

Approved

The Compass School

November 10, 2015 Meeting of the School Council Minutes

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

Date and Time of Meeting: November 10, 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)

Others Present: Brandee Lapisky (BL), Elisa Lucia (EL) Linsey Trombino
(LT) Michelle Salisbury (MS)

Members Absent: Paul Boisvert (PB), Heidi Vazquez (HV)

Presiding Officer: SS

1. **Call to Order:** Susannah Strong, Council President, calls the meeting to order at 6:05 PM.
2. **Roll Call**
3. **Adoption of Consent Agenda**
 - a. **Adoption of Consent Agenda (2 minutes)**
 - i. Discussion/vote to approve Consent Agenda (including agenda of this meeting)
 1. Treasurer's Report- no report
 2. Policy Committee Report
 3. Development Committee Report
 4. Health, Safety, and Wellness Committee Report
 5. Physical Environment Committee Report- no report
 6. Learning Committee Report- no report

SS motions to adopt the consent agenda.

RA seconds.

Discussion: SS motions to amend meeting agenda to include the Development Committee charge in the Committee Charges portion of the agenda.

RA seconds motion

Vote to amend the agenda.

In favor: 5 Opposed: 0 Abstain: 0

Motion passes.

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SS motions to adopt the consent and amended meeting agenda.

RA seconds.

Discussion: none

Vote to adopt the consent and amended meeting agenda.

In favor: 5 Opposed: 0 Abstain: 0

Motion passes.

b. Approval of Minutes (3 minutes)

- i. Discussion/vote to approve minutes from previous month's council meeting

RA motions to approve the minutes for October 13, 2015

MG seconds.

Discussion: none.

Vote to approve the minutes for October 13, 2015

In favor: 5 Opposed: 0 Abstain: 0

Motion passes.

c. Strategic Plan (5 minutes)

- i. Report and update
- ii. Discuss/vote to move items

d. Discuss Charter Renewal Preparation (10 minutes)

Everything in on target as far as due dates are concerned.

Charter renewal questions will be sent out to council and council members will work on crafting answers to the questions.

e. Director's Report (20 minutes)

- i. Discussion/vote to accept Director's Report

MG motions to accept the director's report.

RA seconds

Discussion: none.

Vote to accept the director's report.

In favor: 5 Opposed: 0 Abstain: 0

Motion passes.

f. Policy Changes (7 minutes)

- i. Discuss/vote to accept Admissions Policy changes

RA motions to accept Admission Policy changes.

PC seconds

Discussion: Question about gender balance when doing the lottery and if there was a clause in the policy to address this. Blind lottery precludes the ability to address this.

Vote to accept Admission Policy changes.

In favor: 5 Opposed: 0 Abstain: 0

Motion passes.

g. Discuss/vote on Budget Items (10 minutes)

- i. Recognition of State Housing Aid - Budget Amendment
- ii. Main Building Door Repairs

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- iii. Increase in Internet Cost
- iv. Unanticipated Modular Expenses
 - 1. Sewer Expenses
 - 2. Fire Expenses
 - 3. Classroom Furniture: tabled until more expenses that are priorities are figured out

NG motions to reallocate up to \$20,000 to cover modular expenses for sewer, fire, and additional unforeseen modular expenses.

RA seconds

Discussion: none

Vote to reallocate \$20,000 to cover modular expenses for sewer, fire, and additional unforeseen modular expenses

In favor: 5 Opposed: 0 Abstain: 0

Motion passes.

h. Appoint Elisa Lucia Council Advisor (3 minutes)

RA motions to appoint Elisa Lucia as a Council Advisor

MG seconds

Discussion: none

Vote to appoint Elisa Lucia as a Council Advisor.

In favor: 5 Opposed: 0 Abstain: 0

Motion passes.

i. Discussion/Vote re: Council Community Member Positions (7 minutes)

- i. Paul Boisvert's resignation/removal (vote to remove per Compass Bylaws 3.5)

NG motions to accept the resignation of Paul Boisvert as a community member of the Council.

PC seconds.

Discussion: He missed 3 meetings so his absence automatically resigned him.

