

Minutes

La Cima Elementary Charter School

Board Meeting

Wednesday Jul 16, 2014 @ 6:00 PM at NYC Charter Center

Board Members Present

Gordon Watson, Heather Caudill (remote), Lucy Joffe, Mike Guinan, Nakia Booth

Ex officio Members Present

Adel Hageb, Tara Phillips

Guests Present

Byron Young, Christiana Cavaliere, Monique Lowery

I. Opening Items

Call the Meeting to Order

Nakia Booth called a meeting of the board of trustees of La Cima Elementary Charter School to order on Wednesday Jul 16, 2014 @ 6:17 PM at NYC Charter Center.

Approve Minutes

N. Booth made a motion to approve minutes from the Board Meeting on 06-18-14.

Lucy Joffe seconded the motion.

The board **VOTED** unanimously to approve the motion.

II. Academic Committee

Preliminary Data

T. Phillips shared 2013 Preliminary NYS ELA & Math Results showing the variance between last year's preliminary data vs. actual data highlighting the discrepancy between preliminary and actual data. L Joffe reported that there was a committee call last week and will schedule the next call after 2014 test results are distributed.

III. Executive Committee

Executive Director Evaluation

H. Caudill reported a 50-50% return rate for the Employee Survey. T. Philips will send reminder emails to staff. Board Survey will be distributed to the board this week and another survey will be distributed to outside operational partners. All results by end of July and will discuss during Task Force conference call and will discuss results via Executive Session during August board meeting.

IV. Governance Committee

Resignation Acceptance and Removal of Trustees (Leave of Absence)

N. Booth made a motion to remove Laurice Rodriguez.

Gordon Watson seconded the motion.

The board **VOTED** unanimously to approve the motion.

N. Booth made a motion to remove Jen DeCosta.

Gordon Watson seconded the motion.

The board **VOTED** unanimously to approve the motion.

N. Booth made a motion to accept the formal resignation of Shereem Herndon-Brown.

Mike Guinan seconded the motion.

The board **VOTED** unanimously to approve the motion.

Board Matrix, Recruiting Policy, Trustee Job Description Review

The Governance Committee did not have a conference call but conducted discussions via email and updated board org chart. The group discussed renaming the Fundraising Committee to Marketing/Fundraising Committee to focus on the marketing goals for the 2014-15 school year.

Recruitment Policy With respect to orientation, the committee asked the board to consider if board members should be present during orientation as a requirement for the policy. The board decided to not include board representation at orientation in the recruitment policy but to leave it as aspirational best practices. Job Description for Trustees J. Swayne made one change with respect to providing leadership to board committees. Added more detail about committee requirement and time commitment. Updated committee name from Fundraising to Fundraising/Marketing.

N. Booth made a motion to approve the three policies.

Lucy Joffe seconded the motion.

The board **VOTED** unanimously to approve the motion.

By-laws

J. Swayne changed the name of the Fundraising committee name in the by-laws.

Parent Complaint Process

J. Swayne discussed the policy and requirements and updated documents to make the policy more clear and user friendly.

N. Booth made a motion to approve the complaint process.

Lucy Joffe seconded the motion.

The board **VOTED** unanimously to approve the motion.

Conflict of Interest Policy

J. Swayne discussed policy and the board discussed changes to the Conflict of Interest definition.

N. Booth made a motion to approve the Conflict of Interest Policy.

Lucy Joffe seconded the motion.

The board **VOTED** unanimously to approve the motion.

Code of Conduct

The board discussed if we need to include any NYC Citywide Standards in our policy and determined that the Governance committee will work through this issue.

Executive Session: Potential Candidates Update

N. Booth made a motion to go into Executive Session and include Tara Phillips.

Lucy Joffe seconded the motion.

The board **VOTED** unanimously to approve the motion.

V. Closing Items

Adjourn Meeting

N. Booth made a motion to adjourn the meeting.

Mike Guinan seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 08:01 pm.

Respectfully Submitted,

Nakia Booth