

## **EVERGREEN BOARD OF DIRECTORS - February Meeting**

**February 8, 2018 – 5:30 P.M.**

**Location: Liz's Classroom, upper middle school**

**Present:** Alicia Cole, Lori Hilliard, Sam McLamb, Erica Anderson, Justin Arnall, Susan Mertz, Fynn Crooks, Theresa Showman, Laura Branch, Stephanie Hellert, Mark deVerges. Showman left at 6:40. Crooks left at 7:06.

**Absent:** Brittany Keeler, Kristine Dionne, Brian Davis

**Visitors:** Jen Watkins, Kathy Norris, Melanie Derry, Gordon Simmons, Leslie Anderson, Allison Ramsey, Jen Odom, Cathe Bradshaw. Jody Flemming arrived at 6:00.

McLamb called the meeting to order at 5:36. Showman read the board norms; Hilliard read the Evergreen mission. McLamb reminded the board of the great value of the board members' diverse perspectives, and invited them to share these perspectives.

### **1) Visitor Recognition**

Jen Watkins, Kathy Norris, Melanie Derry, Gordon Simmons, Leslie Anderson, Allison Ramsey, Jen Odom, Cathe Bradshaw were recognized as visitors.

### **2) Program Update - Counseling (Kriya Lenzion, Annie Meyer)**

No program update tonight, Lenzion was in great need of not working more this evening following her Herculean efforts at school lately.

### **3) Celebrations of Success**

Simmons reported that the fun run went very well, surpassed goal by around \$10,000 and reached around \$40,000. Showman reported that McLamb read a book in her class. Arnall will speak with UNCA director of student-athlete outreach to get UNCA athletes to help with Evergreen sports.

### **4) Correspondences Received**

None.

### **5) Board-Staff Liaison Update**

All is well.

### **6) Action Items**

#### **a) Approval of January minutes**

**Hilliard moved to approve January minutes, Anderson seconded.**

**Staff poll: Unanimously in favor.**

**Voting members: Unanimously in favor, motion carried.**

#### **b) Approval of new hires**

**Emily Petrilla, 2<sup>nd</sup> Grade Part Time Associate Teacher.** Emily has a BS in Early Childhood Education from Ohio State University. She has worked as a long term sub in 1<sup>st</sup> grade in Ohio, as head counselor at Camp Highlander in Mills River, NC. Her student teaching was in 2<sup>nd</sup> and 3<sup>rd</sup> grade in Ohio. [fills vacancy left when Simone Randazzo moved to EC Associate]

**Amanda Cloyd, EverAfter Instructor & 1<sup>st</sup> grade Interim Part Time Associate Teacher.** Amanda has a BA from UNCA and holds a k-12 license. She did her student teaching at West Buncombe Elementary and has worked with the Asheville Middle School In Real Life afterschool program as well as in our Summer Adventure camp last year.

**William Young, Jr., EverAfter Instructor.** William has a BA in Psychology and Business Administration from UNCA and is a Qualified Mental Health Professional. He has experience as Program Manager at Ona's Place, a residential and community support organization for individuals with

special needs. He also worked as a teacher assistant and behavioral specialist at CrossRoads School. William was the Safe and Drug Free Schools and Community Coordinator in the Housing Authority of Asheville public housing complexes and the Asheville City Schools Safe and Drug Free Schools and Communities Act Coordinator. His civil rights work includes picketing for jobs in Asheville from the Stephens-Lee High Schools' Student Committee on Racial Equality, the March on Washington for Jobs and Freedom in 1963. He is one of our 3<sup>rd</sup> grade Heroes of Asheville. [fills vacancy left when Lou Torchio resigned to take full time position elsewhere]

**Thomas Smyth, EverAfter Instructor.** Thom is a recent graduate of Warren Wilson College with a BA in Outdoor Leadership. He has experience as a guide and program facilitator at Rippleffect Paddle School in Maine and as an Educator/Deckhand on Schooner Adventuress in Washington. He first became associated with Evergreen as a student in Annie Jonas' Ed Psych class, with whom we partner each semester for WWC students to spend time in classrooms. [fills vacancy and shortage while other instructor is out for health reasons]