Vote to accept the resignation of Paul Boisvert as a community member of the Council.

In favor: 5 Opposed: 0 Abstain: 0

Motion passes.

- ii. New Candidates:

- 1. Linsey Trombino

NG motions to appoint Linsey Trombino as a community member

RA seconds.

Discussion: Is connected with the MET High School and will be a nice resource as they are also a school of choice.

Vote to appoint Linsey Trombino as a council community representative.

In favor: 5 Opposed: 0 Abstain: 0

Motion passes.

- 2. Michelle Salisbury

RA motions to appoint Michelle Salisbury as a community member.

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MG seconds.

Discussion: expertise will support the pillars of our charter

Vote to appoint Michele Salisbury as a community member.

In favor: 5 Opposed: 0 Abstain: 0

Motion passes.

j. Charges Given to Committees (5 minutes)

i. Health and Safety Committee

SS motions to charge the Health and Safety Committee with ensuring that The Compass School is meeting State regulatory expectations for student and staff health and safety; reviewing and updating the Compass Crisis Plan; guiding implementation of the newly mandated Naloxone policy.

NG seconds

Discussion: none

Vote to charge the Health and Safety Committee with (the above)

In favor: 5 Opposed: 0 Abstain: 0

Motion passes.

ii. Learning Committee

SS motions to charge the Learning Committee with continuing to work on Middle School Vision, Research, and Development; continuing to work on communicating what makes our middle school unique and creating a vision for the future of our middle school program (Investigators and Navigators); continuing the work began two years ago, gathering, reviewing and discussing models for middle school, conducting middle school model investigations via site visits and professional development courses; presenting proposed changes that have been brainstormed by learning committee and beginning to take steps towards implementing approved changes.

RA seconds

Discussion: none

Vote to charge the Learning Committee with (the above)

In favor: 5 Opposed: 0 Abstain: 0

Motion passes.

iii. Site Committee

SS motions to charge the Site Committee with continuing to provide direction and recommendations to the Council throughout the process of acquiring the new modular unit; continuing to conduct research and provide information about plans for New Construction, and to do so in conjunction with the Director.

NG seconds

Discussion: none

Vote to charge the Site Committee with (the above)

In favor: 5 Opposed: 0 Abstain: 0

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Motion passes.

- iv. Policy Committee will review staff handbook, public comment, and leave policy

SS motions to charge the Policy Committee with reviewing and recommending to Council amendments to the Leave Policy; reviewing and recommending to Council amendments to the Admissions Policy; reviewing and recommending to Council a new policy on public comment. preparing any policies or handbooks needed for charter renewal; reviewing Staff Handbook.

RA seconds

Discussion: none

Vote to charge the Policy Committee with (the above)

In favor: 5 Opposed: 0 Abstain: 0

Motion passes.

- v. Development Committee (per vote to amend agenda)

SS motions to charge the Development Committee with working in conjunction with the Director and Development Director in researching, developing, and implementing large-scale fundraising efforts; working in conjunction with the Director and Development Director in researching, developing, and implementing grants, coordinating Development Committee-related tasks with Compass Co-op's activities in the service of continuing to create a fluid and productive relationship between the two groups.

PC seconds

Discussion: none

Vote to charge the Policy Committee with (the above)

In favor: 5 Opposed: 0 Abstain: 0

Motion passes.

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

RA motions to invite Brandee Lapisky into Executive Session

NG seconds

Discussion: none

Vote to invite Brandee Lapisky into Executive Session

In favor: 5 Opposed: 0 Abstain: 0

Motion passes.

l. Executive Session Disclosure (1 minute)

m. Executive Session pursuant to R.L.G.L. §42-46-S(a)(l) (15 minutes) Personnel

SS motions to enter executive session at 7:32 pm.

NG seconds

Discussion: none

Vote to enter executive session.

In favor: 5 Opposed: 0 Abstain: 0

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Motion passes.

FL enters executive session at 7:37

Council reconvenes in open meeting at 8:52.

