



Our board operates on a consensus basis in all matters, employing the group process methodology of Formal Consensus. We do so because we believe that equality of contribution to decisions greatly increases our ability to find the best and most creative outcomes aligned with our mission, vision and values. We also believe it imperative to engage the most committed form of democracy possible to model our core value of Mutual Respect for our students and community.

In our deliberations, we recognize and remember that all participants in the process always share responsibility for the quality of our experience. Participants place ultimate reliance on the founding ideas of our school—its vision, mission, and values—rather than any personal agenda. The group’s highest intention is to guide the school toward the most profound and creative realizations of those ideas.

Mission

The Seven Generations Charter School is an academically rich educational community creating generations of stewards who embrace our world and each other. All members of the Seven Generations Charter School community are committed to a public education alternative that promotes sustainability and citizenship with an interdisciplinary, individualized, project based curriculum.

Vision

To each Seven Generations student, we pledge:

- An experiential, constructivist approach to education that encourages hands-on learning in the community as well as in the classroom
- A culturally rich atmosphere that celebrates the expansive world around us
- An environment of academic excellence that taps into the creativity and uniqueness of each child and that fosters mutual respect
- An integrated learning experience that emphasizes sustainable living practices.

Core Values

Creativity; Hands-on; Academic Excellence; Cultural Richness; Integrated; Sustainable; Mutual Respect

Working Meeting Minutes

55 min. 5:30 – 6:25

11/15/2016

The working meeting is open to the public with the exception of items labeled “Executive Session.” No decisions are made in the working meeting; all decisions are made in the business meeting.

	Purpose of agenda item	Agenda item	Presenter	Min.	Time
1	Assign roles	Process: Facilitator, Timekeeper, Note taker		5	5:30 PM
2		Open Door - any staff member can come to speak to the board about concerns	Anyone	10	5:35 PM
3	Discussion	Executive Session - Litigation	BoT / Admin	40	5:45 PM
4	Adjourn	Please remain aware of the time. Plan to Start Business Meeting on time.			6:25 PM



Business Meeting Minutes
160 min. 6:30 – 9:10
11/15/2016



	Purpose of agenda item	Agenda item - Minutes	Presenter	Min.	Time
1	Assign roles	Introduction to Meeting <ul style="list-style-type: none"> • Agenda review (facilitator can allow time for silent reading, then request any changes, then call for consensus on the agenda) • Reading of Mission and Vision –or, if time is short, just the Core Value • Reading • Formal Consensus Reading/Review (5 min) • Check in – give everyone in the room a chance to speak if possible • Call to order/Roll call: Brian Anthony, Lori Friebolin, Ben Loomis, Stephen Peters, Al Russell Approval of Minutes from previous month October 11th and 25th, 2016.	Facilitator & others	15	6:30 PM
2	Discussion	Public Comment (<i>Facilitator: first give time to any issue on the agenda, then open to comments not specifically about agenda</i>)	Anyone	10	6:45 PM
3	Discussion	Community Circle Changes - Ref. Attachment (Community Circle Operating Procedures) Also attached, notes from Tanya Miller.	Tanya Miller	15	6:55 PM
4	Proposal	The Board of Trustees approves the following hire(s): <ul style="list-style-type: none"> • Mary-Kate Walker, Per Diem Substitute Teacher at \$100 per day • Beverly Schantz-Ayers, Per Diem Substitute Paraprofessional at \$90 per day • Brittany D'Aurizio, Substitute Nurse at \$25 per Hour ALL Approved By Consensus	Andy Rowan	10	7:10 PM
5	Presentation	Principal's Report - PSSA Results Review Phase 1 - Cyclical Review - Reviewed nearly all Special Education files. Phase 2 - Return on Thursday & Friday, review files, observe classrooms. How do we implment IEP's, interview teachers and parents. Teacher observations underway. PSSA Results (done last meeting) - follow-up with cohort analysis.	Paul Hunter	30	7:20 PM

Committee Reports

(5 - 10 min. each Committees in bold have indicated that they have a report to share – facilitator, if time allows, please ask if any other committees have reports.)