**Carriann Highley, EverAfter Instructor.** Carrie has a BS in Therapeutic Recreation from WCU and a Physical Therapy Assistant degree from South College in Asheville. Her experience includes working as an outdoor tour guide at Biltmore Estate and at a skilled nursing facility providing therapeutic exercise to patients. [fills shortage due to increased enrollment]

**Annie Taggart, EverLearning Tutor.** Annie has a BS in Early Childhood Special Education from the University of Vermont. She has worked as a lead teacher at Eliada Children's Home, an assistant teacher at The Willow School in NJ and three preschools in Burlington, VT.

**Marilyn Turner, EverLearning Tutor.** Marilyn is a former Evergreen Academic Support teacher. She has a Master's degree in Teaching from The Colorado College and a BS in Sociology from Arizona State University. In addition to her work at Evergreen, she has been a private tutor, substitute teacher, special education teacher, resource specialist, and general education teacher.

**Motion to hire came from Mertz; Crooks seconded motion to hire.**

**Staff poll: Unanimously in favor**

**Voting members: Unanimously in favor, motion carried.**

**c) Audit contract**

The price and contract are the same as before. Simmons and deVerges recommend keeping the same auditor. The contract is for one year.

**Motion to approve the contract to audit accounts by Darrell L. Keller, CPA, PA by deVerges, seconded by Arnall.**

**Staff poll: Unanimously in favor.**

**Voting members: Unanimously in favor, motion carried.**

**d) Approval of revised Beginning Teacher Support Program**

**Mertz moved to approve the amended Beginning Teacher Support Plan, Hilliard seconded.**

**Staff poll: Unanimously in favor.**

**Voting members: Unanimously in favor, motion carried.**

**e) Approval of calendar change (March 2, 2018)**

Proposal is to change March 2nd from a full day to a half day, to give teachers work time, since they will no longer have March 5th work time, due to using March 5th as a make up day due to snow.

**Mertz moved to change the calendar as proposed, Anderson seconded.**

**Staff poll: Unanimously in favor.**

**Voting members: Unanimously in favor, motion carried.**

## **7) Discussion Items**

### **a) Strategic Planning**

The Community Electronic Survey, part of data gathering for our strategic planning, will be released February 19th for the Evergreen community to use as a conduit to give feedback, including as many voices as possible. Leslie Anderson requested that the board delve deeper into the mission statement by choosing a word or phrase that spoke to us in the mission, in order to set the course for the school's future. Discussion ensued.

Mertz led the board through a spreadsheet of past goals and our progress toward achieving them, laying the groundwork for deciding where to go from here.

### **b) 2018-19 Calendar**

The Calendar Committee has been meeting and has discussed why Asheville City and Buncombe County school systems count hours instead of days; it seems that using hours instead of days necessitates having fewer days overall, building more flexibility into the schedule.

If Evergreen adds 5 minutes to the end of the K-2 school day, changes Mondays to a 1:35 release instead of the current 1:30 release time, tweaks the lunch schedule on paper to reflect what teachers are already doing, Evergreen could switch to an hourly schedule. The change would free up five school days.

DeVerges noted that the proposed start date is later than in some years past; Watkins confirmed that it is comparable to last year's start date. Hilliard asked if moving to an hourly schedule would mean that the school would be required to make up the time lost to two-hour delays; Watkins confirmed that it would. This calendar has three snow days built-in, as opposed to one day in the 2017-2018 calendar. Simmons also asked that we consider the school's summer schedule as well, and staff that works into and through the summer.

**Anderson moved that Evergreen move from a daily schedule to an hourly schedule and to set the start date for the 2018-2019 school August 21st orientation, first full day August 22nd, Crooks seconded.**

**Staff poll: Unanimously in favor.**

**Voting members: Unanimously in favor, motion carried.**

## **8) Arnall moved to go into closed session for legal matters, Anderson seconded.**

**Straw poll: Unanimously in favor.**

**Voting members: Unanimously in favor, motion carried.**

## **9) Committee Reports (Clarifying questions only, please)**

- Nominating & Evaluating committee reminded board members to complete board survey online if they have not already done so.
- Legislative Committee: We need more members!

