| **New Village Academy Governing Board Meeting**  **November 2, 2023**  **5:00 - 7:00 pm Virtual**  **OPEN BOARD MEETING** **Minutes**  **Meet link:** [**meet.google.com/bzy-cbdj-zcg**](http://meet.google.com/bzy-cbdj-zcg)  **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.   1. **Call to Order** – Darius Stanton (President) (5:00 pm)    1. Assign notetaker (Romey), timekeeper (Martha) 2. **Approval of** [**Minutes from Previous Meeting**](https://docs.google.com/document/d/1CNsPWJm-4WnIzspX2HuSSmsDb3aUbg2LO4oRU6yKmiI/edit?usp=drive_link)(5:05- 5:10 pm) MOTION: Approved the Minutes of October 5, 2023 (NO QUORUM) 3. **Public Comment** - Darius Stanton (5:10- 5:15 pm) 4. **President’s Report** (5:15 – 5:20 pm)- Darius A. Stanton   Thank you to those who have been engaged. We need to keep up the momentum. We are building the plane as we fly it!  *Budget/Fundraising urgency* - Our responsibility as a nonprofit board is to create a safe environment, oversee ethical management, manage fiduciary responsibility, and represent the school. It is also important that we step up to support the school in laying the foundation for success. “Give or get” expectation. We will ask board members to make a donation themselves according to their ability to be able to cite 100% participation by the Board.   1. **Head of School’s Report** (5:20 – 5:25 pm)- Romey Pittman    1. Board event turn-out and participation has been AMAZING! Thank you! Slides [here](https://docs.google.com/presentation/d/1I5rPSzhNmsC8l0UnV_BxjjBwSqHKqGzGNQFD2EGdZz4/edit?usp=sharing)    2. Hiring and Contracts underway! Equity check on [slides](https://docs.google.com/presentation/d/1I5rPSzhNmsC8l0UnV_BxjjBwSqHKqGzGNQFD2EGdZz4/edit?usp=sharing) 2. **BRIEF! Committee Updates (**5:25-5:50 pm) Committee Chairs    1. *Executive Committee- Darius (5 mins)*       1. Akeda Stenbar resignation       2. Funmi leave of absence       3. Need for Board Members with Finance, Education, Business Leaders (to represent Work-Based Learning partnerships/stakeholders), Parents, Hispanic Community Representatives, and Teacher Recruitment/University connections (esp. HBCU!)    2. *Budget, Finance, and Facility Committee - Marcus (5 mins)*       1. Current Balance $431,242.04       2. [Planning Year budget](https://docs.google.com/spreadsheets/d/11u9uWkw-JkH_pXGWRxIeo3qJLP07i4YU849Ho7XYQNE/edit?usp=sharing) is tight, but Years 1-5 look solid - **(Action item below)**       3. [Concept Design complete](https://drive.google.com/file/d/1DzMFut1euCDQ2AauyMfT8Vce2sKzN2eF/view?usp=drive_link) - Architect/Engineering Phase 1 underway!       4. Lease development in progress! First draft expected by end of next week.       5. Construction Management submitted and under review by this committee **(Motion below)**       6. Permitting goal: apply in November, permits by February 1 to begin construction      * 1. *Marketing & Community Engagement Committee - Angela (5 mins)*      1. Open House Event Success! ([Please add what you learned from families here](https://docs.google.com/document/d/14CmTraGz5WshxKT4pEkRrGP6nG6VKhNTFOiD2Qu98Us/edit?usp=sharing)) - **Next Open House Nov 9 (Action Item below)**      2. Community Festival Events -Success!      3. Lottery Application Update - 128 applicants!         1. 43 1st choice, 36 2nd choice, 19 3rd choice         2. Of 1st and 2nd choice: 41 Black/AA, 17 Hispanic, 3 MR, 15 White, 2 unknown         3. Of 1st and 2nd choice: 12 SPED, 8 504, 7 ESOL, 27 FARM         4. Annapolis address: 20 1st choice, 6 2nd choice, 3 3rd choice      4. High-level Marketing Consultant - Adrian Harpool Associates, top-notch marketing firm   Photo Shoot Nov 20! **(Action Item below)**   * + 1. Community Outreach Ambassadors - 2 contractors engaged (Nov-Jan) who have strong community advocacy/support relationships in harder-to-reach neighborhoods. Also Ken Starkes and OHLA are volunteering/partnering to help with outreach.     2. **Help needed:** Teen Night 11/17, Google Meet Office Hours 11/15 Laura will do Google Meet!!   1. *Development Committee - Martha (5 mins)*      1. Urgent need for Planning Year short-term fundraising due to CSP grant delay - goal: $100K. Please consider a donation as a Board member. We have work to do! (Laura can help - Kirsten Clark!)      2. Fundraising Parties hosts?      3. Propose potential grants and Foundation Funding sources and timelines.         