



**DEEP ROOTS
CHARTER SCHOOL**

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BOARD OF TRUSTEES MEETING

Date	5/21/2019
Time	6:45pm
In person attendees	Rob Burns Kevin Corcoran Pat Hennessey Ashley McGrath Gwen Bailey Justin Harper Kileo Wideman Nikki Odom
Phone Participants	Cassandra Dominguez Kim Griffith Ann McKetta

AGENDA

1. CALL TO ORDER

- a. Welcoming Remarks & Introductions
- b. Deep Roots Charter School Mission & Vision

2. CHANGES TO THE AGENDA

- a. Culture Division of roles begins meeting.

3. APPROVAL OF April 2019 MINUTES

- a. April 2019 Minutes reviewed by Rob Burns
 - i. Motion to Approve by: Gwen B.
 - 1. Approval contingent on updating spelling of names and correction of Board meeting dates from Wednesdays (error) to Tuesday.
 - ii. Motion Seconded by: Justin H.
 - iii. Vote: Unanimous

4. REPORTS

a. SCHOOL LEADER REPORT

- i. Personnel

1. Staff member KH terminated effective Monday, May 13. Assistant School Leader Venetia Birchmore stepping in to support through end of school year.
 2. SY19-20 Staffing: Hired 4 new teachers and 1 new operations staff. Looking to hire 3-5 additional teachers and 1 additional operations staff member in advance of summer.
 3. Planning for maternity leave for 1 staff member.
- ii. PSSA Testing
 1. All testing and make ups completed and returned during reporting window. Anticipate results return in June.
 2. Strong attendance during testing window helped to make early reporting possible.
 - iii. SY19-20 Planning
 1. Shared strategic plan and priorities for SY19-20 with leadership team in advance of summer planning.

b. OPERATIONS REPORT

- i. Enrollment
 1. About 40 kinder seats accepted. Still working on getting paperwork in to finalize enrollments.
- ii. Operations Staffing
 1. School Operations Manager candidate accepted role this week.
 2. Still looking for Family & Community Liaison to manage front desk, visitors, phone, and family outreach
- iii. Facility
 1. Ongoing engagement with Shift about electrical upgrades, air conditioning and space options for SY20-21.
 2. Ongoing conversations about how to accommodate two additional classrooms in building for next school year and space beyond the 2019-20 school year for additional grade growth.
- iv. Summer Planning
 1. Continuing to identify summer projects for facility, families, general organization, etc.
- v. Budget
 1. Waiting on title funds to arrive.
 2. Ongoing planning for additional State plans required/meetings for DRCS to be in compliance with title funds.
 3. Final proposed draft of budget to approve this evening.

c. FINANCIAL REPORT

- i. End of year deficit on track to be about 1% of the annual budget.
- ii. SY19-20 funding rates will be effective on July 1
- iii. Monthly payment has gone up each month because of work done by Specialized Services team.

5. OLD BUSINESS

a. Culture Division of Roles Share out

- i. Proposing additional culture support based on year 1 learnings.
- ii. Current structure: 1 Dean grades K-2 and 1 Dean grades 3-4
- iii. Culture also owning school wide community initiatives
- iv. Goal: Set up structures, staffing, and coaching supports that allow teachers to better own addressing behavioral challenges within their classrooms. Culture has been more responsive; need to transition to proactive and establishing strong student habits on front end.
- v. 1 director of culture & 3 assistant deans. Each assistant dean has a different focus: Service, Communication & Joy. Structure is based on feedback from Staff, Students, and building visitors (including quarterly PSP reviews)

b. For Approval: SY2019-20 Budget

- i. Budget has been reviewed by Finance committee, including review of staff salaries. Proposed fund balance at 7.2% for SY19-20.
- ii. March 2020 Board meeting: Board would like to revisit staff salary increase ranges.
 1. Motion to Approve by: Justin H.
 2. Motion Seconded by: Kim G.
 3. Vote: Unanimous

6. NEW BUSINESS

a. For Approval: Year One Auditor Proposal Approval Process

- i. Finance committee will interview proposal organizations and board delegates authority to make final selection to the finance committee.
 1. Motion to Approve by: Gwen B.
 2. Motion Seconded by: Justin H.
 3. Vote: Unanimous

b. For Feedback: Act 55 Board Training Dates

- i. Moving forward with September dates. Save the Dates already on Board calendars.

7. COMMENTS, ANNOUNCEMENTS, AND OTHER BUSINESS

- a. None

8. REVIEW OF REMAINING 2018-19 SCHOOL YEAR MEETING DATES AND UPCOMING SY19-20 DATES

- June 18th 6:30-8:30p.m.
- July 2019: No Meeting
- Tuesday, August 13, 2019—6:30-8:30 p.m.
- Tuesday, September 10, 2019—6:30-8:30 p.m.
- Tuesday, October 8, 2019—6:30-8:30 p.m.
- Tuesday, November 12, 2019—6:30-8:30 p.m.

- December 2019: No Meeting
- Tuesday, January 14, 2020—6:30-8:30 p.m.
- Tuesday, February 11, 2020—6:30-8:30 p.m.
- Tuesday, March 10, 2020—6:30-8:30 p.m.
- Tuesday, April 14, 2020—6:30-8:30 p.m.
- Tuesday, May 12, 2020—6:30-8:30 p.m.
- Tuesday, June 9, 2020—6:30-8:30 p.m.

9. ADJOURNMENT

- a. Motion to Adjourn by: Justin H.
- b. Motion Seconded by: Casandra D.
- c. Vote: Unanimous