6	Presentation	<u>Board Committees</u> Finance <ul style="list-style-type: none"> • Bill list (Proposal to approve, 5 min) - Approved by Role Call • Financial reports (5 min report) Governance and Policy - Ref. Items 8, 9, 10 Facilities Rechartering - 2017 - Reference provided comparison chart. Middle School - Reference provided committee update notes. Development	Lee Merendino Al Russell Lori Friebolin Brian Anthony	30	7:50 PM
7	Proposal	The Board of Trustees approves to adopt the following new/modified policies that are required as a result of review by the school nurse: <ul style="list-style-type: none"> • 203 – Immunizations and Communicable Diseases • 210-1 – Asthma Medication and Equipment • 210-1C – Asthma Action Plan • 210-2 – Epinephrine Auto Injectors • 210-3 – Diabetes Awareness and Management • 210-4 – Use of Medications and Medical Equipment • 210-5 – Medical Self-Monitoring (Removed, content moved to other policies) • 360 – Medical Education and Training - Typo correction CEO -> Board Approved by Consensus	Al Russell	10	8:20 PM
8	Proposal	The Board of Trustees approves to adopt the following new/modified employee policies (which were put on hold in February when we were working through the suspension of the middle school): <ul style="list-style-type: none"> • 300 – Educator Code of Ethics • 301 – Creating a Position • 307 – Student Teachers and Interns • 308 – Employment Contract • 310 – Abolishing a Position • 313 – Employee Evaluation • 317 – Conduct and Disciplinary Procedures • 324 – Personnel Files • 325 – Dress and Grooming • 333 – Professional Development • 351 – Drug and Substance Abuse Approved by Consensus	Al Russell	10	8:30 PM
9	Proposal	The Board of Trustees approves to adopt the following new policies related to adoption and review of instructional materials, including library books and form for parent consent for extracurricular activities (requested by Paul): <ul style="list-style-type: none"> • 108 – Adoption of Textbooks • 133 – Reconsideration of Instructional Materials • 133A – Request for Reconsideration of Instructional Materials • 122A – Parent Consent for Extracurricular Activities and Medical Authorization Approved by Consensus	Al Russell	10	8:40 PM
10	Presentation	<u>Community Committee</u> Seven Generations PTO (Community Circle)	N/A	0	8:50 PM
11	Discussion	Time allotted for last-minute additions and/or extensions		5	8:50 PM
12	Discussion	Public Comments (on any item relating to the school)	Anyone	10	8:55 PM

Seven Generations Charter School Community Circle Operating Procedures

(Approved through consent by the Seven Generations School Community Circle.)

1. **NAME:** The name of the organization will be the Community Circle.
2. **PURPOSE:** The mission of the Community Circle is to:
 - *To enrich the learning experience of all Seven Generations children.*
 - *To support teachers and staff with resources, energy, ideas, accolades, and trust*
 - *To empower parents to take an active role in their children's education.*
 - *To build community by promoting school wide communication.*
 - *To coordinate events that support the Seven Generations School Mission.*

The Community Circle is a noncommercial, nonsectarian, and nonpartisan group, with no affiliation with the State or National PTA or PTO organizations. The Community Circle meetings are run by Formal Consensus.

3. MEMBERSHIP

- A. **MEMBERS:** All family members and/or legal guardians of students who are currently enrolled at Seven Generations Charter School, all Faculty and Staff of the school, all members of the Seven Generations Board of Trustees, and all founding members of the school are considered members of the Community Circle. Members and non-members can participate during Community Circle meetings and can consent to proposals brought forward using formal consensus, provided they are present at a scheduled membership meeting to participate in person but non-members are not allowed to block consensus. No person will be denied membership due to race, color, religion, sex, sexual orientation, age, marital status, national or ethnic origin, or inability to financially contribute in any way.

4. MEETINGS

A. QUARUM: ...

B. REGULAR MEETINGS: Regular meetings will be held monthly during each school year. The time and place of the meetings will be announced at least seven days (7) prior to the meeting. All meetings will operate under Formal consensus, as led by a facilitator. All proposals are passed when consented to by the membership attending the meeting.

C. SPECIAL MEETINGS: Special meetings of the organization may be called by the agenda planners or by the school administration.

D. AGENDA PLANNING MEETINGS: An agenda planning meeting will occur before each Community Circle meeting to determine the agenda and logistics of the upcoming meeting. The facilitator for that month's meeting will be involved.

E. BUDGETING MEETING: At the beginning of the school year, an annual budgeting meeting will be held. All interested community members will be invited to the meeting to give input on how the funds could be budgeted. The treasurer will use the

information collected during the meeting to create the Community Circle budget. The budget will then go to the next Community Circle meeting for consensus. The meeting should be advertised one month in advance and notice should be given through multiple avenues.

5. COMMUNITY CIRCLE ROLES

A. Agenda Planners: The agenda planners job (as defined by formal consensus) is to collect agenda items, arrange them, brainstorm discussion techniques, assign time limits and write up the proposed agenda. The agenda planners also supervise the logistical details of the Community Circle meetings (place, time, etc), act as envoy to the Board of Trustees, and assure proper communication with the entire community. Agenda planners are recruited at the beginning of the school year. Agenda planners commit to taking planning multiple agendas during the year.