## **10) Items for next month's agenda**

- YTD Budget Report
- Budget discussion on next year's budget
- Reserve Fund discussion
- 2018-2019 calendar approval

## **11) Reflection**

DeVerges noted that the Evergreen mission holds strong, even when dissected and turned upside down. Arnall shared that the community strategic planning meeting a few nights ago was productive. McLamb thanked Mertz and Erica Anderson again for managing the strategic planning process.

Erica Anderson shared that when she compares what Evergreen provides for support for all its students to what students at other schools receive, she is very grateful that her children are here.

Meeting adjourned at 7:10.

Submitted by Stephanie Hellert

## **EVERGREEN BOARD OF DIRECTORS - BOARD PACKET**

**February 8, 2018 – 5:30 P.M.**

**Location: Liz's Classroom, upper 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:**

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|---|--------|
| 1) Visitor Recognition                                      | 1 min  |
| 2) Program Update - Counseling (Kriya Lenzion, Annie Meyer) | 15 min |
| 3) Celebrations of Success                                  | 5 min  |
| 4) Correspondences Received                                 | 0 min  |
| 5) Board-Staff Liaison Update                               | 5 min  |
| 6) Action Items   |        |
| a) Approve Minutes from last month                          | 2 min  |
| b) Approval of new hires                                    | 2 min  |
| c) Treasurer's Report: Monthly YTD Budget Report            | 2 min  |
| d) Approve revised Beginning Teacher Support Program        | 2 min  |
| e) Approve calendar change (March 2, 2018)                  | 2 min  |
| 7) Discussion Items   |        |
| a) Strategic Planning                                       | 40 min |
| b) 2018-19 Calendar   | 10 min |
| 8) Committee Reports (Clarifying questions only, please)    |        |
| a) Finance  | 2 min  |
| b) Director   | 2 min  |
| c) Board Staff Liaison Report                               | 0 min  |
| d) Development  | 0 min  |
| e) Nominating & Evaluating                                  | 2 min  |
| f) Facilities / Master Plan / Building                      | 0 min  |
| g) Grievance  | 0 min  |
| h) School Improvement Team                                  | 0 min  |
| i) Executive  | 2 min  |
| j) Equity Leadership Team                                   | 2 min  |

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|--|-------|
| k) Legislative Committee                           | 0 min |
| 9) Closed session for the purpose of legal matters | 5 min |
| 10) Items for next month's agenda                  | 5 min |
| 11) Reflection                                     | 2 min |
| 12) Adjourn  |       |

### **CORRESPONDENCES RECEIVED:**

None received.

### **ACTION ITEMS:**

- a) **Minutes from January (See separate attachment)**
- b) **Approve new hires (See Director's Report)**
- c) ~~Treasurer's Report - (See separate attachment)~~
- d) **Beginning Teacher Support Program - Revised - See separate attachment**
- e) **Calendar change**
  - i) Due to the snow days we need to make up, the teacher work day originally scheduled for March 5 will now be a school day. **Motion to change March 2, 2018 from full day to half day with noon dismissal.** This will give teachers back some time to work on progress reports.

### **DISCUSSION ITEMS:**

- a) **Strategic Planning**
  - i) Roles of board, staff, committees, consultant (Leslie)
  - ii) Operating Plan 2014-18 update (Susan)
  - iii) Unpack mission (Leslie)
- b) **2018-2019 Calendar**
  - i) Pros and cons for moving to calendar that has 1025 hours rather than 185 days

## **COMMITTEE REPORTS**

### **A) FINANCE COMMITTEE REPORT – January 25th, 2018 at 8:35am in Dr. Mertz's office**

Attendance: Eric Levy CPA, Brian Davis, Jérôme Bouillon, Ben Fleming, Mark deVerges, Gordon Simmons, Susan Mertz, and Andrew Slosiarek CPA.

