

DRAFT OSCS Board Meeting Minutes

April 20, 2015

Members Present: Beth Kaminstein, Ariel Pohlek, Sue Woltanski, David Thompson, Jonathan Raiche, Kim Carter, Bridget Dangel

Principal: Jennifer Flores

Teacher Guest: Martha Loizeaux

6:10 Beth called meeting to order.

Consent Agenda:

A & B.) Sue briefly updated the board members who were not present at the March 18 Café Moka teacher retention meeting as to what the discussion entailed as per Jenn's notes. Sue motioned to approve minutes from March 18 teacher retention meeting. Bridget seconded the motion. Motion passed. Sue also motioned to approve the March 16 regular board meeting minutes. Jonathan seconded the motion. Motion passed. Bridget then motioned to approve the April 16 "special call" board meeting minutes. Beth seconded the motion and the motion passed.

Action Items:

- A.) Jonathan, Bridget and Kim conceded that the by-laws are still a work in progress, but are close to being ready for a board vote to approve. It was decided that Bridget will continue the work on the by-laws with Jonathan. Beth explained to everyone that the board officers' portion of the by-laws needed to be approved immediately in order to proceed right away with the naming of board officers. After a brief discussion regarding the board officers' portion of the by-laws Sue motioned to approve just the basics of the board officers' section - specifically just the officer titles and basic duties. Jonathan seconded the motion. Motion passed. The entire by-laws will be voted on at an upcoming board meeting.

Sue brought up the teacher retention meeting from March 18 at Café Moka. She said that Jenn needs to improve the Administrative Structure Leadership Team (which exists but hasn't met regularly in the past) and she went on to discuss the meeting in detail (the following in italics is taken from the Café Moka meeting minutes, which is essentially what she read to us)

The group reviewed the Teacher Survey Monkey, the Advance-Ed teacher survey and "Cindy's Letter" from November 2013.

Currently, school is using Singapore Math Curriculum.

Committee will recommend to the Board to institute the following recommendations, to be instituted in 2015-16 school year, review and make adjustments as needed, at least yearly:

-We want a formal K-3 reading curriculum and a Science textbook/curriculum for 4th and 5th grade, to begin in 2015-2016 school year. Consider a history curriculum/textbook in the future.

-School calendar to conform to Upper Keys MCSD calendar beginning 2015-2016 (with exception of scheduled half days). Allowing district sponsored PD/in services during Professional Days.

-Investigate barriers to obtaining adequate planning time.

-Review Technology needs, consider a few smart boards.

-Utilize the current administrative structure/leadership team to involve teachers in school management.

Jessica: K-2 RTI

Anne: 3-5 RTI and curriculum

Hillary: Professional Development, Induction Program

Maria: ESE paperwork

-Consider decrease to 3 field trips/month, 2 Marine Science and one “teacher’s choice” (could be science or other subject focused)

Guest, Martha was asked if she feels the field trips are too repetitive. She replied that they are not. Martha went on to say that she prefers a lot of field trips, but she also admitted hearing from lots of teachers that the field trips take away too much classroom time. Ari asked if the feed back has been consistent with grade level, but Martha replied that the feedback is more likely based on each individual teacher’s personality. Martha added that she believes the school should consider a decrease to three times per month for field trips.

Bridget motioned that we approve all recommendations from Café Moka meeting agenda (above in italics) David seconded the motion. Motion passed.

B.) Discussion ensued as to who might be interested and available for what board positions. Nominations were made and all board members present were unanimously in favor of the following board positions: President-David Thompson, Vice President-Sue Woltanski, Treasurer-Joe Thompson, and Secretary-Kim Carter.

C.) Beth suggested that we set a date to interview each teacher briefly to get an up-to-date idea as to the overall level of satisfaction among the teachers. Bridget stated that in her opinion the teachers have already been surveyed enough. She cited the Advanced Ed surveys and the Survey Monkey survey as examples. David agreed with Beth that we should question the teachers, but Martha interjected that as a teacher, she knows the teachers do not want to have to take any more time out of the classroom. Sue pressed on with the issue and proposed that just one question could be asked of each teacher without undue time being taken away from the classroom. The question she proposed was: “Has anything changed since the Survey Monkey survey?”

The topic of a job description for the Principal came up in discussion and Sue mentioned that the current description was written by Jenn in 2009 and is included in the Charter in section J1. Beth stated that some benchmarks for Jenn should be specifically decided on and specifically tailored for Jenn. Discussion ensued as to what the benchmarks should be. The following benchmarks were decided on:

1. By year end 80% of teachers will see improvements in the administration's demonstrated ability to attend to their needs.
2. On or before the regularly scheduled June board meeting, Jenn will present the curriculum plan for the upcoming school year to the Board of Directors.
3. On or before the regularly scheduled June board meeting, Jenn will present a projected plan for the marine lab and for unused space downstairs.
4. By year end the Board of Directors will be satisfied that Jenn is able to effectively communicate all school business with the Board of Directors.
5. By year end Jenn will prepare a self-evaluation and present it to the board. The self-evaluation will be based on the criteria set forth in the Principal's job description as listed in section J1 of the OSCS Charter.

Jonathan motioned to approve the benchmarks for Jenn. Ari seconded the motion. Motion passed.

D.) The Annual Meeting was briefly discussed and defined as a both a celebration of the past year and a projection of the coming year, but further discussion was tabled for a special meeting on this subject set for May 4, 2015.

E.) Bridget asked everyone to please bring two items for the silent auction.

F.) Beth stated that the financials were discussed at the April 16 "special call" board meeting in an effort to shorten this April 20 board meeting and that Joe is devoting a lot of time to the financials. She went on to say that while nothing was approved at the April 16 meeting, the financials will be ready for board review at the May 20 board meeting. She added that Jenn is also now working more closely with the bookkeeper, April, in an effort to curtail any incorrectly coded accounting.

G & H.) Discussion on how to have more concise board meetings was tabled as well as discussion regarding the Marine Lab.

May 4, 2015 we will meet to discuss the Annual Meeting.

May 20, 2015 will be our Regularly Scheduled Board Meeting.

Meeting adjourned at 8:23 pm.

Respectfully submitted by: Kim Carter