

EVERGREEN BOARD OF DIRECTORS

Meeting

12/19/19 5:30 P.M.

Location: Jason's room

Present: Branch, Carter, Curtis, Cole, Arnall, Keeler, Mertz, Carnevale, Burleson, Gunnell. Jimenez arrived at 5:47pm. deVerges arrived at 5:56pm. Gunnell left 7:13pm

Absent: King, Gragg, Dionne, Showman, Anderson.

Visitors: Susan Haldane, Susan Thompson, Kathy Norris.

Arnall called the meeting to order at 5:35 pm. Keeler read Evergreen's mission and board norms.

1. **Celebration of Success-** Lynn Player is now National Board Certified. Grandfriends day was a huge success.
2. **Program Update-** Kathy Norris presented about Evergreen's EC program highlighting our amazing EC staff, children served, inclusion services, Neurofeedback program, Fast ForWord, EOG proficiency, and LEA self-assessment & improvement process.
3. **Correspondences Received-** Heather Tate, Tony Mele, Misty McDonough.
4. **Board-Staff Liaison Update-** Staff thankful for the bonus and many teachers are feeling tired. Discussion about class size took place. Jimenez asked where is the best place to have this discussion and look at options. Board members shared ideas about possibilities about how this could work.
5. **Strategic Plan Dashboard-** Curtis and Keen shared.
6. **Action Items-**
 - a. **Approve the November Minutes. DeVerges moved to approve the November minutes as amended. Jimenez seconded. Straw poll: Branch, Carter in favor. Voting members in favor: Curtis, Keen, Arnall, Keeler, Jimenez, Mertz, deVerges, Carnevale. Cole and Burelson abstained. Motion carried.**
 - b. **YTD Budget-** DeVerges reported the current YTD budget explaining we are on track. We are still waiting on the state budget and we aren't expecting one anytime soon. **Motion from Finance to approve November YTD budget. Straw poll: unanimously in favor. Voting members: unanimously in favor. Motion carried.**
 - c. **Approve new hires. Mertz shared new hires. Mertz moves the board approve Christina Catt and Julie Carlinnia. Keen seconds. Straw poll: unanimously in favor. Voting members: unanimously in favor. Motion carried.**
7. **Discussion Items-**
 - a. New/pending legislation- no update.
 - b. Board Retreat topics- Mertz share topic suggestions. Board members shared more possible topics and possible facilitators. Executive committee will take these ideas and bring final recommendations to board.
 - c. Development Report- Haldane shared current up to date report. She also shared we are up to 80% participation of households for the Evergreen Fund. We will be doing one final push before the end of the year.
8. **Committee Reports-**
 - a. None.
9. **Closed session-** Mertz moved that we go into closed session for personnel matters. DeVerges seconded. **Straw poll: unanimously in favor. Voting members: unanimously in favor. Motion carried.**
 - a. **Mertz moves the board elect Anderson as board Chair for the 2020 term. Burleson seconded. Straw poll: unanimously in favor. Voting members: unanimously in favor. Motion carried.**

- b. Mertz moves the board elect Arnall as board Co-Chair for the 2020 term. Burleson seconded. Straw poll: unanimously in favor. Voting members: Keen, Mertz, Keeler, Curtis, deVerges, Burleson, Jimenez, Cole. Arnall abstained. Motion carried.
- c. Mertz moves the board elect deVerges as board treasurer for the 2020 term. Burleson seconded. Straw poll: unanimously in favor. Voting members: Keen, Mertz, Keeler, Curtis, Burleson, Jimenez, Cole, Arnall. DeVerges abstained. Motion carried.
- d. Mertz moves the board elect Cole as board secretary for the 2020 term. Burleson seconded. Straw poll: unanimously in favor. Voting members: Keen, Mertz, Keeler, Curtis, deVerges, Burleson, Jimenez, deVerges, Arnall. Cole abstained. Motion carried.
- e. Mertz moves we approve the closed session minutes from October 2019. Voting members: Mertz, Keeler, Curtis, deVerges, Burleson, Jimenez, Cole, Arnall. Keen abstained. Motion carried.

10. Items for next month's agenda-

- a. Facilities update, *master's pay

11. Reflection- Happy Holidays.

Meeting adjourned at 7:29 pm.

