| **New Village Academy Governing Board Meeting**  **December 7, 2023**  **5:00 - 7:00 pm**  **OPEN BOARD MEETING** **MINUTES**  **Meeting IN-PERSON: Discoveries Library at The Mall**  **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 A. Stanton (President) (5:00 pm)- 5:13 PM Meeting called to order. In attendance Romey Pittman , Darius Stanton, Monica Lindsey, Kina Gee, Shauna Battle, Karen Johnson, Paul Dyer, Martha Blacksall, Marcus Jones    1. Assign notetaker (Kathy Lane), timekeeper (Martha)    2. Prayer for Kiyah and Cheryl(Pastor K) 2. **Holiday Wishes for New Village Academy!** Please bring along or come early to write down a wish for the future of New Village Academy to share at the meeting. 3. **Approval of** [**Minutes from 11/2/23 Meeting**](https://docs.google.com/document/d/1ZdcS98QxhjI4MpyV9bRyqm7BLThTbiFq99J530N8xYQ/edit?usp=sharing) **AND** [**Minutes from 10-5-23 Meeting**](https://docs.google.com/document/d/1CNsPWJm-4WnIzspX2HuSSmsDb3aUbg2LO4oRU6yKmiI/edit?usp=drive_link)(5:05- 5:10 pm) MOTION: Approve the Minutes of October 5, 2023 Martha made a motion to approve, Shauna seconded. Approved 8-0   MOTION: Approve the Minutes of November 2, 2023 Paul made a motioned to approve and Martha seconded Motion approved 8-0   1. **Public Comment** - Darius A. Stanton (5:10- 5:15 pm) No public comment 2. **President’s Report** (5:15 – 5:20 pm)- Darius A. Stanton Thanks all Board members for their work, engagement, and commitment to the enormous amount of work that has occurred, especially by the founding Youth Advisory Board Members. We have raised a significant amount of money to date. Board member relationships have secured a great deal of support. We have secured an architect, a Construction Management firm, a Marketing firm and are poised to secure a $2mm federal grant via the Maryland Alliance of Public Charter Schools. Darius thanked Romey for her leadership, vision, and commitment. Darius highlighted the goal to have 100% Board member commitment to financial contribution   (Give/Get) to the school. Darius highlighted the myriad opportunities for Board members to contribute to the work.   1. **Head of School’s Report** (5:20 – 5:25 pm)- Romey Pittman- Expressed gratitude for the Board members contributions to the work. The expertise is appreciated and deeply valued. Romey highlighted Kina’s and Kathy’s invaluable support. Romey shared a Journal as a small token of her appreciation. Martha suggested name tags for Board members to wear as they represent in the community. Darius also suggested lapel pins.    1. **Committee Updates (**5:25-5:50 pm) Committee Chairs Committee reports made - Shauna made Motion to accept Committee reports. Paul seconded, Approved 8-0.   Committees will be tasked with reviewing policies required for CSP grant and bring motion to full Board and answer any questions before seeking approval   * 1. *Executive Committee- Darius (5 mins)*   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!)   * + 1. New Board Member nominations **(Action item below)**   1. *Budget, Finance, and Facility Committee - Marcus (5 mins)*      1. Current balance  **$408,077.32**      2. Overdue or invoiced: $21,000 Kathy Lane; $30,000 Romey Pittman; $15,000 Adrian Harpool Associates; T**otal: $66,000**      3. [Planning Year budget](https://docs.google.com/spreadsheets/d/11u9uWkw-JkH_pXGWRxIeo3qJLP07i4YU849Ho7XYQNE/edit?usp=sharing) is tight, but [Overall 5 year budget](https://docs.google.com/spreadsheets/d/1spV1LIrzTiwpKwZhDfvyKIkgCzTmaALo/edit?usp=sharing&ouid=108704958319921656156&rtpof=true&sd=true) looks solid - **(Action item below)** Financially we are on track but barely above the red by end of year. Especially in January when we have construction costs and are still waiting for CSP grant funds to offset costs. Once CSP Funding is secured the budget becomes more stable and sustainable. Predicated on full enrollment.      4. [Concept Design complete](https://drive.google.com/file/d/1DzMFut1euCDQ2AauyMfT8Vce2sKzN2eF/view?usp=drive_link) - Architect/Engineering Phase 1 underway! Design shared with the Board      5. Lease development in progress! First draft expected by Dec.11.      