

The Compass School
December 8, 2015 Meeting of the School Council
Minutes

Meeting Location: The Compass School, 537 Old North Road, Kingston,
RI 02881

Date and Time of Meeting: December 8, 2015 6:00 p.m.

Members Present: Susannah Strong (SS), Marisa Gallagher (MG), Fritz
Lanz(arrives at 7:37) (FL), Rachel Axelson (RA), Nicole
Gardner (NG) Polly Cuddy (PC) Heidi Vazquez (HV)
Linsey Trombino (LT) Michelle Salisbury (MS)

Others Present: Brandee Lapisky (BL), Elisa Lucia (EL), Hilary
Downes-Fortune (HD), Sean Hevenor (SH)

Presiding Officer: SS

1. **Call to Order:** Susannah Strong, Council President, calls the meeting to order at 6:04
PM.

2. **Roll Call**

3. **Adoption of Consent Agenda**

a. Discussion/vote to approve Consent Agenda (including agenda of this meeting)

RA motions to adopt the consent agenda.

FL seconds

Discussion: none

Vote to adopt the consent agenda.

In Favor: 9

Opposed: 0

Abstain: 0

Motion passes.

4. **Approval of Minutes (3 minutes)**

a. Discussion/ vote to approve open session minutes from 11/10/15

RA motions to approve the open session minutes for 11/10/15

FL seconds

Discussion: none

Vote to approve the open session minutes for 11/10/15

In favor: 8

Opposed: 0

Abstain: 0

Motion passes.

b. Discussion/vote to approve executive session minutes from 11/10/15

*FL motions to approve executive session minutes from 11/10/15
MR seconds.*

Discussion: none.

Vote to approve the executive session minutes from 11/10/15

In favor: 6 Opposed: 0 Abstain: 3

5. Strategic Plan Update (8 minutes)

a. Milestone Recognition

BL presented a new format to identify strategic plan milestones.

b. Loyalty Survey Feedback Analysis

We had 76 responses to the 2015 Loyalty Survey.

Overall, results were very positive and continue to validate the focus areas of the strategic plan.

6. Director's Report (20 minutes)

c. Discussion/vote to accept Director's Report

HV motions to accept the director's report.

SS seconds

Discussion: none.

Vote to accept the director's report.

In favor: 9 Opposed: 0 Abstain: 0

Motion passes.

7. Policy Updates (10 minutes)

a. Discussion/vote on Public Comment Policy

RA motions to approve the Public Comment Policy

NG seconds

Discussion: The policy was recommended by our lawyer to have a procedure when members of the public come to meetings and would like to speak.

Vote to approve the Public Comment Policy

In favor: 9 Opposed: 0 Abstain: 0

Motion passes.

b. Discussion/vote to endorse [Staff Handbook](#)

RA motions to endorse the Staff Handbook

NG seconds

Discussion: Brandee updated the handbook. It has been reviewed by the policy committee and staff. Staff will sign a receipt of the new handbook once endorsed.

Vote to endorse the Staff Handbook

In favor: 9 Opposed: 0 Abstain: 0

Motion passes.

8. Nurse Sub Rate Increase (10 minutes)

d. Discussion/vote on Nurse Sub Rate

RA motions to raise nurse sub rate from \$125 to \$175 a day

MR seconds

Discussion: Redi nurse charges \$325 a day. Our nurse sub pay is much lower than other districts which has prevented us from hiring substitutes through posting on School Spring.

Vote to raise nurse substitute rate from \$125 to \$175 a day

In favor: 9 Opposed: 0 Abstain: 0

Motion passes.

9. Site Update (5 minutes)

Site committee has been securing permits and preliminary work with septic and electrical.

10. PARCC Scores Update (7 minutes)

Brandee held two Test Talk with parents. We will get individual student scores between now and winter break. 95% need to take the test to get national recognition. See more details in the director's report.

11. Clarification of which seats Linsey Trombino and Michelle Salisbury are filling (3 minutes)

Community members are elected for a three year term upon election no matter the term length of predecessor. Linsey Trombino will take Richard Rhodes III's seat and Melissa Salisbury will take Paul Boisvert's seat.

12. Vote to invite Brandee Lapisky into Executive Session (1 minute)

RA motions to endorse the Staff Handbook

FL seconds

Discussion: HV recuses herself from executive session.