Submitted by: Brittany Keeler

EVERGREEN BOARD OF DIRECTORS - BOARD PACKET

DATE: December 19, 2019 5:30 P.M.

Location: Jason's room (lower middle school)

Mission: Evergreen Community Charter School is a learning community committed to the pursuit of excellence in the holistic education of mind, body, and spirit. We prepare students for successful lifelong learning, social responsibility, environmental stewardship, and service. We value the voice of every member of our community.

The Evergreen Board of Directors agrees to follow these Board Norms:

- *I proactively seek and consider diverse voices, ideas and perspectives.*
- *I seek first to understand, then to be understood.*
- *I take care of myself, others, and the environment.*
- *I embrace a mindset that promotes my own and others' learning.*
- *I address conflict directly, productively, and with compassion.*
- *I seek opportunities to show gratitude and celebrate with colleagues.*

AGENDA:

- | | | |
|----|--|--------|
| 1) | Visitor Recognition | 1 min |
| 2) | Celebrations of Success | 2 min |
| 3) | Program Update - Exceptional Children Program | 10 min |
| 4) | Correspondences Received | 0 min |
| 5) | Board-Staff Liaison Update | 0 min |
| 6) | Presentation Items | |
| a) | Strategic Plan Dashboard | 0 min |
| 7) | Action Items | |
| a) | Approve Minutes from last meeting - See attachment | 2 min |
| b) | Approve monthly budget report - See attachment | 5 min |
| c) | Approve new hires | 2 min |
| 8) | Discussion Items | |

a) New/pending legislation	0 min
b) Board Retreat topics	10 min
c) Development update	5 min
9) Committee Reports (Clarifying questions only, please)	
a) Finance	2 min
b) Director	2 min
c) Board Staff Liaison Report	2 min
d) Development	2 min
e) Nominating & Evaluating	2 min
f) Facilities / Master Plan / Building	2 min
g) Grievance	0 min
h) School Improvement Team	2 min
i) Executive	2 min
j) Equity Leadership Team	2 min
k) Legislative Committee	2 min
10) Closed Session	0 min
11) Items for next month's agenda	5 min
12) Reflection	2 min
13) Adjourn	

CORRESPONDENCES RECEIVED:

From Heather Tate: "Please let the Board know how much this bonus is appreciated."

FOR DISCUSSION ITEMS:

COMMITTEE REPORTS

A) FINANCE COMMITTEE REPORT – December 11, 2019

Finance Committee meeting minutes – December 11th, 2019 – Dr. Mertz's office.

Attendance: Mark deVerges, Beth Rhatigan, Cameron Brantley, Andy Slosiarek CPA, and Rick Brown.

Called to order: 8:35am

- 1. 2019-2020 – Year-to-Date Budget Report Review.** Discussion about some clarifications, planned changes, and inability to update our school budget due to the unknown State Budget. Mark and Beth agreed to present a proposed updated budget at the January meeting, with the presumption State Funding will remain based off of current past months. **Mark motioned to approve the YTD Budget Report. Andy seconded. Passed unanimously to bring as a motion to the Board.**
- 2. Master plan funding & timeline** – initial discussion, though Finance feels we should wait until the February Finance meeting when we have more information from Facilities.

Mark left at 9:25am to recuse himself of RFP discussion

- 3. Investment RFP** – The remaining 5 proposals were reviewed and discussed, narrowing the field down to two remaining options that fit most closely with the RFP metrics. The consensus was that some clarifying questions would be valuable in coming to a final recommendation. Beth will reach out to the two finalists and invite them to a Q&A with the committee at our January meeting.

Additional agenda items remain tabled to January's Finance meeting:

- **Class Size Reduction Options – financial impact**

Next Finance Committee meeting – Jan 15th at 8:35am in Dr. Mertz’s office.

Visitor’s welcome!

Meeting adjourned

B) DIRECTOR’S REPORT – December 2019

1. Accountability

2. Safety

3. Finance

4. Development

Contrary to the first response I received from DPI, we are NOT eligible for the NC ACCESS grant after all. The expansion grant is for schools that plan to increase in overall size (# of students) not just percent of educationally disadvantaged students.

Susan H. has been quite successful lately with grant acquisitions. Kudos to her research and writing skills.

We’ve been awarded ~\$22K through the state’s Safe Schools Grant to pay for our staff to go to Resources for Resilience training in June.