B. Treasurer: The Treasurer will be responsible for tracking all funds of the organization, including all bank deposits and disbursements as authorized by the Community Circle. The treasurer will fill a term of two years. In the case of a vacancy of this position, the Community Circle may appoint a replacement during a monthly meeting. When searching for a new treasurer, priority should be given to finding a community member with accounting experience to fill the role. The treasurer must be bonded and insured.

C. FACILITATORS: The facilitator's job (as defined by formal consensus) is to conduct group business (lead the meeting) and guide the Formal Consensus process so that it flows smoothly. Facilitators should rotate so no one facilitator leads the majority of meetings. Co-facilitation, or having two (or more) people facilitate a meeting, is recommended when controversial topics are to be discussed. An ideal facilitator uses non-direct leadership and has clarity of process. The facilitator is responsible for honoring the agenda and the formal consensus process. Facilitators are recruited and trained (if not already trained) at the beginning of the school year. Facilitators commit to facilitating multiple times during the year.

D. TIME KEEPERS: A timekeeper is to help the facilitator keep within the time limits of the agenda. The timekeeper is selected before or at the beginning of the meeting by either the facilitator or the agenda planner.

D. NOTE TAKER: A note taker keeps a written record of the meeting and sends the resulting document to the agenda planners after the meeting. The note taker is selected before the meeting by the agenda planner. Note takers are recruited at the beginning of the school year and commit to taking notes multiple times during the year.

6. Community Circle Committees

A. STANDING COMMITTEES: Each committee will have a chair or co-chairs and will report to the community circle periodically. Some standing committees also report to the BOT..... All community circle members are invited to be parts on committees.

B. AD HOC COMMITTEES: Ad Hoc committees will be formed and will meet as needed. Such Committees will report to the Community Circle and will cease to function upon discharge of the duties for which they were appointed.

7. NOMINATION OF ROLES

A. PROCEDURE: The nomination of Community Circle roles will take place during one of the last 3 Community Circle meetings of each year. The Seven Generations community must be informed that nominations will be taking place during the membership meeting a month in advance. A Nominating Committee may be formed to recruit candidates; however, further nominations may be received from the floor. During the meeting, members will be invited to fill positions. The acceptance of any community circle position, if uncontested is automatic. Any contested position will be decided on through the formal consensus process. There is no limit to the number of candidates for any open position.

B. TERM OF POSITION: New terms of roles will commence at the end of each school year. Any person in a position may return for an additional term, or must be listed as a nominee if the position is contested and they wish to serve an additional term. There are no term limits.

8. FUNDS

A. BUDGET PRIORITIES/ ANNUAL BUDGET: The annual budget for the Community Circle will be set by the treasurer after the budgeting meeting and before the commencement of each new academic school year. The budget is to be consented on during a Community Circle meeting, preferably before the start of the academic year.

B. TRACKING FUNDS: The treasurer will be responsible to keep all original documentation of the Community Circle accounts. The Treasurer will present a written financial report and overview of budget priorities at each Community Circle meeting and at other times as requested by the Community Circle. The Treasurer will present all financial records to an auditor or audit committee, as requested by the school Administration. Checks will be written by the treasurer but signed by both the treasurer and one school administrator.

C: BUDGETED EXPENSES: Requests for funds will go to the treasurer, who will check to see that there are funds still available in the appropriate line item of the annual budget. If funds are available, a check will be written. If insufficient funds are available or if there is not a line item for the request, it is an unbudgeted expense.

D: UNBUDGETED EXPENSES: Unbudgeted expenses fall into 2 categories:

1. **Insufficient funds:** If a budgeted expense overruns the budgeted amount, the additional amount may be allocated if less than \$200, otherwise it must wait to be approved during the next community circle meeting.
2. **Requests without a budgeted line item:** Requests that are not in the budget must wait for approval during the Community Circle meeting. The requestor

must present a proposal for the funds. The proposal may be a simple sentence but the presenter must be able to answer questions that may arise.

E: MINIMUM BALANCE: Under no circumstances may the treasurer make disbursements that will bring the balance of Community Circle's funds below \$500 without membership approval.

F. SPECIAL EVENTS: If the budget includes a Special Event Fund the money will be distributed in the following way:

- Half the fund will go to school-wide events.
- Half the fund will be divided evenly among the grade levels so each grade gets a budget amount to use on events. Teachers in each grade must collaborate to determine how they want to spend their part of the funds.

G. FUNDRAISING DRIVES: drive raises money for a specific purpose outside of the general funds of the community circle. All drives have to be approved by the community circle.

