

MINUTES
Ball Charter Schools Governing Board Meeting
March 2, 2015

DRAFT

1. Call to Order - The meeting was called to order by Michael Hoogstra at 6:03 p.m. on March 2, 2015 in room 223 at Val Vista Academy, 4120 South Val Vista Drive, Gilbert, AZ 85297.

2. Roll Call

Present:

Michael Hoogstra, Board President
Diane Fernichio, Board Vice-President (telephonically)
Melissa Flint, Board Secretary
Mike Dyer, Board Member (arrived at 6:34 p.m.)
Michael Hopkins, Board Member
Michael Larrabee, Board Member (arrived at 6:23 p.m.)
Michael Sobieski, Board Member
Jason Stasiak, Board Member

Taimé Bengochea, Dobson Principal
Gaye Garcia Leo, Hearn Principal
Annie Gilbert, Director of Finance
Teresa DePadre Buri, Val Vista Assistant Principal
Pam Rebel, Executive Assistant

Absent:

Marcus Harrison, Board Member

Others Present:

Scott Fisher, Teacher – Val Vista Academy
Scarlet Vuyyuru, Teacher – Val Vista Academy

3. Pledge of Allegiance – The group recited the Pledge of Allegiance together.

4. Approval of Agenda – Motion by Michael Sobieski to approve the agenda. Second by Michael Hopkins. All in favor. Motion carried.

5. School Recognition/Mission Moment – Val Vista Academy

Teresa DePadre Buri introduced students and their director who performed a musical number from the *Little Mermaid* drama performance happening at the school in March.

6. Call to the Public – Scarlet Vuyyuru, Teacher at Val Vista, spoke about the positive things happening at the school and the ways she and others strive to accommodate parents. She stated she thinks the majority of parents are happy but some ask for leniency and unrealistic accommodations.

7. Consent Agenda Items

- 7.1 Minutes from Previous Meetings – February 9, 2015 (Regular Meeting); February 18, 2015 (Executive Committee Meeting).
- 7.2 Enrollment/Attendance Updates for January 2015 – Dobson Academy, Hearn Academy and Val Vista Academy.
- 7.3 Personnel Actions – New Hires: *Dobson* – Lisette White, Substitute. *Hearn* – Albert Dyke, Teacher. *Val Vista* – Barbara Champlin, Paraprofessional. Extra Duty Assignments/Stipends: None. Reassignments: *Val Vista* – Nicole Stapley, from Substitute to Paraprofessional. Separations: *Hearn* – Joe Baron, Teacher; Cynthia Fuqua, Paraprofessional.

Michael Hoogstra clarified that both Paraprofessionals hired at Val Vista are replacements. Michael Hopkins asked that the February 9, 2015 Regular Board Meeting minutes reflect that Mike Dyer abstained from voting in item 11.5 regarding the new Statutory Agent. Motion by Michael Hopkins to approve Consent Agenda Items with changes noted. Second by Melissa Flint. All in favor. Motion carried.

8. Information and Discussion Items

8.1 Principal Reports

I. Monthly Report

Dobson Academy – Taimé Bengochea discussed the 6th grade shadow day at the middle school, the 8th grade field trip to Skate Land with STEM activities, reenrollment numbers with grade level breakdowns, the new writing program, and the Cheer Team competition.

Hearn Academy – Gaye Leo discussed the Read-a-Thon which raised over \$3,000 that is designated for computers. Stone Creek Bible Church approached the Principal with a proposal to partner with their Preschool. Gaye Leo asked the Board for assistance and direction. The Board asked clarifying questions. The church will provide more information such as financials and a written proposal. Gaye Leo also discussed the mock schedule day, the math training for teachers, and Galileo. The group discussed Galileo, AzMerit, and Acuity at length.

Val Vista Academy – In Ray Webb's absence the Assistant Principal gave the report. Teresa DePadre Buri discussed her weekly electronic newsletter to parents, the Holocaust speaker community event and continuation of discussion in class with 6th and 7th graders, Little Mermaid performances, and the book fair.