5. External Policy/Legal/Political

6. School Policy

7. Strategic Goals/ Operating Plan

All Committees and Individuals who are “stewards” of the Operating Plan key initiatives are strongly encouraged to continue to review and update their activities, measures of success, and target completion dates. These shall guide the work of the stewards.

Educational Excellence

See SIT report.

Diversity, Equity, and Inclusion

- We received an additional grant of \$1900 from Walnut Cove Association to use for equity work.
- I’ve contacted several local activists/trainers/experts about engaging their services after winter break and have created a spreadsheet of options for spending out the \$12K in grants for equity work.
- I’m investigating a faculty recruitment service, Nemnet Minority Recruitment. A full membership recruitment package runs \$1200/year plus 5-9% placement fee. Another EL school in DC uses their services and I’m waiting to hear back from the director there about efficacy, recognizing that our regions are quite dissimilar. Nemnet does have good online resources (free) for developing recruitment plans.

Financial Sustainability

See Development Committee report.

8. School Improvement

See SIT report.

9. Personnel

Staff enjoyed the coffee truck offerings provided by deVerges, Arnall, and 7-8 other families. Thank you!

Positions left to fill:

- Custodian, part-time
- 6th grade Associate Teacher (current employee leaving in January, moving out of town for another job)

New Hires:

Christina Catt, Middle School Tutor, part time. Christy has experience tutoring math at Ira Jones Elementary, worked as an education consultant at an equestrian therapeutic camp, taught adult basic skills, and taught middle grades math and science at a school in Charlotte that serves students with learning disabilities. She has a BA in Art History and Sociology and a graduate teaching certificate in middle school math from UNCC.

Julie Carlinnia, part time AIG teacher. Julie has been tutoring with EverLearning this year. She has teaching experience at The Learning Community, experience as an educational consultant and as a speech and debate coach. She has a BA from UNC-CH and is working on her MAT in special education and gifted education endorsement.

10. External Work

College Partnerships

Other Partnerships

We are still waiting for the East Asheville Rec Club's next board meeting to discuss creating an alternate trail across their property that would keep our foot traffic in the woods and on our property for most of the walk.

C) BOARD-STAFF LIAISON REPORT – December 2019

No report

D) DEVELOPMENT COMMITTEE REPORT – December 2019

2019-20 Evergreen Fund Goal - \$158,600; Budget Goal: \$123,600

Evergreen Fund YTD Gifts in Hand (*beginning 7/1/2019*): \$76,825

December 2018 - \$65,092

Evergreen Fund YTD Pledges (*beginning 7/1/2019*): \$25,427

December 2018 - \$21,037

Evergreen Fund # Households Given: 247 (80%)

December 2018 - 172 (52%)

Evergreen Fund Avg. Gift Size: \$260 (includes parents, staff, Board, and others)

Parent Median Gift 2019: \$75

Largest Gift 2018: \$10,000

Evergreen Fund # New Households Given: 27(82%) included in overall numbers

Evergreen Fund Avg. Gift Size: \$149, included in overall numbers

Largest Gift 2018: \$2,500

Evergreen Fund % of Recurring Gifts: 18% total; 22% parents only

Donor Cultivation Activities:

of Donor “Touches” **15**, (includes emails, phone calls, invitations for tours, and meeting thank you cards)

of “Asks” **10**

Fundraising/Networking Events:

- Grandparent/Special Friends Day, 11/26/19
- Martha Eschelman Tour, 12/3/19
- Giving Tuesday, 12/3/19
- Cider & Giving Thanks at Afternoon Traffic, 12/3/19
- Dogwood Health Trust Town Meeting, 12/18/19
- Align Life Chiropractic Meeting, 12/17/19

Donor Cultivation/Development Office Activities :