Called to order: 8:36am

1. **2017-2018 – Year-to-date budget report review.** Committee reviewed, but further corrections are needed in correctly classifying Board approved December changes before approving the report. Dr. Mertz is actively working with Acadia on correcting.

2. **2018-2019 Initial Budget Planning:** Finance discussed at length what parameters administration should use in planning the upcoming budget. Given the parallel timeline of the Strategic Plan, some initial guidance may change. Finance seeks a budget that would mirror 2017-2018 achievements (maintain pay scales; again meet salary scales – if approved and funded by the state legislature; and maintain current levels of EC,

Adventure PE, BD, PAL, and Associate staffing). Finance was split on the issue of class size. Members advocated at length about the pros and cons from a revenue perspective as well as the unknown ability to maintain any class reductions long-term (and the potential adverse impact on morale, if increasing headcount back to current levels occurs within 1-3yrs). Concerns about not achieving goals on other staffing and pay scale goals, as well as unknowns about maintaining the financial ability to do so long-term were recognized by all parties... as was the concern about not doing anything while hearing for years a concern about class size. At the end, deVerges requested a budget draft that included 6 seats reduced (ie: 1 from each K class, 2 from each 1<sup>st</sup> grade).

3. The budget planning discussion brought forward the idea of using some of the surplus to significantly pay down mortgage debt. Given the ~\$1Million in our current commercial real estate mortgage loans equate to ~\$150,000/yr expense in servicing that debt, we might be able to reduce that annual expense. Members of finance have, for some time, mentioned that the current level of surplus is too high, as well as the \$800,000 threshold for this reserve fund. DeVerges asked Slosiarek to give a recommendation to a reserve funding level after he reviews the revenue cycles and school funding needs.

Adjourned: 10:23am

Next Finance Committee meeting – February 22<sup>nd</sup> at 8:35am in Dr. Mertz’s office.

Save the dates: March 22<sup>nd</sup> (week earlier than normal), and we may need a 2<sup>nd</sup> meeting in May due to Strategic Planning timelines running concurrently that will provide feedback... with potential impact final 2018-2019 budget.

Visitors welcome!

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## **B) DIRECTOR’S REPORT – February 2018**

### **1. Accountability**

I submitted date requests for our 2018 AdvancED accreditation renewal. If accepted, we plan to complete the required parent/student/staff surveys in May 2018, the self-assessment and classroom observations in August/September 2018 and hold the on-site Review in November 2018.

### **2. Safety**

Our off-site evacuation drill occurred on 1/26. The process was smooth and efficient, taking just 17 minutes to evacuate everyone from the school to Bulman ballfield and account for everyone’s presence.

### **3. Finance**

Initial work on 2018-19 budget has included a survey to teachers asking about class size reduction scenarios and aspirational item prioritization. Survey responses do not indicate clear patterns for aspirational items. Gordon updated formulas and lines in our budget preparation spreadsheet.

### **4. Development**

Jody, Megan and some super volunteers led us through a successful Glow Run. Our goal was \$30,000 and we anticipate netting closer to \$40,000. Students enjoyed earning the prizes and class incentives (e.g., pajama party, week of no homework) as well as the run itself.

I'm trying to set up a meeting with our sponsor seeker to determine strategy for generating the remaining funds needed to support our Adventure program. Recently, super volunteer Molly Pritchard secured a significant sponsorship from Black Orthodontics for the Adventure program, bringing our remaining need to about \$18,000.

Development Associate Megan Markovic has far exceeded all expectations for her role. There is potential for significantly increasing revenue through the Development Office with some restructuring of positions that would enable the Director of Development to invest the time needed in the donor cultivation and giving cycle.

## **5. External Policy/Legal/Political**

## **6. School Policy**

## **7. Strategic Goals/ Operating Plan**

### **Expand EverAfter**

### **Increase Ethnic Minority Student Applicants**

Director of Student Services Sarah Hartnett is reaching out to parents and community members we know who have contacts, visiting community centers, and contacting organizations that typically work with students of color.