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

RA motions to seal the Executive Session Minutes taken during executive session if disclosure of such minutes/votes in open session would jeopardize any strategy, negotiation or investigation undertaken pursuant to discussions conducted under §42-26-5(a).

PC seconds

Discussion: none

Vote to seal the Executive Session Minutes (as stated above)

In favor: 6 Opposed: 0 Abstain: 0

Motion passes.

Disclosure of Votes Cast During Executive Session per R.I. Gen. Laws § 42-46-4.

Vote to correct 2 salary discrepancy issues

In Favor: 6 Opposed: 0 Abstain: 0

o. New Business (5 minutes)

none

p. Public Comment

q. Adjourn

Meeting is adjourned at 8:53.

Policy Committee Report

The Policy Committee met on Monday October 26, 2015. Most of the committee time was spent revising the Admissions Policy based upon *The RIDE Charter School Lottery and Enrollment Guidance* and the *Board of Regents' Regulations Governing Rhode Island Public Charter Schools*. The committee further clarified exceptions to the lottery for faculty and staff. The committee voted to submit this policy to the council on November 10th. The committee It just says disclosed also reviewed staff comments to the revised Leave Policy and discussed budgeting requirements for the policy. The committee has gathered three public comment policies from other schools. The committee will look at a draft of this policy next month. We will meet Monday November 16, 2015 at 3:30.

The Health and Safety Committee Report

The Health and Safety Committee met on Thursday, October 29, 2015. The committee reviewed past progress regarding policies and looked at R.I.'s Coordinated School Health Program's website for background info and assessment and policy tools. Further discussion included the newly approved Naloxone Policy and how it impacts Compass. Action items were created during this meeting as follows: Invite Compass staff to submit their safety concerns. Review and update health curriculum to reflect new data on RI's illicit drug overdose epidemic, esp. as it relates to adolescents. Explore establishing a formal means for students to report bullying. Address the issues with local hunters firing shots in proximity to school grounds during hunting season. Review and update the Crisis Plan. Review and update the Safety Plan. The

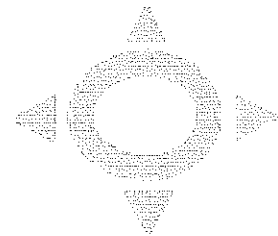
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date for the next Health and Safety Committee meeting will be set when absent members can be contacted for their availability info.

Development Committee Report

The Development Committee met on October 27, 2015. This was the first meeting for this committee; the Development Director is a newly created position proposed and approved by the Compass School Council in 2015. During this meeting, the committee reviewed the roles and responsibilities of the Development Director and committee members as well as the procedure for posting and submitting meeting notes. The committee discussed the overarching goals of the Development Director and strategized the next steps needed to support a Capital Campaign. In addition to developing and updating the mailing list, the committee will focus on producing a unified school logo, review and update the school's social media platform, develop an in-house and community communication plan to assist in supporting the Capital Campaign and explore community options such as utilizing interns to support development operations such as developing a logo, supporting social media and putting together a communication plan and package to solicit donors. Next steps were outlined and tasks were assigned. Task updates will be reviewed at the next meeting. The committee agreed to hold meetings on a monthly basis. The next meeting will take place on November 24, 2015 at 3:30.

Admissions Policy



Policy Section: Student/ Parent Handbook Council Policy Binder

1. Outreach: The Compass School shall proactively engage and inform the community about the school for the purpose of generating interest in enrollment in the school. Such activities shall include public notices, meetings, open houses, and other activities that attempt to reach and provide a forum to a broad audience in order to diversify the pool of applicants so as to include underrepresented populations and otherwise achieve ends designed to serve a diverse student population.

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2. Applications for Enrollment: Due three business days before the lottery date for the upcoming school year. Lottery date is set by the League of Charter Schools and is typically March 1st. Families must submit an enrollment form to participate in the lottery.