- The Development Office is continuing work on the Evergreen Fund campaign, with weekly social media, video, and email messaging to all Evergreen families and friends. We are in the middle of a 12 Days of Gratitude social media initiative. Lauren has been working with the Evergreen community for feedback on what makes Evergreen so special. Upcoming focus for the Evergreen Fund campaign for the end of the calendar year will include:
 - Last week of school email appeal
 - Last week of the calendar year email appeal
- Giving Tuesday (12/3) was a success. We almost doubled our giving (\$5,446) over last year’s campaign. Susan and Lauren handed out hot cider during afternoon traffic, which was well received and will be repeated in some fashion during the spring semester.
- The Alumni Homecoming event is scheduled for 12/17 from 3:45 - 5:00pm. We’ve had 40 alumni RSVP.
- Susan is continuing conversations with businesses who have direct ties to Evergreen. Contact information and philanthropic focus is also being gathering on other companies in the region whose mission might align with Evergreen. Packets have been mailed with follow up phone calls and emails.
- Susan is also continuing work on grants requests - both writing and researching. Grants submitted in December include Glass Foundation (8th grant EOY trip); NC Beautiful (environmental education); preliminary work on Dogwood Health Trust’s Immediate Opportunity and Needs grant (electrical needs).
- Grants received in December: NC Outdoor Heritage’s Get Outdoor Grant (8th grade EOY trip) \$2,500; Walnut Cove Members Association (DEI training and workshops) \$1,900; Food Lion Feeds Charitable Foundation (Food initiatives and nutrition education) \$1,200
- Susan Mertz, Susan Haldane, Linnea Keen, and Kris Dionne attended the national 1440 Multiversity Service Week conference (a free-of-charge conference for select non-profits) December 9 - 13.

Board Member Opportunities:

- Share leads and invitations to local networking opportunities in the area (such as civic group meetings, Chamber functions, local events where applicable)
 - Continue to share leads on prospective donors - personal and corporate/business
 - Assist with donor cultivation as needed
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E) FACILITIES COMMITTEE REPORT – December 6, 2019

Meeting Participants: Chuck Krekelberg, Beth Rhatigan, Justin Arnall, Jason Anderson , Paul Kjar, and Mike Keen,

Not in Attendance: Bob Oaks

Discussion items:

No corrections were made to the previous Facilities Committee Report

Past/Current/Routine Business

- Facilities Committee Presentation to the Board-A Brief History of the Mater Plan
 - o Chuck Krekelberg will give presentation at the January 2021 Board Meeting
 - o Discuss the evolution of the Master Plan and priorities including where we are today
- Proactively replace underground waterline throughout the school
 - o Beth will get bids on replacing the underground waterlines
- § Prevents emergencies
- § Allows us to schedule work times rather than interrupt the school day with emergency repairs
 - o There may be a \$25,000 grant for which we can apply to help offset the 1-time cost
- Revisit Solar Panel Installation on Roofs
 - o Panels are more efficient and laws have changed for the better regarding storage and use of excess energy produced by our panels since the Committee last looked at this project
 - o Schools electric bill is over \$30,000 annually so solar panels may help offset or eliminate this bill, freeing up money to use elsewhere.

Action Items

The next regularly-scheduled Facilities Committee Meeting is set for Friday January 10th, at 10:30 AM.

F) GRIEVANCE COMMITTEE REPORT –

No meeting.

G) SCHOOL IMPROVEMENT TEAM REPORT – Dec 11, 2019

Present: Jen Watkins, Jeannie Curtis, Cathe Bradshaw, Sally Boerschig, Marin Leroy, Kathy Norris, Katie Swinney (guest from ELT), Tony Mele