1. Google Data Grant - YES!         2. Big Push for Small Schools Grant - No         3. Rotary Crab Grant - No         4. Charter School Growth Fund - applying but unlikely (data-driven)         5. Governor’s Budget - NEED contacts to the Governor’s Office (Laura can help! Mannie Welch)         6. CSP application - not yet open (likely delayed)      * 1. *Education Committee- Romey (5 mins)*      1. **Support Contracts**:         1. *Big Picture Learning* (BPL) contract $2.3k for planning year         2. *Building 21 Contract* - $13.5k (designing our Competencies and Learning Management System)         3. *Modern Classrooms Project* - $7k consulting *paid by NewSchools*, FREE teacher training in Summer (5 days virtual)      2. **Staff recruitment** is ongoing. Formal hiring begins Jan-Feb.         1. Needs: Connections to universities, esp. Bowie State, Howard, and Morgan         2. Spread the word and ask people to send resumes - esp young, talented, innovative teachers of color with certification (Annapolis connections and bilingual skills are a plus!)      3. **Curriculum design deep dives process** -         1. Goals:            1. Drawing on the expertise of our board, outside experts, community members (and maybe students?) to design the most mission-aligned, effective, and teacher/student-friendly program elements possible.            2. Getting structures, curriculum and to teacher-ready status by May in preparation for teacher PD in July/August.         2. Fish Stark (Advisory Board member) project-managing this process         3. [Curriculum Deep Dives Calendar](https://docs.google.com/document/d/1vugD72uYaZiQ9c8KPVcgcrDi3XcPcEXo-qFl0fz20rc/edit?usp=sharing) - Please sign up where your passions lie!  1. **Items for Discussion/Vote** *(20 mins) 5:50-6:10*    1. **MOTION**: [Procurement Policy](https://docs.google.com/document/d/1Zx2i8tegTFAIoeu_aUkcCM4YSBCQaipD/edit?usp=drive_link&ouid=108704958319921656156&rtpof=true&sd=true) Approve New Village Academy Procurement Policy TABLED- return to Executive Committee for rewording    2. **MOTION**: Increase Kathy Lane’s consultant contract level to better reflect her level of engagement and her current role as Owner’s Representative. $7000/mo instead of $5000/mo APPROVED 8-0    3. **MOTION**: Engage Whiting-Turner as our Construction Management Company ([see Proposal here](https://drive.google.com/file/d/1Cxgl0rseJQkkJjmf7y1_L-OL-3R0t41R/view?usp=sharing)) APPROVED 8-0    4. **MOTION**: [Conflict of Interest](https://docs.google.com/document/d/1zHJ7oOBihKI9d9ME3wW7yn9l775RduOnO4xzZ3QEYvU/edit?usp=drive_link)Approve New Village Academy Conflict of Interest Policy TABLED    5. **NOTE**: December Board Meeting will be held at Discoveries Library in the Mall as our quarterly in-person meeting 2. **Action Items *(20 mins) CHOOSE ONE (6:10-6:30)***   ***Join a group, take notes on*** [***your group’s slide***](https://docs.google.com/presentation/d/1I5rPSzhNmsC8l0UnV_BxjjBwSqHKqGzGNQFD2EGdZz4/edit?usp=sharing)***, and come back in 15 mins! (Set a timer)***   * 1. Marketing Photo Shoot/Video (Nov 20 or 21) TABLED   2. Short-Term Donor Solicitation Strategy (See [slide](https://docs.google.com/presentation/d/1I5rPSzhNmsC8l0UnV_BxjjBwSqHKqGzGNQFD2EGdZz4/edit?usp=sharing))   3. Open House Recap and Revamp TABLED  1. **Board Logistics** Romey(6:30-6:45)    1. Review [Meeting calendar](https://docs.google.com/document/d/1uTuusgk8vG5MLdG6_cCLDfmzWoX0rj5mTaQ85pVkqVI/edit?usp=sharing) 2023-24 TABLED    2. Board Tools - 15-minute Google Calendar/Drive skills and tricks immediately following the meeting. TABLED 2. **Adjournment** – Darius (6:45 pm) ADJOURNED 6:59 |
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| 1. **Other Business (6:45 – 7:00 pm)**     1. **Google skills and tips**        1. The Basics: Google Drive vs. Google Docs/Sheets/Forms       2. Access our whole Google Drive Folder [here](http://google) (Romey will show you how its organized).       3. Adding to your Drive vs. making a Copy ([video version](https://www.youtube.com/watch?v=hZOIncm1Aw8))       4. No gmail? Just REPLY to Google Calendar invitations to get them on your Outlook Calendar       5. [Sync your Google Calendar with your Outlook Calendar](https://wpamelia.com/how-to-sync-google-calendar-with-outlook/)       6. Add the WHOLE [New Villlage Academy Calendar](https://calendar.google.com/calendar/u/0?cid=MTZjOThiNmU2MTQ1Y2E1MmEzYTg3MmZiMmNmODA4ZWE5MDg1ZmYxNmRiYTA5MjE5YzJjMzQyN2VhZTI0NThmMkBncm91cC5jYWxlbmRhci5nb29nbGUuY29t) to your Google Calendar (you can click to show or hide it as you wish) |