



Board of Directors Meeting
01/15/2025
6:00pm - 8:00pm
at
1405 N. Washtenaw Ave.

MINUTES

Board Members Present:

Via Zoom:

Rahul Kalsi
Mary Boehler
Melanie Madigan
Maria Hawilo

In-person:

Sarah Airola, Board Chairwoman
Tony Sutton, Vice President- Academic Affairs
Rajiv Naidu, Board Secretary
Keith Ellett, Board Treasurer
Leslie Pigozzi, Teacher Representative
Victor Sy Nelson
Paul Pagel
Diego Galvez
Vivek Sadanand

Absent:

0

Staff present:

Karem Gomez
Diana Morquecho
Marisol Martinez
Aimee Frantzen
Vanessa Sahabi

VKA Team

Kevin Hooper



Chairwoman Welcome – Sarah Airola

- Meeting was called to order at 6:03pm

Sarah Airola discussed approving the minutes of the board meeting from October 9th, 2024 board meeting.

Rajiv Naidu: I move to approve the board approves the minutes from the October 9th, 2024 board meeting.

Victor Sy Nelson: I second the motion to approve the board approves the minutes from the October 9th, 2024 board meeting.

Sarah Airola: All in favor?

All voting members who were present in person voted in favor: *Sarah Airola, Tony Sutton, Rajiv Naidu, Keith Ellett, Victor Sy Nelson Paul Pagel, Vivek Sadanand,*

All voting members who were remote via zoom: *Rahul Kalsi, Mary Boehler, Melanie Madigan, Maria Hawilo*

All opposed? 0 opposed the motion.

The motion passed.

Abstentions? 0 members abstained

The motion passed.

Public Comments

- No public comments

Finance and Academic Committee Sign-up - Sarah Airola

- Board members signed up for the committees of their preference.

CPS Renewal Update and Process - Rajiv Naidu and Principal Gomez

- There were findings in the preliminary renewal application and we are waiting for a thorough report of the findings.
- On January 30th, 2025, the new CPS Board will have their first official meeting which charters schools are more than welcome to attend. The presence of parents, staff members, community members and board members is beneficial to



advocate for the school. Erie will be in attendance, however a slot is not guaranteed.

- The February 4th's meeting is focused on Charter renewal and Erie will have the opportunity to advocate for the school. There will be 4 speakers during this meeting.

Finance Committee Report- Mary Boehler, Rajiv Naidu, Keith Ellett

- Q1 financial report was submitted on time to CPS
- 3 year budget report was submitted on time to CPS

Academic Committee Report/Principal Report - Principal Gomez

- CIWP Update
 - As part of the 4yr cycle ISBE & CIWPs will be providing support via partnerships with ILNA & West 40. SY 24-15 is our planning year.
 - West 40- will be providing CIWP coaching support that will involve observations of meetings, leadership teams and classrooms. After the launch meeting on 1/16 we will plan a cadence for weekly meetings.
 - ILNA- will come on site on 1/28-1/29 to conduct a school diagnostics that will involve classroom observations, staff interviews and surveys.
- CIWP tasks Update-
 - 1/22/24- Team form - submitted on time
 - 1/16/25- Theory of Action planning template and Google form- On track to be submitted on time.
 - Funding - Year 1 - Planning Year- 50K allocation to be used in paying
- Advocacy Update from 1/10/25
 - Suggestions- continue working on getting a high number of families and teachers to attend the Board meeting.
 - INCS planning a Rally for 1/30 meeting
 - Board Members can support by attending office hours and sharing
 - Upcoming dates: 1/30- CPS Board Meeting 10:30 AM. 2/4/25 - TBD
 - Window to register to speak on these meetings: For 1/30- registration opens at 1/28@ 10:30 am
- IAR Update
 - This year we invested in purchasing IAR practice books and developed a cadence of instruction.
 - Students just took a practice test in December
 - We have launched an academic and attendance initiative to involve families in students' development and practice of foundational skills. Packets were sent home over break. First challenge is scheduled for 1/17.