Absent: Jill Dudley, Naomi Lee, Cameron Brantley, Veronica Aberle, Susan Mertz

1. Question from Sally: How are services for students affected if a student gets an IEP? Kathy Norris: For the IEP goals, students will most likely not receive services from an academic support teacher, just an EC teacher. For other areas, students can still receive academic or other support.
2. We spent some time filling in MTSS matrices, especially focusing on tier 3 (intensive) supports. Discussion about collecting data for behavior supports (for example, if a student attends a friendship group, do we need to collect data?). We think Yes, if they are in the group because of CareTeam. We are asking Annie (behavior support counselor) and Kriya (counselor) to look at/give feedback/add to the matrix for behavior support.
3. Discussion about MTSS: What are benchmarks for achievement/proficiency? When do we move students to intensive support? How long does a student receive supports from a specific tier when they are or are not showing growth and/or proficiency? We need to come up with guidelines for growth rates and percentiles that represent proficiency. (For example: A student scoring in the 10% percentile or less can automatically receive tier 3 supports. Support for a student showing no growth for X months will move from tier 2 to tier 3.) A major challenge is that the state decides this year to year and grade to grade. We need to look at our internal data to inform the achievement percentiles we use to guide us, and we need to decide on timelines for students reaching proficiency targets. We need to balance guidelines for all and decision making for individual students. Factors: Where is a student starting (ex: 2 years behind in reading proficiency)? What is the student's rate of growth? Admin and Dr. Christie are planning on role playing with a real student file to see how a student would be supported using our current MTSS matrices and guidelines.
4. DEI goal: Jeannie read some thoughts from Kriya on what it looks like to weave inclusivity and diversity into the curriculum and there was brief discussion of what's already being done, how to collect more info about that, and what PD might be needed to make growth. Notes from Kriya:
 - a. Kriya created a simple book audit but is not sure how many teachers have done it. Heather Tate has done a full classroom audit with Bianca Gragg. Jen Watkins says using the book audit is woven into future PD.
 - b. Teaching about systems of power, privilege, and oppression, historically and presently, should be woven into every grade in ways that can be understood and applied into values and actions. Implanting Teaching Tolerance's Social Justice Standards is a good start.
 - c. Kriya would love to see every teacher/grade be able to identify how they could weave the notes above into their curriculum - math, science, art, PE, etc, not just social studies and language arts.
 - d. More ways to authentically engage in learning experiences with diverse folks - both in-reach (speakers, hosting, fieldwork like Hood Huggers tours) and outreach (shared projects/experiences).

- e. Jeannie added: PD about and analysis of teaching practices/routines/norms (silent/quiet times, circle time, calling out or interrupting, movement) that reflect specific cultural values and/or White culture.

Submitted by Jeannie Curtis

H) EXECUTIVE COMMITTEE REPORT - December 13, 2019

Present: Justin Arnall, Erica Anderson, Alicia Cole

Absent: Susan Mertz and Mark deVerges

General discussion regarding the budget and questions that we would like to address with the Finance committee. Discussed where we are currently with fundraising for the Evergreen Fund.

Addressed possible board retreat topics and the need to discuss at the board meeting. We need to propose possible dates for the retreat. Discussion regarding the role of the board and administration. It is really important to allow the administration to run the day to day operations of the school. Erica is going to work on a document summarizing the role of board members.

J) EQUITY LEADERSHIP TEAM REPORT – December 3, 2019

In attendance: Susan Mertz, Caitlin Campbell, Trisha Spurio, Kriya Lenzion, Carrie Pusey, Jerry, Alicia Cole, Christey, Sally O’Neill, Andra Sylvanus, Marin Leroy, Alicia Cole, Kristen, Jessie Wharton and Kathryn Burleson

Community Outreach subcommittee combined with Structural Barriers subcommittee

1. ELT Community Outreach subcommittee brainstorming
 - a. Established that community outreach subcommittee needs more people involved. Combing subcommittees for now.
 - b. Ideas from last year were reviewed and new ideas proposed.
 - c. Discussion of ethics of how to go about outreach
 - d. Committee members should email Trisha and/or Caitlin for event ideas. They will share ideas with whole group.
 2. Susan and Caitlin shared pros and cons for moving forward on the transportation plan options.
 3. Brief discussion of putting Indigenous Peoples’ Day on the 2020 calendar.
 4. Next full ELT meeting date:: January 14, 2020 at 4PM
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K) LEGISLATIVE COMMITTEE REPORT – December 16, 2019

Members present: Laura Branch, Jason Carter, Susan Mertz, Nina Gunnell

TJ Derham has been invited to join this committee. He may join.

Discussed ideas for building relationships with legislators and sustain our efforts:

1. NAFSA - advocacy group for education, mostly high school, international; see resources
2. Nina has letter template to use for legislators

Also need to continue building & sustaining relationships with ACS and BCS personnel, colleges and universities.

Update on legislative action (state and local)

See: [Recommendations re: new bills](#)

Discussed need to gather more info about school board resolutions that are requesting the General Assembly to create a plan for repaying public schools the funds that were diverted from Fines and Forfeitures (1995-2006).

Find Durham School Board meeting minutes (Laura)

Find BCS Board meeting minutes (Laura)

Ask BCS how we can help (through the Charter Coalition) (Susan)

Ask a charter school in Durham (Susan)

Committee chair: TBD

Next Committee Meeting: January 13, 2020

Monday before each board meeting (except Feb., when we'll meet on Feb. 10)

Time -5:30

L) NOMINATING & EVALUATING REPORT –

Did not meet.