- 8.2 Director of Finance Report - Annie Gilbert discussed employee benefits meetings. Three potential brokers are being researched. Employees have shared positive feedback regarding Aetna. Annie Gilbert also discussed the ADP transition and the new employee portal. Annie Gilbert reported 100th day ADM slight reduction for Dobson and Hearn and slight gain for Val Vista. Annie Gilbert reported an issue with maintenance of effort at Dobson and Val Vista related to SPED spending. For Val Vista she will respond with a letter. For Dobson she passed around the revised AFR for all Board members in attendance to provided signatures.

Year to Date Financials – Annie Gilbert discussed the financial dashboard in the packet and answered questions. The projected budget was created based on a 3% increase, keeping the current enrollment in mind. Mike Dyer commented that variance between schools is high in certain categories. If we don't get students in the needed grade levels personnel may need reduced. Annie Gilbert explained and clarified to Michael Sobieski that Principals have identified flex points in personnel. Michael Hopkins and others asked questions on specific budget line items. For example, textbooks and IT. Staffing grade levels at Val Vista was discussed. Annie Gilbert reminded the Board that Val Vista has a liability of \$280,000 to the other two schools. Annie Gilbert showed a presentation of the marquee proposed for Dobson and how funds will be raised to offset cost.

- 8.3 Staff Compensation Recommendations for 2015-2016 – Annie Gilbert clarified to Melissa Flint that the 3% increase is not related to performance. A potential motion was discussed for certified, continuing status teaching staff only.

- 8.4 Employment Agreements – Gaye Leo explained the proposed timeline in the packet for teacher agreements due back April 3rd or next working day.

- 8.5 Hearn Academy Parking Lot Lighting – The Board reviewed the letter and quotes from Healthy Planet Partners and Sky Engineering, Inc. As a next step Mike Dyer asked Pam Rebel to set up a conference call.

- 8.6 Energy Savings Dates for 2015 – Gaye Leo explained this item is about people taking vacations during closures and not carrying forward vacation time. It needs to be officially voted upon. It was clarified to the board that this does not change policy, but is a request to 12 month employees in order to save energy costs and be consistent across schools.

- 8.7 Special Education Attorney Fees – Michael Hoogstra reported that Rita Solliday informed him of attorney fees regarding SPED of \$1,500 last month. This may continue and the Board discussed possibilities and preparation.

- 8.8 Electronic Launch of Spring Surveys – Pam Rebel informed the Board that the spring surveys are underway and will conclude on March 13th. The same format and questions were used except removing the Executive Director category.

- 8.9 Board Committee Reports:

I. Financial and Personnel Committee – Co-Chair Diane Fernichio reported at the last meeting the committee discussed campus safety, School Services Coordinator and Office Administrative Assistant positions, budget and benefits. Val Vista extracurricular activities was tabled due to lack of representation/information.

II. Planning and Development Committee – Chair Melissa Flint reported the Mission/Vision work session is March 13, 2015. A poll was distributed to choose a date for the retreat. Topics being considered are: branding, bylaws. The committee interviewed one prospective Board candidate. Nominations are in May and elections of officers and Chairs will occur in June. Please email your intentions and submit a statement if you desire to hold office.

a. Adoption of Remaining ASBA Policies – Melissa Flint asked for one revision to remove the name, but keep the title Director of Special Education for ASBA polices IHBA-RA and JFABD-EB.

III. School Expansion and Development Committee – Michael Hoogstra stated there is no report.

- 8.10 Governing Board Bylaws – Melissa Flint stated the document in the packet is the attorney's corporate board suggestions rather than bylaw revisions. Board members asked Pam Rebel to forward copies of each school's current bylaws to them for review.

Michael Hoogstra informed the Board that both the Hearn School Service Coordinator and the Dobson School Service Coordinator requested that discussion in regards to them occur in the public meeting rather than in Executive Session. The public discussion cannot include salary information.

Motion by Michael Hopkins to add item 8.11 Hearn School Service Coordinator and item 8.12 Dobson School Service Coordinator to the agenda. Second by Michael Sobieski. All in favor. Motion carried.