6. Whiting-Turner is on board! Working well with Architect. Contact approved by Facilities and Finance Cmt.      7. Permitting goal: apply in December, permits by February 1 to begin construction      * 1. *Marketing & Community Engagement Committee - Angela (5 mins)*      1. **Next Open House Dec 10!! (2pm) (Action Item below)** Board members are encouraged to attend and invite stakeholders in their network who may be interested/of age. Marketing through daily Social media posts, monthly newsletters and direct invites to those who have applied as well as “Boots on the ground” community networking is occurring. Two Community Ambassadors who are local to the neighborhoods we seek to serve are marketing in the Annapolis community. Targeted marketing in neighborhoods have been developed to reach the communities we seek to serve.      2. **Lottery Application Update** - 195 applicants!         1. 60 1st choice, 63 2nd choice, 27 3rd choice         2. Of 1st and 2nd choice: 58 Black/AA, 30 Hispanic, 3 MR, 18 White, 11 other         3. Of 1st and 2nd choice: 15 SPED, 12 504, 12 ESOL, 61 FARMs (29 not FARMS)         4. Annapolis address: 28 1st choice, 19 2nd choice, 7 3rd choice      3. **High-level Marketing Consultant** - Adrian Harpool Associates   New Logo/Brand Doc [HERE](https://drive.google.com/file/d/1ObNBjYiiprQAuGuyM6e4eG_FoETVpeA1/view?usp=sharing)  Website Vibe [HERE](https://newvillageacad.wpenginepowered.com/)   * + 1. **Community Outreach Ambassadors** - Two contractors have been engaged (Nov-Jan) who have strong community advocacy/support relationships in harder-to-reach neighborhoods - Diesha Contee and Ivis Hernandez. Also Ken Starkes and OHLA are volunteering/partnering to help with outreach.   1. *Development Committee - Martha (5 mins)* Development Plan will be finalized and distributed to the Board by next week to raise the money needed to make up for potential short term gap deficit due to delay in CSP grant. Goal is to use Board members' personal networks to raise the needed funds based on the comfort level of each Board member in a Give/Get scenario.      1. Urgent need for Planning Year short-term fundraising due to CSP grant delay - goal: $113K. (Goal $250,000 to ensure smooth start)      2. Current grants and foundation funding sources and timelines.         1. Google Data Grant - YES!         2. Charter School Growth Fund - Applied, decisions in March         3. Charter School Program (CSP) application - not yet open (best case February, likely May or June)      3. Current state/federal status- Any relationships Board members have with Political leaders is appreciated. Please reach out to seek their support.         1. Governor’s Budget request : $2 Million over 2 years (Long shot, will know in Jan)         2. Federal CSP Grant: $2 Million over 3 years (Likely but delayed)      * 1. *Education Committee- Romey (5 mins)*      1. **Beginning Hiring Process - Goal: Jan 1 launch of teacher hiring!** Encourage any interested potential staff to email Romey         1. AACPS Teacher hiring begins March 1      2. **Curriculum design deep dives process** -         1. Goals:            1. Drawing on the expertise of our board, outside experts, community members (and **students**!) to co-design the most mission-aligned, effective, and teacher/student-friendly program elements possible.            2. Getting structures, curriculum and instructional practices to teacher-ready status by May in preparation for teacher Training in July/August.            3. RECRUITING STAFF AND COMMUNITY PARTNERS!         2. [Curriculum Deep Dives Calendar](https://docs.google.com/document/d/1vugD72uYaZiQ9c8KPVcgcrDi3XcPcEXo-qFl0fz20rc/edit?usp=sharing) - This is the fun stuff! Please sign up where your interest lies or encourage interested stakeholders in your network to sign up.            1. Our Process:   Pre-Reading of Application/Charter Agreement and other key resources  Saturday afternoon DEEP DIVE around Romey’s kitchen table  Divide and conquer the detail work  Follow-up feedback session  Romey and staff refine and “publish”   1. **Items for Discussion/Vote** *(20 mins) 5:50-6:10*      * 1. **MOTION**: Approve New Village Academy Procurement Policy. [Procurement Policy](https://docs.google.com/document/d/1Zx2i8tegTFAIoeu_aUkcCM4YSBCQaipD/edit?usp=sharing&ouid=108704958319921656156&rtpof=true&sd=true) TABLED FROM LAST MEETING Martha made Motion to approve, Paul Seconded, Approved 7-0 * Shauna made a motion to amend the policy to move Principles of Procurement to the top of the policy. Monica seconded.Motion Approved 7-0 * Shauna made a motion to amend language related to $10k bid requirements as it applies to the CSP grant expenditures only. Language needs to be added to the policy reflective of the threshold for Bids. Team will do research as to the threshold for Bids and then to amend the