptable Use Policy
- x. Dangerous Weapons
- xi. Use of Tobacco On School Grounds
- xii. Athletic & Coaching
- xiii. School Emergency Management Plan
- xiv. Toxic Hazard & Asbestos Hazard
- xv. Pesticides: Notification & Application
- xvi. Food Sales Standard Policy
- xvii. Wellness Policy
- xviii. Academic Prevention & Intervention
- xix. Career Advising Policy
- xx. Attendance & Truancy
- xxi. Admission & Residency
- d. Health & Safety review every 3 years
- e. HB21 Verification
- f. NWIS/LIS Personal Actions
- g. TIS/NWIS One Time Policy Exception to Licensure Salary Deduction
- h. TIS Only Special Request from Principal Kruger Regarding PE Teacher Salary
- i. Annual Report Review, Authorize Molly Wimbiscus to Review

Motion to approve Consent Agenda items:

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

TIS: Motion by Erica Adlakha; Seconded by Lee Trotter **Motion passes unanimously**

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

3. Governance

Trimble/Holody

- a. Ms. Trimble reported out that each member of the TIS and LIS board need to fill out the Annual Conflict of Interest forms for their respective sponsor. NWIS board members completed this form over the summer. Each Board member of each board needs to fill out the Annual Board of Director Expectation form.
- b. Mr. Holody explained that the governance advisory group is in the midst of the schools' by-law revision. These will be ready for a vote by the October meeting. Mr. Holody also proposed the boards combine members so all each member is one each school board. This will help ensure a quorum for board meetings and could possibly be the first step in simplifying our network structure.

4. Partner Message

Jaroscak/Rado/Businger

- a. Matt Rado (CMSD) reported that the new member of his team, Anne Turner, started last week. She will be out to the schools soon to introduce herself and become familiar with how each school operates. Fall Assurances have been moved to November and a calendar invite will go out shortly for those. Mr. Rado updated the board on the Cleveland's strategic plan and directed everyone to CMSD's website for more information. He mentioned that because the schools did not reach the 80% Cleveland residents benchmark, they would not be eligible to apply for Say Yes grants. If LIS and TIS does not meet the criteria within the next 3 years, they will not be approved for partnership. Board members did ask Mr. Rado if they would be able to speak with someone

at CMSD about this requirement and he stated yes, that all board meetings are open to the public.

- b. Dr. Jaroscak (ESCLEW) stated he gave his September report at the meeting held on the 4th. He reminded everyone of the training on 9/28/19 if board members would like to attend. There was a call between ESCLEW and Mangen and Associates regarding the monthly financials that went well. His September visit is to take place on Friday September 27.
- c. Ms. Businger (ODE) stated that her site visit at LIS that day went great. ODE is very happy with Lakeshore's report card this year. Ms. Businger discussed the charter or sponsor contract and the responsibility of the Board, from the book "Governing for Greatness," that she passed out earlier in the month.

5. Finance

Doug Mangen

- a. Mr. Mangen reviewed the proposed resolution. This resolution allows the Executive Director to enter into budgeted contracts up to \$25,000 and previously named and budgeted personnel actions, without secondary approval from the Boards.

Motion to approve Authorization to Enter into Budgeted Contracts

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

TIS: Motion by Molly Wimbiscus; Seconded by Erica Adlakha **Motion passes unanimously**

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

- b. Mr. Mangen reviewed the August financials. He reminded the board members about the new state funds being distributed to the schools and that these new funds are not in the current projections. Mr. Mangen pointed out the cash balance for TIS and their recurring operating deficit due largely to facility costs not covered by IGCle. Ms. King noted that TIS facility costs (such as Common Area Maintenance) is not subsidized like the other two schools due to the agreement with IGCle. IGCle subsidizes the cost of 218,000 in rent for LIS, but only 170,000 in rent for TIS, leaving another 170,000 in CAM for TIS to be paid from their educational operating dollars, and resulting in the deficit. In addition, TIS receives less revenue based on the cities in which their students reside. This will be discussed further as the IGCle Agreement is revisited.

Motion to approve August Financials

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

TIS: Motion by Molly Wimbiscus; Seconded by Lee Trotter **Motion passes unanimously**

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

- c. Mr. Mangen explained that the board is to approve the ODE Annual Budget. This is the exact same budget the boards approved in May but on the ODE template.

Motion to approve Charter School Annual Budget for ODE

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

TIS: Motion by Erica Adlakha; Seconded by Lee Trotter **Motion passes unanimously**

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

6. State Report Cards

Molly Toussant

- a. Ms. Toussant presented the board with a power point reviewing this year's State Report Card scores and comparing it to last year's report card. She provided the board with a detailed

description of each section on the report card and each school's plan on how they are moving forward based on this year's scores.

7. Branding and Fundraising

Brooke King/Nichole Collins

- a. Ms. King reviewed the branding style guide and the key messaging with the board. She passed out information for the board to use when speaking about the schools. Ms. King also had board business cards made for everyone. These can be passed out to interested individuals who want to know more about the schools. The next steps in the branding plan is to redesign the website, and all collateral materials in the Communications Plan.
- b. Ms. Collins presented the fundraising plan for the year. She provided detailed information on the fundraising goals and strategies for the Boards to obtain the goals. She encouraged the board members to consider hosting small house parties, inviting interested members of the community to learn more about our schools. Ms. Collins also reviewed the dates for school tours. The goal is to bring 120 people to the schools this year.

8. Legal Counsel

Brooke King

- a. Mr. Saffran excused himself for this portion of the meeting due to a potential conflict of interest on the topic, and appointed Sarah Trimble, Vice Chair, to administer the rest of the meeting.
- b. Ms. King outlined her plan for negotiating a term date (preferably June 30th of each year) for our current legal flat fee agreement. She will be creating guidelines for evaluating all 3rd party agreements or contracts, including for legal services contracts. Ms. King asked for any questions or comments about her plans, from the Board. There were none.

Meeting adjourned at 7:38 pm

Next Regular Board Meeting Scheduled

Wednesday, October 30, 2019

Near West Intergenerational School at 6pm.

Minutes prepared by Sarah Alonso, Director of Network Operations

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Sarah Wiersma

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Signed by Mark Saffran Board Chair:

DocuSigned by:

Mark Saffran

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