Several staff and parents from ELT are regularly networking with organizations such as Building Bridges, Educators for Equity, etc. to expand our knowledge and our reach. We have offered to provide space, if needed, to organizations providing workshops related to equity and inclusion.

### **Recruit Ethnic Minority Faculty & Staff Applicants**

I heard again, while at the Asheville City Schools Foundation Choosing Equity event, that recruiting and retaining ethnic minority faculty is a challenge for the city schools as well. We are fortunate to have increased by one the number of African American staff at Evergreen in the past month.

## **8. School Improvement**

The second of two workshops on the classroom management techniques called Love and Logic was held for all faculty on 1/24. We have a learning walk scheduled for 2/6 to take stock of how teachers are using strategies from EL's Management in the Active Classroom.

### **EL Education**

Cameron Brantley brought back good information about guiding teams to better outcomes from the EL Leadership Cohort. School Designer Sarah Norris observed one of our newer-to-EL teachers, provided professional development on developing/improving expeditions and the use of complex text with 3<sup>rd</sup> and 4<sup>th</sup> grade teachers, and met with our K-2 PLLC to discuss implementation of the EL ELA Skills Block.

## **Professional Learning and Leading Communities (PLLCs)/Professional Development**

## **9. Personnel**

In the past month, we have received four resignations. Gordon Simmons Business Manager to retire at end of contract year (or possibly earlier). Gina Barnard 1<sup>st</sup> Grade Associate to attend to family needs and move effective 1/26. Liz Miles 7/8 Math Teacher to attend to family health needs, effective 2/16. Amber Beane Health Teacher to manage work/family/school balance effective at end of trimester, 3/2.

Interviews for Business Manager are complete. Hiring for 1<sup>st</sup> grade associate is complete. Two interviews for math are scheduled for 2/5. Applications are being accepted for math and health positions.

### **Motion to Approve New Hires:**

**Emily Petrilla, 2<sup>nd</sup> Grade Part Time Associate Teacher.** Emily has a BS in Early Childhood Education from Ohio State University. She has worked as a long term sub in 1<sup>st</sup> grade in Ohio, as head counselor at Camp Highlander in Mills River, NC. Her student teaching was in 2<sup>nd</sup> and 3<sup>rd</sup> grade in Ohio. [fills vacancy left when Simone Randazzo moved to EC Associate]

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resource specialist, and general education teacher.

## **10. Curriculum and Instruction**

### **11. External Work**

#### **College Partnerships**

#### **Other Partnerships**

Green Schools National Network invited me to write (and I invited Marin Leroy to co-author) an article for the upcoming Green Schools Catalyst Quarterly about our environmental literacy curriculum.

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## **C. BOARD-STAFF LIAISON REPORT**

No report

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## **D. DEVELOPMENT COMMITTEE REPORT**

No meeting

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## **E. NOMINATING AND EVALUATING COMMITTEE REPORT – January 29, 2018**

Members present: Fynn Crooks, Brittany Keeler

Discussion topics:

1. N & E will review the board evaluation from last year and send out an updated version in February to be completed in time to share for our March meeting.
  2. Discussion about sending out a survey next year for board members to nominate possible board candidates. Fynn explained how this could help broaden our pool of candidates.
  3. Need to send out emails to have a final check-in with board members whose term will be ending who have not yet given a definite answer about their board renewal.
  4. Discussed community members and teachers who would be possible candidates.
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## **F. FACILITIES COMMITTEE REPORT**

No meeting

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## **G. GRIEVANCE COMMITTEE REPORT**

No meeting

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## **H. SCHOOL IMPROVEMENT TEAM REPORT**

No meeting

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## **I. EXECUTIVE COMMITTEE REPORT – January 30, 2018 Erica Anderson’s Home**

Attending: Susan Mertz, Mark deVerges, Erica Anderson, Lori Hilliard, Sam McLamb

February 8 Board Meeting planning:

Part of each board meeting will be a piece of the Strategic Plan process.

