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| **New Village Academy Board of Directors Meeting**  **October 5, 2023**  **5:00 - 7:00 pm Virtual (** [**https://meet.google.com/bzy-cbdj-zcg**](https://meet.google.com/bzy-cbdj-zcg) **)**  **OPEN BOARD MEETING** **Minutes**  **Vision**  New Village Academy envisions the Annapolis community united in launching ALL its youth into thriving careers, strong character, and civic engagement.  **Mission**  New Village Academy ensures every student is known, connected, empowered, and accountable, so they have the will and the skill to take charge of their education and future, with Annapolis as their classroom.   * **Call to Order** – Darius Stanton (President) (5:00 pm) Call to order at 5:08 PM   + Assign notetaker, timekeeper.- Marcus for note taker (all will contribute) and Shauna Battle will be timekeeper (at 5:11 PM) * **Approval of Minutes from Previous Meeting** (5:05- 5:10 pm) Minutes for August approved at 5:13 PM, September minutes approved at 5:   + [NVA Board Minutes 8-3-23 - Google Docs](https://docs.google.com/document/d/1i11oWdlSHKFXQVn5dlc3fXxVjrb3bVXbeIr0uvrJ_TM/edit)   + [NVA Board Minutes 9-9-23 - Google Docs](https://docs.google.com/document/d/1_fLQTJgKpSpL0PBk_duhaykWIoEXClBfCQh0sY3ZPpo/edit?usp=sharing) * **Public Comment** - Darius A. Stanton (5:10- 5:15 pm) Open and closed at 5:16 PM * **President’s Report** (5:15 – 5:30 pm)- Darius A. Stanton- Started at 5:17 by thanking Romey and Pastor Karen Johnson for the food and venue   + Decision-Making Process- *Information (I)-* areas of focus: hiring of staffing and contractors, procurement of goods and services and promulgation of policies that are buttressed by the bylaws, reminders of expectations surrounding absences from meetings (one excused absence recorded from Funmi, another from Kathy Lane)   + Planning Year Budget Priorities- [Budget](https://docs.google.com/spreadsheets/d/1fbbQa1Hulu2XXI_sYQgwxjThQ8_HHQb0/edit?usp=sharing&ouid=108704958319921656156&rtpof=true&sd=true)/Financial Model/[Short term expenses report](https://docs.google.com/spreadsheets/d/11u9uWkw-JkH_pXGWRxIeo3qJLP07i4YU849Ho7XYQNE/edit?usp=sharing)–***(D)-*** there are currently items that are outstanding that might impact numbers. Looking at hiring to support operations. 40K paid to Kathy Lane for her services to date. Romey added an item of note: All of the money that we have in the account is all we’ll have until early next year. We’ll also need two months’ security deposit for our space at the Mall in November. Currently we’re about 42K short as of right now (of what we’ll need to get through until January). Romey is willing to defer her payment until after more funds are available. Possible need for loans from banks or members with cash to get through to the other side of the financial crunch. Kathy has agreed to defer her payment if it’s necessary.   + Staffing and Contractor approval process *(I)* Looking to create an ad-hoc position to support hiring for contractual positions (all positions will be contractual until next year). Admin Asst/Biz Mgr. will help support Romey. Strong Biz. Mgr. could reduce the cost of Kathy’s services by taking work off of her plate. Currently 30 days behind in the development process regarding the facility. Still working on negotiations with the mall, negotiations with Total Health Care also playing a role in the delays. * Head of School [Head of School (Planning Year) New Village Academy - Google Docs](https://docs.google.com/document/d/1zBj_htkMsSALusBo_t1keOq94-wwlMNa5Hh6Asfm9bw/edit) * Admin Asst. OR Business Manager [Planning Year Business Manager - Google Docs](https://docs.google.com/document/d/1XpQ293_YsPlQqEE_IDGF8azqPG7dhSkzLNbI4r8glQ4/edit) * Consultants -Kathy * ASG Architect (Phase 1 cost $184k) - Chose this vendor over the other choice because of their responsiveness and professionalism * ***1 Action Items* (**5:30-6:10)- Action Items started at 5:43 PM   + “Head of School”- Romey **(A)-** Question arose about how annual salary was determined for Exec. Director Role. The figure was derived from Romey’s annual salary from last year, the payscale for AACPS High School Principals and from Executive Director positions at similar-sized non-profits across the area.     - **MOTION**: Approve for hire for Anne Romeyn Pittman to serve as “Head of School” of New Village Academy(functioning as Executive Director/ Interim in planning year). Motion Made and seconded at 5:59 PM- Unanimously approved by vote at 6:00 PM     - **MOTION:** Empower Shauna Battle to turn the job description into a contract for this position. The contract will be voted on by email prior to the next board meeting. Motion made and seconded at 6:01PM- Unanimously approved by vote at 6:06 PM   + Policies ***(A)***     - [Conflict of Interest](https://docs.google.com/document/d/1zHJ7oOBihKI9d9ME3wW7yn9l775RduOnO4xzZ3QEYvU/edit?usp=drive_link)**MOTION**: Approve New Village Academy Conflict of Interest Policy TABLED until the next board meeting     - [Procurement](https://docs.google.com/document/d/1Gg-QfKHogZX_yi9L42BvMqUxjWQi5_8yxop1NBkEuk0/edit?usp=sharing) **MOTION**: Approve New Village Academy Procurement Policy- Will be put to a vote electronically after all necessary edits are made.   + Concept Design [Draft #1](https://drive.google.com/file/d/1jZPVAJx9R8yyap5TQm636OjD4UvuqkyS/view?usp=drive_link)**and** [**Draft 2**](https://drive.google.com/file/d/1yC6RDI2Z0ZlNDJS8XpI-j3IRvo1FT-Mi/view?usp=drive_link) ***(D)***     - Board members provided input on initial concept design (10 mins) * **Committee Updates (**6:10-6:35) Committee Chairs * ***Governance and Executive Committee-*** *(Darius)*   + [Charter Agreement](https://docs.google.com/document/d/1Xt-kVRvJ_zBti4Q1tyC5L-2avFsB-GDc/edit?usp=sharing&ouid=108704958319921656156&rtpof=true&sd=true) negotiations *(I) -* with AACPS- looking to give feedback on the document. Group should share feedback on agreement over the weekend to start the process.   + Mall LOI Lease negotiations- *(I) -* Terms: $800K Tenant Allowance, 1-year free rent, 2% increase per year, $.25 per ft2 increase per every 5 students over 275   + THC LOI Negotiations -*(I)* underway currently. Don’t want more than 10K square feet. Leaves us with 10K square feet that we could utilize. Building out as office space would cost us 160K more per year.   + ***Budget and Finance Committee*** *(Marcus)*      - Financing/funding scenarios-*(I)*       * First Tryon proposal to solicit financing bids for $75k flat fee or 15% of savings they get us over 5 years). *(I)*       * Local banks (Sandy Spring/ Truist) -(*D) Possible alternative lenders*       * [Governor’s discretionary budget reques](https://docs.google.com/document/d/1n-hKRPp7iQE3ylJ2C0gJs1vV1-eRtYSOBLrJvtDksks/edit?usp=sharing)t $2mm (will be announced in January)   + ***Facility Design & Construction Committee*** *(Romey)*   Facility Update- (items not yet discussed)   * + - * + [RFP for Construction Management](https://docs.google.com/document/d/1pvHbvVEETk7X1nOtbgQ3ZmIXS8TNIS8R/edit?usp=sharing&ouid=108704958319921656156&rtpof=true&sd=true) *(I)-* Looking for more bids from contractors who have experience in school construction. Looking to make sure subcontractors look like the community we’re going to serve.      * + ***Marketing & Community Engagement Committee*** *(Monica)***-** Need more people to be a part of the committee from the board. Darius proposed a road tour- door knocking, then a stop at the neighborhood community centers.     - * **Lottery window October 9- January 19** *(I)*       * Neighborhood canvassers (Community Ambassadors) for enrollment window ($25/hour/10 hours/week/Oct- January) *(I)*       * Marketing Firm Selection coming soon (Kyle Acker, Adrian Harpool, Alpha Graphics, Charter Schools Capital)*(I)*       * Social Media Campaign- Update website and brand *(I)*       * Office Hours every Wednesday 5-6 on Google Meet *(I)*       * Open Houses- [Dates](https://docs.google.com/document/d/1UCTcKTBV7F63dQmi_ISbw7av-yOOKaF2gWnJcat7_-U/edit?usp=sharing) (see sign up below!) *(I)*       * Kick-off event-10/14 CANCELED! *(I)*       * *Volunteer Marketing/Enrollment Support:(I)*         + Merlene Clarke responding to calls and emails/ “enrollment specialist”         + OHLA enrollment support - bilingual with computers         + Kenny Starkes Advisory Board member- student recruitment         + Youth Advisory Board!         + Madi Spector - sent our newsletter, willing to fill in until more help comes   + ***Development Committee*** *(Martha and Romey)*     - * + $250,000 donation by Beverly and Stephen Marcus! Developing a plan to effectively share this news! *(D)*         + Fundraising Event Capital Campaign - potential contract with an event/fundraising organizer *(D)*         + Grants submitted in September:*(I)*   Annapolis Rotary - $4K for student-developed video and social media campaign  Catalyze Workforce Development - $125K (written by advisory board member Fish Stark)  Google Data Centers grant - increasing representation in IT fields through education programs - $50K (Darius connection)  Big Push for Small Schools - Getting Smarter’s Learning Innovation Fund (Mostly Walton Foundation funding) - up to $250K   * + - * + Upcoming grants and foundation funding sources and timelines *(I)*         + **CSP** $2mm Apply in October, Funds available January         + [**Charter School Growth Fund**](https://chartergrowthfund.org/apply-for-funding/)(application window October-December/ Funds available June 2024 ( $250k) *(I)*         + *Many grants/ foundations not yet tapped! Marcus has identified a few more!* [*Grant possibilities*](https://docs.google.com/document/d/1i329K3mKMsirHxTEcXonquTYb4tME-C5mkI7AUme1_M/edit?usp=sharing)      * + ***Education Committee-*** *(Romey)*(Chair TBD…)     - First meeting was Tuesday! Mainly framing the scope and structure of the work.     - [Academic Planning Calendar](https://docs.google.com/document/d/1vugD72uYaZiQ9c8KPVcgcrDi3XcPcEXo-qFl0fz20rc/edit?usp=sharing) (Join us in deep dives into specific aspects of the curriculum by adding your name to the box - Romey will coordinate (in person) meeting dates)   \*\*\*\* All committee reports were unanimously approved at 6:50 PM as a block \*\*\*\*   * + **Other Business** (6:45 – 7:00 pm) Romey Pittman     - Many specific tasks needed. Sign up [here](https://docs.google.com/document/d/17TCKTiAqMDvsnmSslkp7fPtasJuisaAYdknzq3mHsHY/edit?usp=sharing)     - Community Events: Kunta Kinte, Dias de los Muertos, Open House - Coverage needed!     - Board Communications and Materials access on [Google](https://drive.google.com/drive/folders/1Z0Aj_R6cWtF0cf1X1cjI6XHiSCD3i8v8?usp=sharing)  *(I) TABLED*   + **Adjournment** – Darius Stanton (7:00 pm) Adjourned at 7:00 PM |