3. Enrollment Procedures: When fewer students apply than there are seats available, all eligible applicants shall be offered enrollment into the school. When more students apply than are seats available, the school shall conduct a random lottery to determine enrollment.
 - a. The Lottery will be held on March 1 unless 3/1 falls on a Saturday or Sunday. Then the lottery will be held the following Monday in the school year immediately before the year in which students are to enroll.
 - i. All students in the lottery pool at the time of the lottery shall be eligible for the lottery drawing.
 - ii. Once all available seats have been filled by lottery, the remaining applicants in the pool shall be drawn and placed on a waiting list ranked in the order that they were drawn.
 - b. Exceptions from the lottery
 - i. Siblings of students enrolled in The Compass School at the time of the lottery. For purposes of this policy “sibling” means “one of two or more individuals having one common parent.” If two children share a common legal guardian, and the legal guardian was appointed for a substantial reason other than school enrollment, then we would also interpret “siblings” to include children who share a common legal guardian. Siblings may not be interpreted to include members of a student’s extended family such as cousins, step-siblings, and others who, due to various circumstances, may have become part of the family unit and/or live in the same household.
 1. To establish sibling status, families of Compass School students must provide:
 - a. Photo identification for parent or guardian AND one of the following:
 - b. Student birth certificate identifying same parent; or Court document(s) reflecting appointment of a common legal guardian.
 - ii. Children of any employee working .8 FTE or more than 30 hours per week
 1. Long term substitutes or hourly contracted employees do not meet the criteria.
 - iii. Children of founders of the Compass School

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1. For the purposes of this policy “founder” means a person named in the original charter.

c. Children of teachers, staff, administrators, or founders shall not be given priority for admission if doing so would mean this group of students would comprise more than 10% of the school’s total enrollment.

- i. Should there be more siblings, children of teachers, and children of founders applying for a grade than there are openings, a lottery of siblings, children of teachers, and children of founders will be conducted before any other applicants will be admitted. Students from this group not selected by this lottery will be placed on a waiting list before other applicants.
- ii. If the child of a teacher gained student status prior to the parent’s hire date, that child would not be considered in that 10%.
- iii. If there are less spaces than can accomodate siblings and faculty, siblings have priority over faculty, staff, administrators, or founders.

d. Waiting Lists: In the event of a charter school lottery, all students in the lottery pool shall be drawn. Once all available seats have been filled in the order of applicants were selected, the remaining applicants in the pool must be placed on a waiting list ranked in the order they were drawn (Board of Regents Regulations C-5-2(b)).

e. Applicants are permitted to apply to the school at any point during the school year. In cases where these applicants apply after the application deadline, the new applicants will be placed at the end of the existing waiting list, in the order applications were received.

- i. When filling vacancies that occur during the school year, the school will offer enrollment to the student ranked in the first position on the waiting list as determined by the lottery. Should the family decline the enrollment offer, the school shall offer enrollment to the next ranked student until the enrollment seat is accepted.

f. The current year’s waiting list will be kept through the end of the last regular school day of the school year. After the close of the last school day of the year, waiting list results will not roll over. The next school year’s waiting list shall serve as the basis for enrollment offerings as spaces become available. (Board of Regents Regulations C-5-4(c))

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g. Backfilling: The Compass School will maintain enrollment at the levels described in our charter and approved by the Board of Education.

h. Notification: Families will be notified in writing (email) whether or not the student was selected from the lottery for enrollment into the school. Upon notification, the family shall confirm their intent to accept the enrollment by submitting a standard confirmation form to the school. Families have fifteen days from the mailing of notification to confirm their child's enrollment. The school will make a reasonable effort within this period to make contact with the family. If the family fails to confirm enrollment by the established deadline, the school will offer enrollment to the next family on the waiting list. (Board of Regents Regulation C-5-3)

j. Invalid Applications: An application shall be deemed invalid if school officials determine that the applicant has falsified information. Invalid applications will not be considered for admissions during the year in question.

k. Enrollment Materials: Applicants notified of an available seat should immediately confirm intent to accept the seat through a confirmation form. After the applicant notifies the school of intent to accept, The Compass School will then request detailed enrollment information such as:

- Registration Form
- Proof of residency
- Prior academic records
- Special Education records
- Health forms
- Home language information
- Emergency contact information
- District notification

Compass School Director's Report

Provided By: Brandee Lapisky, M.Ed.

