

Einstein Group, Inc. Board Meeting  
Einstein Charter School at Village De L'Est  
5316 Michoud Boulevard  
New Orleans, Louisiana 70129

### **Board Meeting Minutes 9.11.2018**

Board Present: Chris Bowman, Durrell Laurent, Angela Vance, Sarah Dawkins, Lauren Narcisse, Clarice Kirkland

Board Excused: Maya Edwards

Staff Present: Daniel Davis, Martha McKnight, Nathan Stockman, Darius Munchak, Dianelle Vappie, Logan Crowe, Anna Faye Caminita

Community Members Present: Ron Midkiff

Durrell Laurent called the meeting to order at 6:03 PM.

Sarah Dawkins moved that the August minutes be approved as submitted. Chris Bowman seconded and, there being no public comment, the minutes were unanimously approved. Daniel Davis noted that OPSB has hired a charter schools compliance officer who visits board meetings to make sure that all procedures are correctly followed. Staff will prepare a checklist for the board to make sure everyone is clear on meeting details.

Daniel Davis began his report by calling everyone's attention to the updated board policies and procedures contained in the notebooks. Many of these had not been reviewed in multiple years or were no longer in alignment with other directives in the organization. Davis noted that Martha McKnight, Darius Munchak, and he had suggested only changes that brought policies into alignment ie no drastic changes had been suggested. Board members will have a month to review the document and will vote to amend further or accept it as submitted at the October 2018 EGI board meeting.

Davis then reviewed the new organizational, departmental, and individual employee goals and evaluation structure being piloted this year. This is an attempt to create

something similar to COMPASS for non-academic personnel. Team leaders will use employee job descriptions, our new rubric concerning the employee's interaction with people and processes, and the individual employee's goals. Each person has 3 work and 1 professional development goal. Employees check in with their team leader quarterly and the CMO team has weekly meetings. The goals are to get a pulse on the organization in real time, tie raises and promotions to real evaluations based on performance, and create an institutional memory. Bowman asked how the system was developed. It is a result of collaboration between our strategic planning consultant and Daniel Davis based on other non-profit models. Bowman expressed concern regarding creating yet another layer of paperwork for staff but applauded the effort to standardize the system for non-academic employees.

Mr. Davis reminded the board that asbestos remediation of VDLE's Cannes Street facility was to be completed in October, but is at least 6 weeks behind. OPSB's contractor is planning completion for Thanksgiving with the goal of a mid-year move in January. This would allow EGI to further increase enrollment. OPSB may pay for a part of the move. The DEQ must give OPSB final permission to reopen the facility.

Dr. Caminita explained EGI's recent Top Growth percentages. Louisiana's educational goal is that all students score Mastery or above on their ELA and Math assessments by 2025. EGI wants our students to have reached Mastery or above in 8th grade in preparation for high school. Each child has an individual annual growth percentage to get them to Mastery and the schools have overall annual growth goals. We also benchmark ourselves against the average growth rate for New Orleans and Louisiana. Dr. Caminita reviewed Einstein schools' percentages in her tables as well as the percentage of students that are currently already at Mastery. Math growth is an issue throughout the state. The state's goal is to reward open admissions schools that help children progress. Anna Faye noted Einstein High School's strong score in math. Principal Stockman attributed the high school's growth in math to the teachers' relentless focus on instruction. Both teachers are also self-taught and fluent in Spanish.

On Average, Einstein has 9% ELA and 10% Math growth targets for our students this year. Principals now have to list of students on the bubble in terms of achievement scores who need a little extra push. This data comes from teachers who analyze each kid's scores. Principals are doing something similar with teaching staff who are rated by Tiers 1,2,and 3 according to classroom observations and COMPASS. Tier 3 teachers often have classroom management issues. They need additional support from instructional coaches/content directors and their principals. Dr. Caminita also noted the

Weekly Achieve 3000 rating sheets used to determine if 3rd and 4th grades are engaged in reading and analysing their articles and participating in class.

Darius Munchak updated enrollment counts at each school. VDLE has 402 (goal 401), Sherwood has 435 (goal 460), EMS has 387 (goal 385) and EHS has 283 (goal 252). We attribute Sherwood's lower numbers to parental fear that it would be closed. 15 SF kids who attended in 2017-18 are now at Lake Forest so we know they are from the neighborhood. Throughout New Orleans there is an increased demand for middle and high school seats due to a population bump. When this passes, it will be important to have a strong brand to continue to attract students. Offering transportation and cultivating feeder relationships among the schools is also helpful. Families are also excited about the high school's career pathways. Einstein is commitment to building out our high school culture ex. band. Mr. Midkiff suggested forming a rugby team as it is substantially cheaper than football and New Orleans Rugby Club will help with training and insurance. Some colleges give rugby scholarships.

With regard to yellow bus transportation, 49 VDLE students ride on 4 routes. EMS and EHS share 6 buses for 150 students. Elementaries have their own. SF has 6 buses and 150 riders now. 25% of VDLE students, 21% of SF students, and 32% of students housed at Reed ride the buses.

Darius spoke briefly about EGI's financials, noting that all receivables listed had come in. There were no budget surprises in July.

Martha McKnight noted in the development report that several recent foundation gifts were for the new band. She drew the board's attention to the 1 page summary of findings from Empire Consulting, EGI's charter school replication grant evaluators. Empire noted the same strengths, weaknesses, and opportunities as our strategic plan consultant. Thus, we can be confident about our foci at Einstein. The board reviewed the Einstein by the Numbers fact sheet and McKnight and Dawkins engaged in some development role playing around a potential ask. McKnight noted that areas needing support include computers and software for ELL, equipment and transportation for high need SPED students, internships for high school CTE students, and money for athletics and art enrichment-especially for the high school.

Lauren Narcisse, chair of the CEO Search Committee, reported that they had received 78 resumes initially. The committee had rejected all those who did not meet the minimum job requirements around a 4 year college degree or better and experience in the field of education. Committee members reviewed and ranked the remaining 40

candidate's resumes, identifying the top 14 to receive phone interviews with individual committee members. All candidates will be asked the safe 8 questions developed by the committee and Logan Crowe and responses will be recorded on a form. The Search Committee plans to meet the week of September 17th to compare candidate responses and attempt to settle on the top five people for in-person committee interviews. Narcisse will email EGI's principals to encourage them to attend this meeting once a date and time have been set. Once the pool has been narrowed to 2 or 3 finalists, the committee would like to host a parent and community forum. Parents, students, and neighbors will be able to text questions ahead of time, then ask them at the forum. The committee will meet post forum to determine a candidate to recommend to the board. Ms. Narcisse will confirm these procedures with our attorney, Lee Reid.

Durrell Laurent encouraged the board to think about potential new board members as we would like to grow the board to 9. Please email resumes to him. Since the current bylaws specify that board members are elected in June, this would require an additional edit. Someone with financial experience would be an asset. Mr. Laurent attended a recent board training held by the Louisiana Association of Charter Schools, of which EGI is a member. The board discussed the need for a formal onboarding procedure for new members including job descriptions and school tours. As the board expands, it will be more feasible to create true working committees with their own objectives that feed into overall board goals. The board discussed the efficacy of special event fundraising. Davis and McKnight noted the time, effort, and committee size necessary for such an undertaking, especially in light of the nature of the families EGI serves. This would be a project for a more mature organization with a larger board and individual donor base.

There being no further business, Clarice Kirkland motioned that the meeting be adjourned. Angela Vance seconded; and, there being no further discussion, the meeting was adjourned at 7:38 PM.