**MOVEMENT SCHOOL BOARD | MEETING MINUTES**

*1.16.19*

**Board Members: Casey Crawford, Frank Martin, Garrett McNeill, Brett McDonough, Cheryl Turner**

**Others Present: Tim Hurley, Jamie Sumter, Barbara Robinson, Alisha Carr, Gabrielle McCall Riley**

**Members Present:** Frank Martin, Brett McDonough, Casey Crawford (via phone),

Jamie Sumter, Tim Hurley, Alisha Carr, Barbara Robinson

Meeting agenda passed out at 9:00.

Meeting was called to order at 9:04 by TH.

FM motioned to approve last meeting’s minutes. BM seconded. Minutes approved unanimously.

**Movement West Business**

**Academics**

The second round of benchmarks begin this week. JS feels confident about the data we will receive from these assessments, and that they will provide useful information on where the school will land at the end of the year. JS explained that benchmarks are internal assessments that provide information about where students and instruction are, which helps us determine what adjustments need to be done before the end of the year for EOGs.

**Culture**

Culture is in a great place for students and staff at Movement West. AC and her team have done a great job of assisting families of students who have had repeated behavior concerns and infractions. During these meetings, the team has been very clear about expectations and consequences within the school. This clarity has really helped with culture because teachers see and know they are supported, families have clarity, and students understand that we take behavior seriously.

TH shared that he would like to see more data behind the culture report. We are pleased that it is in a good place, and he would like to start having regular data to support it.

BM asked about bus disruptions. AC shared there in one bus that has had frequent bus disruptions in the afternoon due to student behaviors. Two teachers share the responsibility of riding the bus in the afternoon, which has helped identify the main causes of the disruption. C and her team have met with families of these students to review behavior expectations on the bus and remind parents that riding the bus is a privilege. The team has also started to incorporate bus expectations into the information shared with potential students and parents during tours.

**Budget**

GR passed out a financial update to the board for review. TH shared that he and GR meet with Acadia, and it looks like Movement West is on track to be at a $130,000 surplus at the end of the school year. They will meet again in February.

Movement Bank is working on approving a line of credit for the school to help cover costs towards the end of the school year.

JS shared financial statements from the recent audit that was conducted and explained the recommendations that need to be addressed, which include coding for payroll, having a signed conflict of interest from each board member, and monitoring of internal controls to ensure there are no weaknesses or gaps in what is being done. TH asked BM to review the audit closely and let us know if there is anything else we need to attend to. The auditor, Mr. Keller is available to answer any questions.

JS passed out the documents that need to be signed by the board.

TH shared that the state has recently given permission for charter school networks to submit a single audit as a network instead of individual schools, which should make things easier when Movement East opens.

**Movement East Business**

**Staff Recruitment**

BR shared that since launching the search for Dean of Academics for Movement East (12/18/18), she has received 30 applications. From these applications, about 6 meet the criteria and align with what she is looking for. She has begun having connection calls with these applicants. The posting will remain open at least through mid-February in hopes of building the pool.

BR shared the interview process for the position, and that she hopes to have a person hired for the position by the end of March or beginning of April.

The posting of the Dean of Academics position has shed light on the need for the network to develop a process for handling internal applicants for jobs within/across schools. The board discussed the need to develop a clear process for internal applicants looking to make a lateral transition and/or applying for a promotion across schools. BM shared that a critical beginning step within the process should be for the applicant to inform his/her manager/school leader of their interest. It is important conversations between all parties be open and balance the best interests of the organization and the applicant. The board also discussed the need for a leadership training/development program. FM shared that Sugar Creek once initiated a fellowship opportunity for future leaders where they spent a year focused on learning academic leadership, and a year focused on culture leadership before being appointed to lead a school. The board discussed the opportunity this gives for Movement as a network to clearly define who we are, and what we look for and value in our school leaders.TH will research what other charter networks are doing/have done, as we continue our discussion.

By fall of this year, we will really amp up our marketing efforts for student and family recruitment. We will be working with Movement’s marketing team to plan various community events to raise awareness and excitement about Movement East (i.e. parking lot fair). BR continues to meet with members of the community to learn more about east Charlotte and engage with the community.

**Program Design**

Ideally, Movement East will launch with grades K-1 if we can break even and make the money work. TH shared about the Charter School Growth Fund, which assists with start-up funding for charter schools. He has spoken to a representative from CSGF, which was hopeful. CSGF has a rolling application for grant monies and is looking to support more networks in North Carolina. TH will lead efforts to apply for a grant for assistance between $300,000 and $400,000, which would cover the costs of our delta within our launch year.

TH shared that for both schools, we plan to expand our enrollment window to September through the end of January.

There was a brief discussion about the 5-mile radius for bussing. Most of the students at Movement West come from within a 2-3 miles radius of the school. TH will check with the bus company to see if there is a cost difference between 2-3 miles from the school and 5 miles. For Movement East, there may not be

**Facilities**

BM shared GM’s facilities report for Movement East. He is working to finalize site work with Oak Engineering and has a follow up meeting with them next month. He is also working with our co-location partner to finalize their building/spatial needs in order to optimize the building’s function for both parties.

**Network Business**

**Admissions and Enrollment**

TH shared a revised copy of the admissions policy for review. This update highlights the major revisions to the policy, which include aligning the application open and close dates and times to what is posted on the school’s website, clarifying when the Student Registration Packet and supporting documents must be completed, and clearly stating that any student who does not attend the first day of school and does not call to notify the school to receive approval may forfeit enrollment. Much of the revised terminology is from SED’s guidance documents.

BM motioned to approve the admissions policy. FM seconded, and it was approved unanimously.

TH will hire a third-party social media person to market for Movement West’s registration and application period. This includes radio ads, billboards, etc.

**Other Business:**

There was some discussion about the official name of each school within the network. Right now, the names are Movement and Movement East. CC suggested to do research to look at how other networks name their schools, and we will come back to this topic at another time.

Relay GSE progress is coming along. It is a process. JS has learned that each school leader has to run his/her own Relay race depending on where the school staff is and the greatest needs. JS is committed to introducing aspects of Relay slowly and intentionally to ensure that each aspect is implemented well.

TH shared that it’s challenging, but he knows it points us to look at the right things. It’s all to the benefit of students.

FM moved to adjourn. BM seconded. The meeting adjourned at 10:19am.

Closed Session(s): None