Vote to endorse the S

In favor: 8 Opposed: 0 Abstain: 1

Motion passes.

13. Executive Session Disclosure (1 minute)

14. Executive Session pursuant to R.L.G.L. §42-46-S(a)(I) (15 minutes)

Return to Open Session at 7:43 pm.

SS motions to accept director's recommendation to amend the previous amount of salary compensation to personnel.

RA seconds

Discussion: none

Vote to accept director's recommendation to amend the previous amount of salary compensation to personnel.

In favor: 8 Opposed: 0 Abstain: 0

Motion passes.

14. Vote to seal Executive Session Minutes (1 minute)

RA motions to seal executive session minutes

MS seconds

Discussion: none

Vote to seal executive session minutes

In favor: 8 Opposed: 0 Abstain: 0

Motion passes.

HV returns to open session 7:45 pm.

15. New Business (2 minutes)

no new business

16. Public Comment

FL asks about switch council meeting date to another day of the week.

17. Adjourn 7:52 PM

The public is welcome to any meeting of the School Council or its subcommittees. If communication assistance (readers/interpreters/captions) or any other accommodations are needed to ensure equal participation, please contact the Student Service Coordinator, Julie Wynsen at (401) 788-8322 at least two (2) business days prior to the meeting.

Any changes in the agenda will be posted on The Compass School's website and place of business, and will be electronically filed with the secretary of state at least forty-eight (48) hours in advance of the meeting.

COMMITTEE REPORTS:

Treasurer Committee Report:

November 18, 2015

Reviewed reconciled bank accounts and statements from October 2015. Discussed the necessity for the Co-op to have their own sub-category within the balance sheet to keep their expenses and revenue clearly defined. Considered the costs associated with the installation of the new modular and anticipate a budget amendment after final figures are submitted to Compass.

Site Committee Report:

No Report

Learning Committee Report:

The Learning Committee met on Thursday, December 3, 2015 from 3:30-4:30. The committee discussed incorporating technology into student learning. We will revise and update “Desired Changes” for the Middle School Model as well as update information about our current model. The goal is to optimize the current middle school model with the current space, facilities and staff that we currently have while designing a future roadmap for the middle school.

Health and Safety Committee Report

The Health and Safety Committee met on November 30th 2015 from 11 AM - 12PM. Topics discussed at the meeting included: an update on the Naloxone policy; the anonymous reporting of bullying; hunting near school property; staff training on violence recognition and de-escalation; recruiting of new committee members (adult and student); establishing a student Health & Safety student committee; Crisis Committee collaboration with Kingston Hill Academy on South Kingstown Police safety presentation; development of walking trails on Compass property; JDRF walk; and nutrition and activity school survey.

Development Committee Report

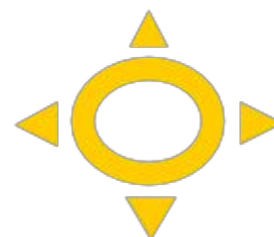
The Development Committee met on November 24, 2015. The committee reviewed the success and outcomes of the Vision Event. A majority of the meeting focused on the Annual Campaign, members reviewed mailing lists, messaging and timelines. The committee agreed to launch the campaign on December 4, 2015 and end on the last day of June 2016. The target goal is \$20,000. The committee also reviewed additional funding sources and types of funds that may be awarded. The Committee agreed to table the draft school logo in order to seek out additional options to review at a future meeting. Members agreed to schedule the Development Committee meetings for the remainder of the year. Meetings will take place on the last Tuesday of each month at 3:30, with adaptations made resulting from cancellations and conflicts with the school schedule. The next meeting of the Development Committee is scheduled for December 22, 2015 at 3:30.

Policy Committee Report

The Policy Committee met on November 16, 2015. We revised the Public Comment Policy and voted to send it to Council for adoption. The committee also reviewed the Director’s revisions to the Staff Handbook and voted to send this to council for endorsement. The committee will be working on an Attendance Policy next.

Proposed December 2015

THE COMPASS SCHOOL
Public Comment Policy



Policy Section: Council Handbook, Policy Binder

The Compass School Council has the following responsibilities:

1. To hire and dismiss the director

2. To set educational policy

3. To present a budget to the public.

The director is responsible for the day-to-day operation of all aspects of the school.

