

**North Side Community School
Minutes of Board Meeting
April 5,2011**

1. Meeting called to order at 4:50PM.

Members Present: Brigham, Novik, Shipley, Schoch, Thorpe, Cejka, Francis

Faculty Representatives: Klein, Cox

Staff Present: J. Grote, Miller, Woolsey

Board Members Absent: T. Grote, Gibson

2. Board Member Cejka mentioned that NSCS was going to have to do something about our accounting operations. Our current accounting 'consultant', Mary Ann Barnes, does not wish to continue as we move into a new phase, requiring function-coding our books into a State Government formatted structure. We will be examining various options over the next 60 days.

3. There was a general discussion over specific procedures that needed to be addressed, discussed, and approved by the Board, prior to the visit to NSCS by the Federal Title Supervisor responsible for NSCS on April 19.

i. The 'Plan' itself: This is essentially the program developed by the school outlining the goals and objectives of the eligible programs for Federal Title programs. These title programs are designed to assist those schools dealing with underserved and disadvantaged populations.

In theory, the plan is supposed to be reviewed and approved at the beginning of the year, updated at mid-year, and the Board should get a final review at the end of the year. The Title programs call for parent and teacher input.

Because of our new status and our designation as a 'schoolwide' facility, we were unable to follow those guidelines in their entirety this year. Going forward, we will be able to do so.

Board Member Schoch suggested a 'provisional' approval, subject to an in-depth review by the Executive Director and the Board. This will constitute a comprehensive review and update by the ED and a report back to the Board within 60 days. We need to be aware that this plan actually deals with our current year. A new plan must be prepared for the upcoming 2011-2012 fiscal year.

Mr. Schoch's suggestion was proposed in the form of the Board approving the plan, subject to the review. The motion was made, seconded, and approved unanimously.

ii. The second procedure needing Board approval was a Parent Involvement policy. ED Grote submitted a Parent Involvement policy recommended by our consultant. If

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approved, it would be distributed to our parents and inserted into next year's Student Handbook, and posted to our website. A motion was made to approve the plan, subject to a more thorough review by the Board, since they had not yet had a chance to study the policy in depth. The motion was seconded, and approved in a unanimous vote.

- iii. A third procedure needing a vote of approval was the Complaint Procedure. Although we already have a Complaint Procedure that is on our website, posted in our front office, and that has been distributed to each family, the ED suggested we adopt and approve the DESE supplied procedure. The Board agreed, a motion was made, seconded and the motion of approval passed by unanimous vote.
 - iv. Another procedure needing Board approval was the school's Purchasing guidelines. The school has an existing Purchasing procedure that has worked well, but the Board needs to insure that it is in compliance with the far more complex purchasing EDGAR guidelines recommended by DESE. A motion was made to approve the existing policy, and then Board Members Francis and Schoch will review both policies to insure compliance. The motion was seconded and approved in a unanimous vote. The policy will be discussed at the next Board meeting.
4. Executive Director Grote discussed the re-enrollment and enrollment status. Because of a more efficient re-enrollment process this year, it has gone more smoothly and we have had better, and earlier, participation. Currently, we have about a 85% re-enrollment rate. Next year there will be one third grade classroom, three second grade classrooms, four first grade classrooms, and four kindergarten classrooms. We are anticipating an enrollment of approximately 180 students.

For our new kindergarten class, we currently have 21 pre-k students enrolled for next year. Sixteen are siblings of current NSCS students and participate in our weekly Kindergarten Countdown Program.

The pattern from the previous two years is that our kindergarten students enroll late, from late April through early June. However, we are initiating recruiting efforts now, by beginning our flyer distribution program, the first phase of which was completed by April 1. Each phase of this program distributes several thousand flyers throughout our attendance area, a radius of approximately two miles around the school. We will begin the second phase of the flyer distribution around May 10. At this time, we are not anticipating additional flyer distribution, but that is subject to change, depending on how kindergarten enrollment develops.

A second component of the enrollment process for kindergarten is our reaching out to the nurseries, day-care, pre-schools, and Head Start programs in our area. Principal Erondy leads our efforts in this area.

5. Executive Director Grote discussed our situation with new teachers for next year. Principal Erondu will no longer teach a regular class, as the demands of a 180 student school make it too difficult. Two of our current teachers will be leaving. They have already been replaced, one position with a Teach for America candidate. We will be hiring a new third grade teacher.

The teacher recruitment job fairs at Harris-Stowe, St. Louis, University, Fontbonne, and the State charter school association have been disappointing this year, a change from the prior two years.

Our salary scale has made it a bit difficult to attract the qualified, experienced teachers we prefer.

Anne Miller will teach a section of kindergarten next year.

6. We discussed the situation regarding grants and grant applications. The result of the recent Federal one-year state/federal grant reflected our need to utilize a professional grant writer on all future grant requests. It was mentioned that having an individual on our Board who has actual grant writing experience would be a plus, and we will move in that direction.

The Board requested a listing of potential grant opportunities for North Side, and it will be prepared and presented at the June meeting.

7. There was a review of the February financial statements, and a preliminary discussion of the March financials, which included some significant increases in state disbursements to NSCS. More detail will be provided in the next meeting.
8. A review of the status of the Derby Day party was presented. It was reported that our current position regarding paid attendees was very encouraging. Board members requested that a list of all invitees be sent to each member, and this has taken place.
9. We discussed the status of the remodeling project for the immediately adjacent building, and Executive Director Grote gave an update on the bidding process and the upcoming schedule.

The status of the lease was discussed. The Board determined that we need to take a proactive approach with our landlord and directed the staff to prepare a listing of what we would like to have in the lease. This will be given to Board Member Francis who will review it with other Board members, and from that review produce a term sheet. The term sheet will be presented to the local NBA Chief Executive Officer and to the NBA board member we are close to, by April 25, with a request for action at NBA's June Board meeting.