Submitted on: 11/5/15

Council meeting date: 11/10/15

Enrollment

The enrollment tallies below are updated as of 11/4/15.

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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	17	35
	8	18	
Total Enrollment	K-8	164	164

*Note that for the second month, we have enrollment levels that reflect one student less than enrollment capacity. We are actively working to fill this Navigator seat and we have a candidate scheduled for a shadow day on Friday, 11/6.

Strategic Plan Updates

Charter Renewal:

- Drew Allsopp, the RIDE Charter School Coordinator, transitioned out of his RIDE role in order to lead policy initiatives in the lieutenant governor's office. This brings about levels of uncertainty in respect to the Compass charter renewal process as Mr. Allsopp was the primary point person for the charter renewal process. At this time, the following transitions are taking place at the Department of Education:
 - New commissioner
 - New charter school coordinator
 - New plans for revisions to the charter renewal framework
- Hilary Downes-Fortune has continued to move forward with the pre-site visit documentation. These materials are not due until 4 weeks prior to the site visit in April, however they are nearly complete.
- I designed an online structure to build the Compass Curricula Library using Google documents. Previously curricula documentation was stored in binders.

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- The use of a dashboard with hyperlinked curricula maps will serve Compass both for charter renewal and institutional memory if there are future staffing changes.
- I shared this proposal at staff meeting on 11/5/15 and it was received favorably by staff.
- Some staff will need technical assistance in learning to upload documents to the shared Google folders and hyperlink them accordingly in the Curricula Dashboard. These staff members have already booked appointments for support sessions.

Website Redesign:

- We continue to add new information to the homepage weekly, using "A Note from Ms. Brandee" to attract traffic to the site.
- Since our launch in late August, we have had 5,374 page views. On average, 50 visitors view the site per day (the daily range is 20-74).
- Colleen Russell (Compass Parent) has offered to contribute to the website as both an article author and website optimizer. She has worked as a marketing consulting with specific expertise in social media management.

Loyalty Survey: I reviewed the questions and data from last year's strategic plan survey and given the level of transition at Compass, feel that all questions are relevant as we move forward with the loyalty survey. I've prepared a [loyalty survey preview link](#) for Council as I have made some adjustments including:

- addition of page headings
- question grouping
- addition of comment boxes for each section

I had originally proposed that we conduct the survey each trimester, however upon reflection, I think that would be excessive and may reduce survey submission rates. Instead, I propose that we conduct the survey twice this year:

- 11/9: the week the Vision Event
- 6/5: the week after the Eco Fair

Development

- Vision Event: The Vision Event is set to take place on Friday, November 6th.
 - 106 Compass community members have RSVP'd for this event
 - Compass will have minimal cost for the event
 - The event will be hosted at "The Rockpile" in Watch Hill. There is no charge for the use of the facility as it was offered by a Compass family.
 - Guests have generously offered to bring all of the food/beverage items we have requested.

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- Annual Fund Launch: Following the Vision Event, we are prepared to launch the Compass Annual Fund.
 - The intention is launch the Annual Fund just prior to the holiday season (December 1, 2015) per the recommendation of our Development Director, Abby Colby Cooper, who reports that this is the time that people are most likely to give.
 - We are prepared with a mailing that we intend to send to current families and other community members/organizations that we have in our databases.
 - The annual fund mailing would include:
 - Annual Fund Letter
 - Annual Fund Supplement: Support our Strategic Plan
 - Annual Fund Frequently Asked Questions
 - Remittance Envelope
 - It is a goal to have 100% participation (at any giving level) from Compass Council. This data point, in addition to community giving percentages and amounts, will help attract larger donors.