The Compass School welcomes members of the community to attend any meeting of the School Council or its subcommittees. Using the protocol outlined below, community comment for a period of not more than 20 minutes will serve as the final agenda item prior to the adjournment of the Compass School Council's monthly meeting.

- **Request to add agenda item:** Written request at least 7 days prior to Council President. Council President reserves the right to redirect the conversation to the appropriate stakeholders.
- **Appropriate Topics for Community Comment:** Community comment should be limited to education, agenda items or to matters of general school policy over which the Council has responsibility or jurisdiction.
- **Protocol for Addressing Council:** Upon arriving, members of the public will print name and affiliation on the attendance list. Before speaking, the speaker shall introduce him/herself, focus statements on a particular concern and limit comments to a period of not more than 3 minutes. Community comment is not a time to engage the Council in question-and-answer or debate format.
- **Time Allotment:** At the discretion of the Council President or presiding officer, the time limit for individual comment may be extended beyond the speaker's 3 minute slot. In addition, Council has the right to extend the overall Community Comment portion of the meeting beyond the 20 minutes allocated to this agenda item.
- **Proper Decorum for Community Comment:** Speakers invited to comment are expected to demonstrate an appropriate level of respect and consideration. The speaker will address their comments to the Council as a whole and not to an individual Council member, staff member, the Director or to others present. The Council President or presiding officer reserves the right to rule comments out of order.

Compass School Director's Report

Provided By: Brandee Lapiskey, M.Ed.

Submitted on: 12/3/2015

Council meeting date: 12/8/2014

Enrollment

The enrollment tallies below are updated as of 12/3/2015

Step Levels	Grade	Enrollment (Actual by grade)	Enrollment (Actual by step)
Explorers	K	17	34
	1	17	
Adventurers	2	19	19
Discoverers	3	19	38
	4	19	
Investigators	5	18	38
	6	20	
Navigators	7	18	35
	8	18	
Total Enrollment	K-8	165	165

*Note that Compass is fully enrolled.

Strategic Plan Updates

Charter Renewal:

- *RIDE Update:* I attended the monthly RIDE/Charter School meeting on 11/19 and had an opportunity to speak informally with the 2 representatives from the Charter School Division following the meeting. Two notes from that informal conversation:
 - RIDE spoke favorably of Compass' recently released PARCC scores as they relate to Charter Renewal.
 - They shared that the plan at this time is that Compass will go through the renewal process using the *existing* framework rather than proposed revised framework.
 - The PARCC scores from this year, May 2016, will now count for this round of charter renewal.
 - The timeline for PARCC score receipt indicates that we will not learn of our charter renewal outcome until December of 2016 at the earliest.
- *Site Visit Preparations:* Interviews
 - Council: Members have signed up for interview questions on the [Council Questions for Site Visit](#) document. Question designees are advised to maintain a running list of evidence to support responses to these questions. *It is critical that*

questions are answered with detail and thoughtful preparation. They give us the questions in advance, they're expecting that we're preparing in advance.

- Administration: I have been reviewing my interview questions and so much of what we've already done this year aligns beautifully to what they'll ask. I'm seeking guidance from teachers about questions I don't know as much about.

Loyalty Survey:

- We had 76 responses to the 2015 Loyalty Survey.
- Overall, results were very positive and continue to validate the focus areas of the strategic plan.
- The increase in comment box opportunities revealed misconceptions that I will address in the "A Note from Ms. Brandee" on 12/4.
- More information will be available in the presentation related to the Loyalty Survey, but one point to note is the work to be done in related to the question "How likely is it that your children will remain at Compass until 8th grade graduation?" Results were as follows: (Note that due to rounding the total does not add to 100%)
 - Definitely: 43%
 - Very likely: 25%
 - Unsure: 26%
 - Not likely: 5%
 - Definitely not: 2%

Development

- Annual Fund:
 - The Development Committee will launch the Annual Fund on Friday, 12/4/15.
 - It's important to message to everyone that the money raised will fund the Strategic Plan - it is not a capital campaign.
- Donor Meeting: The Lattner Foundation
 - Abby (Development Director) and I met with Perry Kellogg and her friend, Doug Hollenbeck, a representative of the Lattner Foundation.
 - The meeting went well: Perry spoke positively about the school's direction, particularly with the Director transition. Doug was impressed with reports about the current work (social responsibility and environmental sustainability curriculum) along with new ideas (chicken coop construction, hiking trail possibility, new facilities ideas/development).