- 8.11 Hearn School Services Coordinator – Michael Sobieski summarized that the Board is either eliminating the position across all schools or keeping it and allowing each school to decide whether to fill it based on need. Michael Larrabee commented that the schools should be able to decide which current positions to fill. Michael Hoogstra and Michael Sobieski agreed that is true about Board approved positions. The Hearn Principal stated her school is operating efficiently and there are no budgetary constraints. Michelle Hart has been designated as the certified person to provide coverage. Earning administrative licensure takes three to four years. Mike Dyer commented that for years BCS has been trying to move forward with alignment. A school's current performance is not the sole criteria for decision making. Hearn had an Assistant Principal in the past. Turnover of Principals in the last few years has indicated the importance of Assistant Principals and consistent job descriptions. Michael Sobieski and others clarified that the job description in last month's packet was taken from the personnel file but is not titled correctly. Michael Sobieski is working through the Financial and Personnel Committee to look at job descriptions and a detailed organizational chart.
- 8.12 Dobson School Services Coordinator – Melissa Flint asked the Board to consider if the two schools need to match in utilizing the Student Services Coordinator position. Michael Sobieski suggested collaboration with the Board if schools are given the choice of which positions to fill. Diane Fernichio expressed the need to assure position duties do not overlap on the same campus and that non-certified individuals are not performing duties that require certification. A couple years ago the Financial and Personnel Committee brought this position title and others before the Board for approval. Michael Larrabee expressed he does not have enough information to make a decision on items 11.1 and 11.2, specifically where we are at right now on each campus. Centralization is a goal, but how and when should be considered. The Dobson Principal clarified for Michael Hoogstra that both a new Office Administrative Assistant position and a Registrar are needed at Dobson, which has two campuses.
9. **Recess to Executive Session:** Motion by Michael Hopkins to recess to Executive Session in accordance with A.R.S. § 38-431.03(A)(1). Motion withdrawn by Michael Hopkins due to discussion and consensus. Diane Fernichio expressed a concern that salaries are being paid at a managerial level for duties that are non-managerial in nature at both schools. Mike Dyer asked that the agenda be clear next month concerning these items to include existing job descriptions, proposed job descriptions, timing of implementation, and organizational chart.
10. **Reconvene Regular Board Meeting of February 9, 2015** - This item was not necessary.

11. Action Items:

- 11.1 School Services Coordinator – Motion by Michael Hopkins to table this item. Second by Mike Dyer. All in favor. Motion carried.
- 11.2 Office Administrative Assistant – Motion by Michael Hopkins to table this item. Second by Melissa Flint. All in favor. Motion carried.
- 11.3 Staff Compensation Recommendations for 2015-2016 – Motion by Michael Larrabee to approve a 3% increase for certified teaching staff who receive an employment agreement for 2015-2016. Second by Michael Hopkins. All in favor. Motion carried.
- 11.4 Employment Agreements – Motion Michael Larrabee to approve new certified teaching staff at-will employment agreements for 2015-2016 be issued March 31, 2015. Second by Michael Hopkins. All in favor. Motion carried.
- 11.5 Energy Savings Dates for 2015 – Motion by Michael Larrabee to approve all three schools to implement June 15th – July 5th, 2015 as energy savings dates and schedule 12 month employees to take vacation at the same time. Second by Melissa Flint. All in favor. Motion carried.
- 11.6 ASBA Remaining Policies for Adoption – Motion by Mike Dyer to approve the adoption/elimination of ASBA policies as outlined in the enclosed table, and as amended. Second by Melissa Flint. All in favor. Motion carried.

12. Future Agenda Items

- Special Education Organizational Structure (Executive Session)
- Director of Special Education Report and Director of Curriculum Report (standing agenda items to be added)

13. Adjournment

Motion by Mike Dyer to adjourn the meeting at 10:10 p.m. Second by Melissa Flint. All in favor. Motion carried. The next regular meeting is scheduled for Monday, April 13, 2015 at 6:00 p.m. at Hearn Academy.

Approved by Ball Charter Schools Governing Board

Board Secretary

Date