Blended Learning

- Compass applied for the FUSE fellow program, but we recently learned that we were not accepted. There were 20 applicants, but only 4 districts and 1 charter school were funded this year. We are preparing for next year's application process by:
 - Continuing to build our digital systems (i.e. online curricula library, staff website resource, etc)
 - Supporting teacher implementation of blended learning - 3 teachers chose blended learning as their professional growth goals
 - Increasing the number of Compass staff attending FUSE/statewide technology events
- The remediation work for the wireless infrastructure is underway. Documentation has been submitted to RIDE and Envision visited Compass for additional site visits and meetings with Mike Khalfayan.
- In meeting with Cox Communications (at Mike Khalfayan's prompting), Julie Wynsen and I learned that Compass' current internet bandwidth is insufficient. The representative indicated that we are operating with a 5 x 1 speed, which was current and appropriate in 1995. The representative noted that it must be incredibly difficult for the school to operate given how incompatible this bandwidth is for our current need. The representative did note that Cox had reached out to Compass previously, but that Compass indicated that it was not a good time as they were in transition. Moving forward:
 - The current 5x1 service costs \$98.00 per month.
 - The proposal is to increase to either:
 - 100x20 for \$170 per month or

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- 150x20 for \$220 per month
- This upgrade can be done soon (within the next few weeks) and will not disrupt current Internet service.

Facilities Lifecycle

- Modular Installation: The modular installation has proven more challenging than anticipated.
 - We are regularly encountering additional permitting and unexpected costs for the project, which will require additional capital purchases. Some of these have included needing to reroute the sewer line, unexpected fire system installation costs, etc.
 - The partnership relationship with Triumph has been strained and we are planning for a conference call this week to address concerns.
 - The original timeline (hopes of moving into the new space in early December) are no longer on track as we have not yet set up the construction fencing and do not have all of the permits in place to move forward.
 - Of note, Arthur Smith (facilities manager) has been particularly helpful in this process, making regular visits to the town hall.
- New Construction: I have reached out to Joe DaSilva at RIDE and arranged an informational meeting for the new construction process. This will take place on December 2nd. Sean Hevenor will be attendance with me.

Budget - Related

- Barton-Gilman Invoice: I received the October Barton-Gilman invoice for \$1,090 for legal services that included the Council training and another matter. Upon review, I decided to contest some of the billing charges. In response, Barton Gilman asked us to disregard the bill in its entirety and those services are now considered rendered free of charge.
- Fiscal Planning/Management Partnership:
 - Compass secured the Dittmar McNeil accounting firm's services to bring our school's UCOA (Uniform Charter of Accounts) into compliance with RIDE.
 - An accounting firm provides highly specialized services that are held to a professional standard. In this regard, the contract with Dittmar McNeil has served Compass well.
 - While Compass is certainly in need of strong accounting, the Director role would be well-served by having a partner in fiscal planning and management. Some examples would include collaborating on financial strategy, partnering with the Director to problem-solving grey-area issue, and taking initiative on finance-related projects. This role, typically referenced as a business manager, would also provide human resource services. Requests of the aforementioned

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nature seem to expand beyond the scope of an accounting firm and certainly outside of the negotiated contract with Dittmar McNeil.

- Donation Recognition: APC by Schneider Electric donated a UPS valued at \$1,000 to the Compass school this month. Robert Russell, a Compass parent, helped secure this donation.

Test Scores:

- Science NECAP:
 - The Science NECAP scores have been analyzed and reviewed by Director and Faculty.
 - A link to score graphs can be found here: [Science NECAP](#)
 - Of note:
 - Compass continues to outperform the State. This is especially true with the 4th grade cohort.
 - The 4th grade scores remained constant from the previous year.
 - The 8th grade scores showed a dip in scores with more students than the previous year scoring “substantially below proficient”.
 - It is important to note that last year’s eighth grade scores may have been negatively influenced by the PARCC “Opt Out” Movement. Teachers reflected that students demonstrated more apathetic behavior toward the test in comparison to previous years.
- PARCC: The release of last year’s PARCC scores is imminent. An overview of the timeline is posted below:
 - On or about **November 9**: Schools and districts will be able to access the district and school aggregated reports and well as confidential student-level data files through the district exchange.
 - The morning of **November 16**: Non-confidential results will be made available to the public (non-confidential results are those that do not contain any student-level information).
 - We expect to receive individual student reports on **January 8, 2016**, for grades 3 through 8 tests.

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 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.

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