- IAR practice test Results: 3rd-8th: ELA Writing- Average=41% correct answers, ELA Reading-Average-42%, Math Average 3rd-8th= 26%
- Big Rocks: Semester 2 Big Rocks & Key Results Summary
 - Big Rock 1- High Performing Team: Clarity on sw goals, priorities and expectations, accountability coaching survey & increase in proficient ratings in staff evaluations.
 - Big Rock 2: Constructive Environment: Tracking referrals, support calls and Tier 3 interventions. Reducing office referrals
 - Big Rock 3: Black Belt Teaching: Build Capacity of leaders and instructional staff through coaching cycles, walkthroughs and PD
 - Metrics/Milestones update:
 - Big Rock 1-Bi-weekly GL meeting survey, monthly coaching survey, monthly coaching observations, Lesson plans and data tracker review
 - Big Rock 2: Monthly tracking and analysis of Tier 1, Tier 2 , monthly classroom management support for identified staff monthly student incentive/celebration
 - Big Rock 3: Monthly Celebrations. SLT weekly, Walkthrough and ACE/Win the month meeting
- Primary Metric/Assessment Update: Earlier this year we normed on using CCSS rubric to grade assessments. As a team we defined and normed on what it means for a student to meet a standard. This will enable us to get accurate data
 - Primary Metric Update: 80% of classrooms with 70%students meeting proficiency.
 - ELA: There are 4 classrooms approaching with 50-68% of students meeting. In addition there are 2 more classrooms with 40% of students meeting. Also in December 85% of classrooms increase the amount of students meeting.
 - Math: There are 4 classrooms approaching with 50-69% of students meeting. There are 2 additional classrooms with 44-45% of students meeting. 69% of classrooms grew from Nov-Dec
- Attendance Initiative:
 - School Wide: Class prizes- Given to classes with the highest % of attendance. Family prizes-raffles for grocery gift cards, family outings
 - Tier 2&3: Home visits, individual goal setting(attendance



plans) Peer Mentorship

- Tier 3 meetings Meetings took place during Parent Conferences
- Staff Evaluation: Round 1 of formals is almost done. Our estimated completed due date is Jan 24th.

Data:

- 100% of Formals have been scheduled
- Formal observation completed-
- Post Obs/Data Meeting completed

This year our evaluation cycle includes the following:

- Pre Observation Submission
- Formal Observations
- Data Meeting
- Portfolio submission (includes Self-reflection, Quarterly PGP goal tracking and Professionalism rating and Peer Observation)

Coaches/SLT evaluation- follows a similar cycle with the difference of Data Presentation including their teacher and student data.

- Staff Attendance Report: We have 62 staff members
 - Aug/Sept - 89, Oct - 114, Nov - 42, Dec - 77 absences

ED Search - Sarah Airola

- The search company has confirmed that as of now there have been 75 applicants who have applied for the Executive Director position.
- There are very strong candidates for this role.
- The ED hiring committee consists of Sarah Airola, Principal Gomez, and Aimee Frantzen. Staff members and parents are more than welcome to be part of this committee.

Fundraising Update - Sarah Airola

- Sarah and Kreagan are working on identifying grant opportunities for Erie's needs, such as professional development for teachers and STEM programming
- We are thinking of the possibility of having the Gala in the school so the guests can get the feel of the school.



Library Plan - Sarah Airola

- The library plan has made progress.

Discuss/Vote School Foundation Account

- The finance committee will decide if the foundation account will stay open.

Vote for new board member - Sarah Airola

- Sarah Airola mentions to nominate Diego Galvez as a new board member.

Rajiv Naidu: I motion to move forward with nominating Diego Galvez, to serve as a board member

Victor Sy Nelson: I second the motion to move forward with nominating Diego Galvez, to serve as a board member.

Sarah Airola: All in favor?

All voting members who were present in person voted in favor: *Sarah Airola, Tony Sutton, Rajiv Naidu, Keith Ellett, Victor Sy Nelson Paul Pagel, Vivek Sadanand,*

All voting members who were remote via zoom: *Rahul Kalsi, Mary Boehler, Melanie Madigan, Maria Hawilo*

All opposed? 0 opposed the motion.

The motion passed.

Abstentions? 0 members abstained

The motion passed.

Sarah Airola mentioned moving forward with adjourning the board meeting.

Rajiv Naidu: I motion to move forward with adjourning the board meeting

Victor Sy Nelson: I second the motion to move forward adjourning the board meeting.

Sarah Airola: All in favor?

All voting members who were present in person voted in favor: *Sarah Airola, Tony Sutton, Rajiv Naidu, Keith Ellett, Victor Sy Nelson Paul Pagel, Vivek Sadanand, Diego Galvez*



All voting members who were remote via zoom: *Rahul Kalsi, Mary Boehler, Melanie Madigan, Maria Hawilo*

All opposed? 0 opposed the motion.

The motion passed.

Abstentions? 0 members abstained

The motion passed.

The meeting was adjourned at 7:46 pm.

Vanessa Sahabi

Prepared By: Vanessa Sahabi

Rajiv Naidu

Reviewed By: Rajiv Naidu

