

Yellowstone College Prep Board Meeting
October 31, 2019
Meeting Minutes

Agenda:

A. Roll Call

Board Members in Attendance	Staff in Attendance
Lionel Jellins	Ryan Dolibois
Janice Character	Damon Gunn
John Peavy	Maria Anderson
Arthur Bryan (Phone)	Melanie Brooks
Valerie Williams	Thomas Parker
	Deidra Lawson
	Elizabeth Daugherty

Call to Order: Lionel Jellins 8:03 am Quorum Declared

B. **Public Comments** – Tommy Parker on behalf of Megan Guion-desire for more transparent budget, stipends for retention, Board meeting times for staff and working parents. Public Session is available. Parents have the right and ability to attend. Meetings are public and posted.

C. **Approval of Minutes from September 5, 2019**- Change Arthur Bryan’s name remove the T.

a. **Board Action:** Minutes of Board Meeting – September 5, 2019

Motion to approve: Janice Character

Second: Valerie Williams

Motion Carried.

D. **Review and Discuss Superintendent’s Report-**

Approve John Peavy to join the YCP Board of Directors. Introduction by Lionel.

John Peavy introduced himself.

Ryan Dolibois and John Peavy removed themselves for the vote.

Lionel Jellins: Unanimous vote to approve.

Welcome to John Peavy to the Board

E. **Financial Report-** The board discussed the report that CSS will put together on a monthly basis that walks through each element of our financial reporting.

The report included enrollment and attendance numbers for August and September. Average student enrollment is on par with our budget. While the average daily attendance was below in September, the average is a little above 95% overall for the year.

There was a brief discussion of the audit being presented at the next meeting. That meeting is confirmed for Friday, November 22 at 10:30am. After several questions regarding our food service vendor and how the FSP is calculated, the financial report concluded.

- E. **Development:** Maria Anderson discussed fundraising totals and recognition. 28% of total fundraising goal reached. YCP has a 50K goal and is at \$6,000 for now, with 3 more quarters to go. She mentioned that the golf tournament raised over 245K, and that the Friendsgiving Brunch is coming up and tables are available. During the report, Ryan/Maria also highlighted Valerie Williams' effort to pursue funding from a national association (NABMO) and their \$5,000 gift.
- F. **Board Training Requirements-** Ryan noted that he would be back in touch with the board regarding training requirements for our second year of operation. He stated that there was some confusion over how many hours needed to be completed in the first year, particularly given the timing of some board members rolling on and off the board. He was seeking help from our counsel and TCSA and would report back at the next board meeting on next steps.
- G: **Superintendent-Student Enrollment and Staffing Update:** Ryan shared updated enrollment data and board asked clarifying questions about students who enrolled before and after the PEIMS snapshot date.
- There was also a discussion on retention rate expectations and staff recruitment. It was acknowledged that our school requires a specific type of teacher who understands the culture, diversity and economic background of the school, students and community. The board discussed at length how best to recruit new hires and ensure their "fit" with the organization. It was noted that the strong economy and competitive teacher market has made recruiting and retention difficult. Lionel referenced that this would also be discussed in executive session.
 - Ryan Dolibois discussed how many students had been part of Yellowstone Academy for two years or more, just one year with YCP and who are brand new this year. There was a brief discussion of student performance at the beginning of the year on the 5-9th grade MAP test. It was noted that 33% of students are performing at or above the norm, while over 50% of our students require significant, targeted intervention- 95 students are receiving extra class periods, 60 have to attend tutorials but only 37 actually attend. We are contemplating hiring a tutorial firm to work with students in small groups starting in January. Deidra Lawson discussed the various intervention programs, how they affect the students and who the students are that need the intervention and the expected outcomes of the intervention.
 - Deidra Lawson and Lionel discussed resources, space limitations and Deidra Lawson explained hiring professional tutors and the employment of a co-teaching system while Ryan Dolibois explained that the school is now working with a tutorial firm that helped another school get out

of IR last year. Ryan noted that the school will receive a 100k grant from the state that is tied to school improvement. The targeted improvement plan contemplates the following:

Additional Teacher Supports:

Content consultants on lesson plans

Instruction partners for admin training coaching

Hiring part time instructional coach for additional support

Weekly lesson plan review/feedback and development

Funding additional incentives for students, families and staff

Deans are accountable for teachers and how they are embracing the instructional partners and new resources.

Board Vote: **Motion to accept the Improvement Plan:** Janice Character

Second: Valerie Williams

Motion Carried.

H. The board then moved into a discussion about the capital campaign that Yellowstone Academy is embarking upon and what were the key elements for next step in the decision making:

1. Academic Achievement Priority 1
2. New building construction- cost, scope, timeline
3. Fundraising- engaged consultants to define and analyze capacity to fundraise.
4. Financial Model- Aligning our strategy/needs with our goals.

The board then discussed the context for YCP Board work and concluded that:

YCP will take a lead role in Academic Excellence in regards to:

Emerging from the F ranking

Building a staffing and program model to address specific needs of the student population

Ensuring our key differentiators are accounted for in the financial model. Lionel discussed the key differentiators as follows:

- i. Class Size
- ii. A longer school year and school day than traditional public schools
- iii. Our connection with Yellowstone Academy- impacts the overall culture of the student body and additional opportunities over other charter schools
- iv. Parental and Community Engagement
- v. Teacher Excellence

Adjourn to Executive Session 9:43 am

Minutes from Executive Session submitted by Lionel Jellins

The Board chose to go into Executive Session to discuss the personnel and strategic aspects of two specific Agenda Items:

1. The Update on ongoing conversations with Yellowstone Academy regarding capital campaign, key differentiators, and next steps for 2020-21 Facility Plan
2. Discuss and Approve Yellowstone College Prep's Targeted Improvement Plan

As a result of this deliberation, the Board thereby is instructing the Superintendent to do the following:

- Establish a team of eminent Educators with experience guiding schools out of IR (Improvement Required) status for the purpose of reviewing the school's current *Targeted Improvement Plan*. Upon reviewing the Plan, the team will advise the board on its adequacy and provide a professional assessment of the school's ability to emerge from IR this year.
- Place the current Head of Schools/Principal on Special Assignment to lead only Yellowstone College Prep for the remainder of the school year. Assign all of her current Yellowstone Academy duties to others, and relocate her office to the 2nd Floor to actively manage YCP.
- Establish a team of HR specialists, including the School's HR Advisor to review and upgrade the hiring practices of the school with the aim of continuous improvement in Teacher Quality and reducing the likelihood of unanticipated teacher resignations.
- As part of the HR Review Team efforts above, assess the adequacy of Teacher and Staff Compensation at the school given recent statewide increases in Teacher Pay, the current marketplace for teachers, and recent YCP teacher departures.

The Board voted unanimously to approve these initiatives and requested that they be implemented without delay. They then voted unanimously to return to regular session and the meeting was adjourned.

Minutes prepared and respectfully submitted by
Elizabeth Daugherty
November 22, 2019