

# AeA Board Meeting April 2, 2019 Minutes

## 1. Call to Order – 4:34PM, Dr. Amy Smith

Attendance: Matt Throckmorton, Gene Trombetti, Jennifer Moulder, Rebecca Strait, Tammie Bankhead, Kami Alvarez, Dr. Amy Smith, Karen Ellingson, Tracy Hendrickson, Kim Ashcraft

## 2. Review Board Minutes of Feb 19 Meeting (Matt Throckmorton)

Motion to approve: Dr. Amy Smith.

Motion to second: Gene Trombetti

## 3. Review of Financials, Monthly Financial Report (Rebecca Strait, Business Manager)

- Financials are similar to February.
- Not much has changed.
- Draws for grants for April Allotment.
- Cash flow is sound.
- Audits are clean and there are zero findings. Background checks are done and waiting to hear back from BCI.
- Great year for maintaining staff. We're losing 2 paras and 1 teacher.
- Preparing FY19-FY20 budget for Board Hearings.
- Preparing for the FY19 Final Budget and the FY20 Budget Board Hearings in May and June.
- 45 days cash on hand.
- Spending this year has been very limited. We're trending where we should be.
- % we're where we should be. By May we'll be back in the black.
- Background checks are in. We've done our due diligence.
- Income statement(8 page doc) will be posted every month as per requirements.
- Refer to attachment.

## 4. \*\*Training – FERPA\*\*, (Kami Alvarez)

-All staff are currently being trained to complete FERPA training by watching videos created by USBE (list included in documents)

Amy: Regarding reviewing current curriculum, when will teachers be given the final times line on that?

Kami: They already have some, but there are some inconsistencies. We have assigned a few committees, one to write down curriculum and another for supplemental and interventional

curriculum.

Amy: I think that will help streamline what they can choose from and that they know definitely what they're using. That's great.

- Updating our metadata dictionary to include any new online tools
- Reviewing current curriculum and establishing main curriculum, supplemental, curriculum, and intervention curriculum.
- Reviewing new hire process to ensure employees are trained before starting to work

**5. \*\*Training – Open & Public Meetings\*\***, (Jennifer Moulder)

(Please refer to the attachment for training)

Matt: The slide (correct posting of our minutes, docs, and audio of board meetings) is where we got grief. This is where will become perfect.

Jennifer: And, you're not alone, there are a lot of schools that have had that problem. If you get into a system. That really resolves a lot of problems down the road.

Amy: I have a question that may be for Matt. Jennifer mentioned that there are 2 individuals that have access to post on the PMN. Do we have 2 people now?

Matt: It's me and I need to get another one or two. I wasn't aware of that and will make the necessary changes.

**6. \*\*Training – SITLA\*\*** (Matt Throckmorton) **School LAND Trust Program**

( Please refer to the power point)

- Our local council consists of Matt, Kami, Tammie and parents spread from around campuses. We put forth a plan, present it to the board. The parents vote on it and the board votes on it. Then submit to the state.
- October 1st, Rebecca uploads expenditures.
- October 20: validate how funds were spent.
- Spring reporting on how previous year money was spent. Final update and plan for spending the next years money.

**7. Set Monthly Board Calendar through FY20** (Dr. Amy Smith)

Board Meetings will be held the last Thursday of each month, except when there is a holiday.

April 25, 2019, May 30, 2019, June 27, 2019, July 25, 2019, August 29, 2019, September 26, 2019, October 24, 2019, November 21, 2019, December 19, 2019, January 30, 2020, February 27, 2020, March 26, 2020, April 30, 2019, and May 28, 2020

Motion to approve: Matt Throckmorton Motion to second: Karen Ellingson

**8. Set FY20 Board Training Calendar** (Jennifer Moulder):

Jennifer: I think you're required in your probations letter to have 4 Board Trainings. The most relevant to your situation is evaluating your director. You're going to approve a tool for that. Charter Solutions has an excellent tool. The other is creating an everlasting Board culture, a 6 part 2 hour each series. . **I recommend that those trainings are put into the slots on the calendar for the April 25, 2019 agenda.**

The Board will undergo a six part training at two hours a piece to be completed by December 1, 2019. Decision on type of evaluation for Board Director will also be decided

at April 25, 2019 Board Meeting.

