

**River Valley Charter School
Board of Directors Meeting
Meeting # 246
August, 21 2018 7:00 pm**

In Attendance: Officers: Chair: Mark Belanger, Treasurer Mason Mitchell-Daniels (via phone), Secretary: Katherine Brown **Trustees:** Nina Keery, Amber Hewett, Jennifer McCormick, Nat Coughlin, Susanne Cameron, Catherine Martin (via phone) **Director:** Andy Willemsen
Public: Deb McCrevan, Jonnie Lyn Evans
Faculty Representative- Jane Patterson

Call to Order: 7:03

Public Comment: none

Acceptance of Previous Minutes:

Vote: Mark Belanger called for a Motion "To Accept Previous Minutes"

Motion by Nat Coughlin, 2nd Susanne Cameron. Board of Directors vote to accept was unanimous.

Director's Report: Andy Willemsen

Andy Willemsen updated the Board with his monthly Director's Report (see Appendix A).

Enrollment Update- Andy Willemsen reported that withdrawals are at an all time low. Jonnie Lyn Evans stated that 9 of the departing students are 6th year and up and that social factors seem to be a big driver for withdrawals. Andy Willemsen will schedule some follow up exit interviews with families.

Andy reported that the refinance is on track and pre payment was made to Citizens Bank today (August 21)

Andy mentioned the new Superintendent and updated the Board on the solar panels installation project.

Director's Goals: Andy Willemsen

Discussion of Director's Goals (see Appendix B)

Nat Coughlin asked if more coaches were being brought in. Andy Willemsen expanded on the roles of Elizabeth Slade, Ben Scherz and Colin Gibney.

Mark Belanger stated that the Board is very supportive of Andy taking on these goals and putting focus on the core of the school- the teaching.

Mark Belanger mentioned the Committees and asked Committee Chairs to share info Jennifer McCormick represented the Development Committee, Nina Keery and Alfred Link presented on the Accountability Committee, Nat Coughlin spoke to the Committee on Trustees and Mark Belanger asked for an interim Treasurer to assist with the refinancing paperwork. Nat Coughlin volunteered.

Vote: Mark Belanger called for a Motion "To Accept Nat Coughlin as Interim Treasurer"

Motion by Katherine Brown, 2nd Amber Hewett. Board of Directors vote to accept was unanimous.

Vote: Mark Belanger called for a Motion “To Accept the Director’s Goals”

Motion by Nat Coughlin, 2nd Katherine Brown. Board of Directors vote to accept was all in favor with 1 abstain from Alfred Link. This is only to discuss curriculum alignment as a goal.

Vote: Nina Keery called for a Motion “To Accept the Votes Adopted by the Board of Trustees of River Vallyey Charter School with the technical correction”

Motion by Nina Keery, 2nd Alfred Link. Board of Directors vote to accept was unanimous.

Board of Trustees Draft Meeting Schedule was introduced.

Vote: Mark Belanger called for a Motion “To Adjourn”

Motion by Nina Keery, 2nd Katherine Brown. Board of Directors vote to accept was unanimous.

Adjourned:8:59

Appendix A:



Director's Report to the River Valley Charter School Board of Trustees **August 21, 2018**

Refinancing

Though there have been a few bumps and plenty of emails and conference calls, our refinancing efforts are on track. Both the environmental analysis and appraisal returned positive results, and the Mass Development Board of Directors voted in favor of Official Action and Final Approval for our Bonds. Our team of advisors has stayed on top of details and schedule. Closing is scheduled for September 12th. The Board will be asked to take several votes intended simply to address minor inconsistencies in the votes taken in August.

Enrollment

Three more students have withdrawn since our July meeting. We have been able to quickly fill all openings from our existing waitlists. Our numbers remain significantly lower than previous years, and I will provide details at the August meeting.

Director's Goals

A draft of my 2018-2019 goals is attached to this report. The overarching theme is to bring renewed focus to classroom teaching practices and the learning experience for students. This will be addressed through continued focus on our Educator Growth program, formal coaching from contracted experts, and increased observation & feedback in classrooms.

NBPT Superintendent

On Tuesday, August 14th, I met with Sean Gallagher, the new Superintendent of Newburyport schools. We had a positive initial conversation, and Sean expressed an interest in faculty collaboration between the district and RVCS.

Cleaning Contractor

In collaboration with our cleaning consultant, Heidi Wilcox, we have hired S.J. Services to serve as our new cleaning contractor. Heidi prepared an RFP based on a green cleaning approach that was advertised in June. We had five contractors visit the school and submit bids. Heidi will oversee the implementation of a cleaning program that not only uses innovative tools and techniques, but also assures a more comprehensive approach to nightly cleaning and the ability to adjust practices as the cold & flu season begins.

Solar Panels

The ReVision team has been on site for the past two weeks, and installation is proceeding according to plan. Final connection to National Grid is anticipated in early September.

Building Upgrades

Upgrades to the Extended Day Program room and music room are complete. We have also installed a new water fountain near the gym.

Appendix B:



RVCS Director's Goals for 2018-2019

The goals below all align with a comprehensive effort to support teaching and learning across all levels of RVCS.

Goal #1: Educator Growth

Continue to lead the development of an innovative educator growth process.

Key Actions

- Facilitate the administration of the Clifton Strengths Assessment for all RVCS staff.
- Partner with Julie Wilson of the IFL to provide support for the adoption of a strengths-based mindset for educator growth.
- Restructure the teacher growth "tribes" to utilize level teams as the basis for educator growth work.
- Provide dedicated teacher growth collaboration time at least twice monthly throughout the school year.
- Collaborate with coaches to strengthen lesson & curriculum study at level meetings.
- Survey faculty and attend tribe meetings to solicit feedback.
- Seek opportunities to disseminate the program.

Benchmarks

- Clifton Strengths Assessment administered in June 2018 and revisited in August 2018.
- Establish faculty meeting schedule to support grade level tribe meetings by August 2018.
- Meet monthly with coaches to support effective use of level meeting time.
- Survey conducted in June 2019.

Goal #2: Educator Coaching

Introduce and pilot a teacher-centered coaching model to support Montessori practice, literacy instruction and professional growth at all levels of the faculty.

Key Actions

- Retain professional coaches to support teachers in key domains.
- Provide rationale, overview and action plan to faculty at August meetings.
- Schedule regular meetings between coaches and administration to gather feedback.

- Solicit feedback from faculty at meetings and through a mid-year survey.
- Report summary impact findings to Board in June 2019.

Benchmarks

- Coaches contracted by June 2018.
- Faculty presentation at August meetings.
- Mid-year faculty survey administered by January 31, 2019.
- Summary report to Board of Trustees at June meeting.

Goal #3: Classroom Observation & Feedback

Using the RVCS Educator Observation, Feedback & Reflection Record, conduct a minimum of five documented observations in every classroom

Key Actions

- Engage the Teacher Growth Team to finalize the RVCS Educator Observation, Feedback & Reflection Record.
- Share & review the RVCS Educator Observation, Feedback & Reflection Record with all faculty.
- Dedicate blocks of morning work period time for observations every week.
- Meet with teachers after each observation, then provide written feedback.
- Write summary reflections for every classroom.
- Survey teachers on the effectiveness of the process.

Benchmarks

- RVCS Educator Observation, Feedback & Reflection Record in place for review at August meetings.
- Schedule and tracking sheet established by September 2018.
- Summary reflections shared with faculty members by June 2018.
- Survey conducted in June 2019.