Blended Learning

- Blended learning homework expectations (particularly for the Discoverers and Investigators) were mentioned more than once in the loyalty survey feedback. It may be worth doing a check in with families to see how this is going for families.
- Wireless Infrastructure: Envision submitted a number of supplementary documents needed for the RIDE approval process on 12/2/15. This continues to be in progress.

- Bandwidth: I have communicated our request and signed the approvals for the increase in bandwidth to Cox. We are awaiting a timeline for the work order now that the paperwork has been processed.
- REAP Grant: For this school year, there is a remaining \$17,000 that we have to invest in technology for our school.

Facilities Lifecycle

- Modular Installation:
 - Permitting has been submitted, often with Arthur Smith (facilities manager) driving to offices to collect and then hand-delivering documentation.
 - The process of “pinning the site” will take place next week. This will include precise locations for the water, electric and sewer hookups. Sean is leading the way on this initiative with Arthur Smith and Rich Lucia.
 - At a recent meeting, Sean Hevenor and I expressed disappointment to Triumph regarding our experience as the customer for the modular install. Triumph in turn has offered to make a \$5,000 contribution to our Annual Fund.
 - The timeline for the modular installation has been moved to December break, but I’m not 100% confident that we will meet that benchmark.
- New Construction:
 - Sean Hevenor, Dina Mandeville, and I met with Joe DaSilva, the RIDE representative in charge of all new construction on Tuesday, 12/1. In this information-gathering meeting, we learned:
 - Given the structure of Compass steps, it may be worthwhile for us to consider a “California residential-style” arrangement for the new construction. The idea is to have smaller, step-level houses set up in a community arrangement. This matches the philosophy of Lynne Phipps, a Compass founder, that I met with recently.
 - The California residential-style arrangement will allow us to phase in the project where we replace each modular as our finances allow.
 - If the project were valued at \$1,000,000, the monthly cost breakdown for new construction principal and interest payments would be similar to what we currently pay in modular rent. This is due to state housing aid at 30% that will contribute to both principal and interest so long as we go through the RIHEBC.
 - The timeline for new construction would be as follows:
 - Summer of 2016: Submit a Letter of Intent
 - Fall 2016: Submit a Stage I Application
 - Late Winter 2017: Submit a Stage II Application
 - May 2018: Seek approval for the project from the RI Council of Elementary and Secondary Education
 - *The absolute earliest that we would see groundbreaking would be Fall of 2018.

Other Topics

Admissions for 2016-17

- We are using an electronic version of our lottery form for the first time this year.
- There are currently 70 students who have submitted applications for the 2016-17 school year. We anticipate that we will have 19 vacancies this year (kindergarten seats plus 2 second graders due to this grade level having a teacher/student ratio than k/1).
- The deadline for applications is February 26, 2016.

PARCC

- “Test Talk with Ms. Brandee”
 - There was strong parent attendance overall in these parent-informational sessions. In total 25 parents attended, which represents approximately $\frac{1}{4}$ of our students’ families.
 - [Slides from the presentation](#)
- Compass Score Information
 - [2015 PARCC Score charts and graphs](#)
- Overall information:
 - ELA: There was a strong showing in ELA with 77% meeting or exceeding the standard.
 - Our elementary grades came in as the 3rd highest achieving school in the state, 2nd highest achieving district.
 - Our middle school grades came in as the 4th highest achieving school/district in the state.
 - Math: The Math scores struggled more with 43% meeting or exceeding the standard.
 - Our elementary school came in as the 16th school in the state.
 - Our middle school came in as 10th in the state.

Transportation Update: I met with the Ocean State transportation manager to better understand the routing for our school. As I understood the group stops better, the main barrier for higher quality service really hinges on our budget.

- Compass is currently allocating close to \$250,000 for transportation. This covers 8 busses that travel approximately a third of the state to bring our students to school.
- Further investigation of the routes will be completed by two parent volunteers who have come forward, Justin Bayles and Aliyya Demartino.
- The group will meet in December to further analyze the routes and potentially make route recommendations for 2016-17.