**9. Set FY20 Academic Data Review Calendar** (Dr. Amy Smith, Kami Alvarez)

Kami: Each month we will have a data point to see how our students are doing and how our school is doing. That way we will have something to discuss to make sure we're on track. I've sat down with our assessment director, Heather Clinton, and talked about different possibilities of data to look at throughout the year. In April late on I'll talk about our MOY DIBELS then NWEA midyear and May we're hoping to have our ACT results. By then we'll also have our Turnaround.

-We will have an academic report that will have academic data to review monthly.

Motion to approve: Karen Ellingson

Motion to second: Matt Throckmorton

**10. Update on turnaround and Deficiencies** (Kami Alvarez, Tracy Hendrickson, Matt Throckmorton)

-Turnaround plan based on root cause analysis.

-Anything in our plan needs to be evidence based.

-Needs assessment is April 22nd.

-Decide who we contract out to. Coordinate with them. Write a plan and it will be submitted to the board for approval then submitted to the state for approval.

-update on our deficiencies.

**-The background check:** we've all completed, as Rebecca pointed out. It takes a little bit of time for those to go through. Tammie will get the BCI report. What happens is they generate a letter that verifies they have past the background check.

**-We are likely very close to the required training for the Deficiencies, plan for Probation Letter**

**-#3 finances:** that will just take two more years to address. We're on a good path there.

**-Student records, as in FERPA,** two parts there were some FERPA violations. Scholars names were up and got brought up that shouldn't have that way. The visible displays with FERPA violations have all been addressed. Kami's done an admin training with all of our leaders in FERPA. She sent out the 13 videos that has the FERPA training. She was having the staff go through that. And, as you can imagine, they were getting through them.

**-#5:** Our annual evaluation tools, which are ultimately approved by Matt. Our annual assurances. There's an administrator evaluation that we're doing that's basically an evaluation of our administrative team. Matt and Rebecca work with the Academic Director in reviewing these

**-#6:** You will do a formal paper evaluation tool for the CEO. Matt will present a couple tools prepared by Charter Solutions on this, part of the training..

**-#7:** We had all but two recordings uploaded. Two were corrupted. From here on out we will always get those right. Even on our agenda we will have an official call to order then we immediately start recording. And we convert it and post on the Public Meeting Notice site. We note it's supposed to be done within 72 hours, but there's no better time to do it then right on the spot.

Board input:

**11. Update on RISE, Aspire Plus, DIBELS, KEEP, and NWEA** (Kami Alvarez, Tracy Hendrickson) Kami updated on time frames of each test administration. Activities are taking place, weekly, and daily in all classes, per subject. We scholars are also engaging in Benchmarks for RISE, though not available for Aspire Plus (9th/10th grade). Matt notes that the Team have never engaged in these activities to prepare scholars for the exam. Tracy noted that the 9th and 10th graders are excited, as they are being exposed to the ACT. Kami noted that this process is helping our teachers to teach to the standards, more closely aligning teaching.

**12. Review and Approval of CEO and Admin Evaluation** (Brett Nielsen, Matt Throckmorton)

The performance evaluation of school director and Charter Solutions were sent by Lincoln Fillmore at Charter Solutions. It was recommended to move this to the next Board meeting, hold a formal training, then create the final evaluation tool.

**13. Establishing Board Process: Directors Report, Financial Notices, SPED Reporting** (Karen Ellingson, Jennifer Moulder)

Jennifer: This is one of those things we talked about that they want to make sure you're engaged and aware of. These items on **every board agenda** is a good idea.

-Financial notices.

-Director's report: Please give a summary of the goings on in the school. Put it on the agenda everytime, create a Dashboard of key data.

Matt: Update Dashboard monthly with campus goings on.

Jennifer: When I went to the National Charter School Conference, all these schools do have dashboards. They're all different and you can customize it to your school. But, I still feel it's important to have this on the agenda.

Matt: If we were to establish this is a form of our director's report, would that work?

Jennifer: I do think it's great to have that information on the dashboard. The dashboard is a big part of the directors' report. I still feel you need to have it on your agenda every month. For next month a more formal process of committees and Board Governance will be presented.

**14. Other Items**

Matt, will get the recording done, converted and posted to the Public Meeting Notice site. Also, put together a packet with the seven deficiencies, the calendar that Kami has put together for FERPA training. Kim Ashcraft is our board liaison. Please reach Kim for any questions

**15. Adjourn – 6:30PM (End recording, convert, post)**