This month:

- 1--Quick overview of what are our role will be as a board (Leslie)
- 2--Progress report on our current strategic plan- using the dashboard/ overview (Susan)
- 3--Unpacking our mission statement (Leslie)

Current update:

Strategic planning- Leslie Anderson has sent Erica the questions for the survey (14) and for the input session (9 and aiming for 6). Erica and Susan will pass them on to the executive committee in the next few days.

So far only 2 signed up for the community input session for Feb 6. (marquee and calls)

Looking for new members for the Legislative committee (parents, prospective board members)

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## **J. EQUITY LEADERSHIP TEAM REPORT - January 22, 2018**

Attending: Keaton Hill, Bruce Mulkey, Heather Tate, Alicia Cole, Kriya Lenzion, Jen Watkins, Een Heasley, Megan Lemmond, Susan Mertz

- Opening practice of reflection
- Report from working groups
  - Community Engagement
    - Reflection on MLK events having students at the table. Emphasis on local involvement.
      - For next year: have a blurb to included in the classroom Emails the week before the MLK week. Highlight which MLK events are family-friendly. Encourage us all to invite a friend to attend a lecture/event with you.
      - Continue to see if ECCS students could be ushers at the MLK breakfast.
      - Include ECCS students at our table at the prayer breakfast.
    - Bruce continues to work with Megan and others to update Scoop content and create an ELT web page. Be on the lookout for content for the ELT to review.
    - Project HEAL launch, with Sekou Coleman: The Project HEAL core team is meeting to plan this event. They know of our interest in being involved. Keaton will follow up with Sekou.
    - We will reach out to event planners who organize social justice events and lectures and offer ECCS as free space for such events. (Malaprops, Bountiful Cities, Building Bridges, etc.).
    - Sarah Hartnett continues to publicize ECCS to diverse populations. Deadline to apply to ECCS is March 30 -- spread the word. Are there other ways to connect and promote ECCS?
  - Curriculum

- How to bring more staff into the conversation? More PD training around equity issues.
    - Heroes of Asheville applications
    - Anti-racism resources Kriya shared.
      - Educators for Equity trainings for ECCS teachers and others.
      - Sift through books with an equity lens. Anti-bias, etc. Use parent or student volunteers.
    - Field trip to: Confederate Monuments – Their History and Their Future Panel Discussion January 26, 2-4PM. with Jesse
  - Structural Barriers (Next meeting February 20, 4:00-5:00PM)
    - Rolander Foundation Grant proposal
      - Food program: Southside kitchen as a school partner. The Team will continue to work on this.
    - Question for the team to consider: Could we offer transportation on a targeted, geographically-limited basis?
      - Staffing costs
      - What would be the pick-up area?
      - How to advertise
      - Money for bus transportation? Grants?
- Continuing Business
  - Coordinator for future Racial Equity workshops (September 2018). (publicize in the Scoop and with past participants)
    - Should this workshop be during the school day, to make sure all segments of the population have access to go? Maybe more teachers and students could be able to go.
    - Focus on lead teachers.
  - Decision about ECCS's WNC Diversity Engagement Coalition membership. TBD
  - Update on Evergreen Board recruitment: Still in process
  - Board Strategic Retreat: How can ELT contribute to this? What does ELT want the board to consider and include in the strategic plan?
    - Consultant being used for the process.
      - Conversations: Community input session from ECCS families.
      - Board meeting work.
  - Continuing the conversation of intersectionality, particularly with the local Latinx communities
- Other business
  - Microaggressions Workshop: 2/20 at 5:30PM. Childcare will be provided. This is open to the public.
  - Working forward with a partnership with Rainbow re: workshop for kids. Coordinator: Danae. Heather will be in touch with Danae about this.
  - Sarah will be in touch with Kriya about a workshop for middle schoolers.

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## **K. LEGISLATIVE COMMITTEE REPORT -**

No meeting

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