9. POLITICAL INVOLVEMENT / COMMUNITY RELATIONSHIPS

A. NON-PARTISAN POLITICAL ACTIVITY: As directed by the membership, Community Circle may engage in political activity of a non-partisan nature, on a local, state and/or national level, with the sole purpose of advocating on behalf of the educational community. This involvement may be by the membership as a whole, by committees or individuals appointed by the membership, or by the Community Circle. Any representatives or committees given charge by Community Circle in a political forum must report back to the membership at the following membership meeting and may never claim to represent the Seven Generations Community in its entirety. No written correspondence may claim to represent the Seven Generations community in its entirety.

B. SEVEN GENERATIONS CHARTER SCHOOL GOVERNANCE: the Seven Generations Charter School bylaws and policies will supersede any policies or bylaws set down by Community Circle.

11. AMENDING BYLAWS: Bylaws may be altered, amended, repealed or adopted only at a membership meeting through formal consensus. We recommend that and proposal to amend bylaws is presented at more than one meeting for input.

November 15, 2016 – From Tanya Miller

First I would like to clarify that I am not opposed to change or new volunteers, I am actually excited to see positive change that could be happening. However Community Circle (CC) Operating Procedures were not followed and this is a concern of mine.

CC Operating Procedures most recent update 2011:

#2 States:

“The Community Circle is a noncommercial, nonsectarian and nonpartisan group with no affiliation with State or National PTA or PTO organizations. The Community Circle meetings are run by Formal Consensus.”

#3 States:

Clearly that all family members and/or legal guardians of Students who are currently enrolled at 7Gen, all faculty and staff, all members of BOT and all founding members are members of Community Circle.

#7 Nominations of Roles

- A. Procedure: The nomination of Community Circle roles will take place during one of the last 3 Community Circle meetings of each year. The 7Gen Community must be informed that nominations will be taking place during the membership meeting a month in advance.

#11 Amending Bylaws:

“Bylaws may be altered, amended, repealed or adopted only at a membership meeting through formal consensus. We recommend that and proposal to amend bylaws is presented at more than one meeting for input.”

October 2015 CC Meeting Agenda (per official 7Gen website) – no mention of nominations. No meeting minutes

November 2015 CC Meeting – None

December 2015 CC Meeting Agenda (per official 7Gen website) – no mention of nominations. No meeting minutes

January 2016 CC Meeting – None

February 2016 CC Meeting Agenda (per official 7Gen website) – no mention of nominations. No meeting minutes

March 2016 CC Meeting – None

April 2016 CC Meeting Agenda (per official 7 Gen website) – no mention of nominations. No meeting minutes

May 2016 CC Meeting – None

June 2016 CC Meeting Agenda (per official 7Gen website) – no mention of nominations. No meeting minutes

July 2016 CC Meeting – None

August 2016 CC Meeting Agenda (per official 7 Gen website) – brief mention of PTO, no mention of nominations. No meeting minutes

September 2016 CC Meeting – None

October 2016 CC Meeting – None

Page 36 of Seven Gen's Charter as it appears on the website states:

"The CC will operate by bylaws and rules of operation."

"Elections for the CC offices will be held according to the group's bylaws."

I reached out through email to Paul Hunter and Jen Hersh on November 4, 2016. I had asked for the names of the administration that the changes were run by since I felt the Operating Procedures were not followed. I did reference item 7 and 11 from the operating procedures. I did say I would love to see all this positive change happen but have it happen properly.

November 8, 2016 my email was responded to by Paul Hunter who asked for clarification on what I was referencing, I forwarded him the operating procedures that I was referencing.

I believe we are a community.

I believe we are equals working together for the greater good of our children at 7Gen.

I believe Community Circle as it was founded was an excellent example of that.

I view the nominations without community wide involvement, name change without community wide involvement, the move from roles to positions such as to suggest a hierarchy with titles and the non public meetings is a drastic move away from CC and its founding member's vision and purpose.

My concerns:

No communication was given in any form to the members of CC as a whole in regards to nominations or operating procedures, no school wide email/phone call/post on the website no meeting minutes made available. There was no information given to the community as a whole to be involved in huge changes within CC.

The operating procedures were not followed as far as when the nominations were to take place and the community members were not informed. There is no reference on any agenda prior that would suggest

changes or nominations and there are no meeting minutes available, the last ones available are May 19, 2015. We were denied the opportunity to be involved with these changes if we so choose to be.

If we allow this to stand the way it is, I feel we open the door for any guidelines, procedures or bylaws not to be followed in the future by our trusted servants.

I would love to see positive change happen following the proper method.

We as a whole look to the BOT for guidance and support in all that matters.

I hope you will all see what has taken place is not in line with what our school stands for.

Thank you so much for your time this evening, your attention to this matter and my concerns.