policy and bring it back for Board approval as revised. * Marcus made Motion to approve policy as amended, Monica seconded.Motion Approved 7-0   1. **MOTION**: Approve New Village Academy Conflict of Interest Policy. [Conflict of Interest](https://docs.google.com/document/d/1zHJ7oOBihKI9d9ME3wW7yn9l775RduOnO4xzZ3QEYvU/edit?usp=drive_link)TABLED FROM LAST MEETING Karen made Motion to approve, Marcus Seconded, Approved as amended 7-0   Martha made a motion to approve the Policy. Karen seconded. Martha made a Motion to amend the policy to include that all Board members will sign the Conflict of Interest policy and complete a financial disclosure statement annually. Disclosure statements will be developed and sent to each Board member to sign in the next month. Approved 7-0 [NVA Financial Disclosure Statement](https://docs.google.com/document/d/1wovyEALFyZmuzV5iGUFkG4bbIa-vb2GIiDOXrFCGgHc/edit)   * 1. **MOTION**: Approve four new board members: Choyce Simmons, Sergio Polanco, Linda Boyd, and Jonathan McKetney Marcus made Motion to approve. Karen Seconded. Approved 7-0      1. Sergio Polanco [Resume](https://drive.google.com/file/d/1TNpMWdK0rc3P1EvbYTUwi6Czb7j7cx2c/view?usp=drive_link)      2. Jonathan McKetney [Bio](https://www.ullico.com/people/jonathan-mcketney/)      3. Choyce Simmons [Resume](https://drive.google.com/file/d/1hN9vmAVOL9qHW-_3O-HHvyVeeKS3mx-L/view?usp=drive_link)      4. Linda Boyd [LinkedIn](https://www.linkedin.com/in/linda-boyd-92050b23/)  1. **Action Items *(20 mins) (6:10-6:40)***   Short-Term Donor Solicitation Strategy (Darius) Martha made a recommendation to hold a special meeting about the Fundraising Plan. Darius asked Board members to draft a list of 10-15 family/friends who may be willing to donate to NVA both short and long term. Notification of meeting will be forthcoming. Martha shared that Board members will need EIN # and EIN # should be posted on the website. Kina will move the Donate button to a more prominent location on the website.  Tools:  [Darius’ Video](https://drive.google.com/file/d/1FcKlUBCBX67lVAEGe-gHOjzZx2zWTfjc/view?usp=drive_link) (example of how to approach potential funder friends and family)  [One-pager talking points](https://docs.google.com/document/d/1LxkxSxqzqj2319De9QeRhXgjhT4TMZf_bOpNgkWRbcY/edit?usp=sharing) (a cheat sheet of the basics about the school)  [Draft Email Letter Version 1](https://docs.google.com/document/d/1Ts3efik5M-Phe1qRnPqSy6CBXkyomCcy/edit?usp=sharing&ouid=108704958319921656156&rtpof=true&sd=true)(cut and change up as needed for your own situation)  [Draft Email Letter Version 2](https://docs.google.com/document/d/1OEBNGqPxcn4I0ND-hAkl5tS3MQndqJHR91Qzobpodo4/edit?usp=drive_link) (cut and change up as needed for your own situation)  [Short Version](https://drive.google.com/file/d/1rNPsUVMQHHR8Sefl6CD3IsJJjZDIpwVz/view?usp=drive_link) or [Longer Version](https://drive.google.com/file/d/1aelDg9xDkmG6A8smg1nJo9YKo4xJGiQ7/view?usp=drive_link) of Fundraising Deck (PDF Visual Appeal) (more financial info) (a visual and informative “ask” with financial details to send or present)  [NVA Prospectus](https://docs.google.com/document/d/1N1GX89Ha-UxYGEnfC8BeZv_cy3OaCjlfiEfQrmC8B4E/edit?usp=sharing) (for serious readers who want to know the whole picture, including Board Bios)  WORKTIME: (10 mins)   1. Make your donor contact plan (Planning form) 2. Social Media posting/reposting (PLEASE follow, like, share posts and tag your friends!). Board members were encouraged to like and share our social media posts to your network. 3. Google/Tech help with Romey or Kina (see below) Romey reviewed Google tips and Skills. Offered to provide individual tutorials or watch associated videos below.    1. Send emails to:       1. Families you know who might be interested       2. Staff/teacher prospects (esp. young, fired-up, positive, creative teachers of color!) 4. **Board Logistics** Romey(6:55-7:00)    1. Review [Meeting calendar](https://docs.google.com/document/d/1uTuusgk8vG5MLdG6_cCLDfmzWoX0rj5mTaQ85pVkqVI/edit?usp=sharing) 2024 5. **Adjournment** – Darius (7:00 pm) - Dinner at California Pizza Kitchen to follow! Marcus made a Motion to adjourn and Martha seconded the motion. Approved 8-0. Meeting adjourned 7:10. |
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| **Google skills and tips**   1. The Basics: Google Drive vs. Google Docs/Sheets/Forms- Sync up in real time 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 (Yes or No) 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) |