

**MINUTES**  
**Ball Charter Schools Governing Board Meeting**  
**January 12, 2015**

**1. Call to Order** - The meeting was called to order by Michael Hoogstra at 6:09 p.m. on January 12, 2015 in room 306 at Hearn Academy, 17606 N. 7<sup>th</sup> Avenue, Phoenix, AZ 85023.

**2. Roll Call**

Present:

Michael Hoogstra, Board President  
Diane Fernichio, Board Vice-President  
Melissa Flint, Board Secretary  
Mike Dyer, Board Member  
Marcus Harrison, Board Member  
Michael Hopkins, Board Member  
Michael Larrabee, Board Member  
Michael Sobieski, Board Member  
Jason Stasiak, Board Member  
  
Taime Bengochea, Dobson Principal  
Gaye Garcia Leo, Hearn Principal  
Annie Gilbert, Director of Finance  
Michelle Hart, Director of Curriculum  
Ray Webb, Val Vista Principal  
  
Pam Rebel, Executive Assistant

Absent: None

Others Present:

Steven Knoblauch, Teacher – Hearn Academy

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

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

**5. School Recognition/Mission Moment – Hearn Academy**

There was nothing presented for this item.

**6. Call to the Public** – There were no members of the public present that desired to speak.

**7. Consent Agenda Items**

- 7.1 Minutes from Previous Meetings – December 15, 2014 (Regular Meeting); January 5, 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* – Megan Gomez, Substitute Teacher; Robert Smith, 3<sup>rd</sup> Grade Teacher. *Hearn* – Steven Knoblauch, 4<sup>th</sup> Grade Teacher; Christine Vega, Paraprofessional. *Val Vista* – Taylor Heigl, Kindergarten Teacher. Extra Duty Assignments/Stipends: None. Reassignments: None. Separations: *Dobson* – Kylie O'Brien, Before & Aftercare Activity Leader; Theresa Ziegler, 3<sup>rd</sup> Grade Teacher. *Hearn* – Krystle Emerson, Husky Club Director; Kathleen Haines, Paraprofessional; Krista Kramer, 4<sup>th</sup> Grade Teacher.

Motion by Marcus Harrison to approve Consent Agenda Items. Second by Michael Larrabee. All in favor. Motion carried.

**8. Information and Discussion Items**

8.1 Principal Reports

I. Monthly Report

*Dobson Academy* – Taime Bengochea provided a copy of Dobson's newsletter as well as a marketing folder. Topics discussed were enrollment, marketing efforts, signage allowances, and social media efforts. Taime Bengochea clarified enrollment projections and attrition rates for next year. Board members suggested

several marketing ideas. Taime Bengochea reported Debra Baca obtained a security grant for \$2,200 for the middle school. Tax credits increased this year to \$36,000.

*Hearn Academy* – Gaye Leo gave a history of marketing efforts at Hearn. There was discussion on waiting lists at all three schools. Advanced placement as well as inclusion for SPED are priorities at Hearn. The group discussed dynamics and differences at all three schools as well as neighboring schools. Gaye Leo was asked to provide an update on volunteer hours. Gaye Leo distributed a handout concerning a technology task force that was briefly discussed.

*Val Vista Academy* – Ray Webb provided an enrollment and marketing update to Board members. His report also included discussion about the Public Open House, social media efforts, awards assembly, playground construction update, and library update. He thanked the PTLT for their efforts. Board members gave ideas on continued marketing efforts and emphasized focusing on retention and marketing to specific grade levels.

## II. School Strategic Plan Mid-Year Update

*Dobson Academy* – Taime Bengochea updated the Board on efforts including: enrichment program, facility updates, planning a Valentine's Day Dance, completion of curriculum maps, and examining technology needs. Offering Spanish and classroom expansion will depend on enrollment. A field trip is planned for sixth graders to tour the middle school.

*Hearn Academy* – Gaye Leo shared strengths such as parent satisfaction, discipline enforcement, and the leadership team model. Efforts include: tracking acuity, examining math curriculums, expanding parent understanding of Chinese, providing teacher training, considering expansion, building community partnerships, and providing equal access to technology. Michael Larrabee shared an update on parking lot lighting. Minimum safety standards concerning lighting will be addressed with the company that did the installation. A letter will be drafted by Mike Dyer and Michael Larrabee.

*Val Vista Academy* – Ray Webb updated the Board on efforts. Curriculum fidelity across grade levels has increased student test scores. Other efforts include: PTLT involvement, vertical teams, curriculum maps, common core reading program, library improvements, and family vacations coinciding with school breaks.

8.2 Draft 2015-2016 School Calendars – Diane Fernichio asked for discussion regarding the amount of time missed in March and October. Mike Dyer asked that BCS continues to have all staff days. Annie Gilbert explained the survey teachers will receive concerning pay dates. School start and end dates were discussed. Melissa Flint asked that all schools use same verbiage to name staff development trainings. Hearn will change to align to other schools.

8.3 School Events and Safety Regulations – Michael Hoogstra shared with the Board a Val Vista parent's concern about safety at events. The group discussed the concern and options to make changes with the Principals.

### 8.4 Director of Finance Report

I. Year to Date Financials – Annie Gilbert explained the consolidated dashboard. Correction to the document: Val Vista does meet the financial framework. Operations/Maintenance of Plant increased due to the Dobson Middle School lease as well as modular costs and storm damage. No other areas of concern. Board members asked clarifying questions on budget classification categories and expenses.

II. Professional Development Budgets – Annie Gilbert explained due to auditor findings BCS needs a corrective action plan. The proposal in the packet was discussed in detail. Reallocating funds from the classroom site fund, maintenance and operations bucket (1013) is advised. New allocations recommended: 40% teacher performance, 40% teacher compensation, 20% professional development.

III. Enrollment Trends – Annie Gilbert presented the group with ADE enrollment data by grade level cohort for each school as well as charter schools neighboring Dobson Academy. The Board discussed retention strategies and recommended keeping track of our alumni after they matriculate to high school.

Annie Gilbert also briefly provided updates on the ADP transition, QuickBooks, E-Rate, and Holmes Murphy.

8.5 Acuity Update – Michelle Hart provided the Board with comparative scores and explained the differences between Readiness A and B tests. Readiness C will be taken in February. Directors and Principals are reviewing the benefits of Galileo versus Acuity. Problems with Acuity were discussed such as curriculum timeline alignment. Michelle Hart clarified to Michael Hoogstra that it is unclear if the state will issue letter grades this year. Board members asked clarifying questions and provided feedback on how teachers conduct testing and parent involvement.

### 8.6 Board Committee Reports:

Financial and Personnel Committee – Diane Fernichio provided a summary of the last meeting. Topics included safety and the \$2,200 grant received by Dobson, Holmes Murphy, the consolidated financial dashboard, signatory authority, benefits committee to be formed, and the Student Services Coordinator position which is an action item. Planning and Development Committee – Melissa Flint updated the Board that the holiday party and new board orientation are completed. A mission/vision session will be scheduled. Topics for next agenda will include solidifying policies, planning the Spring Retreat, and Board nominations/renewals. Melissa Flint asked for Board members to plan for May nominations of officers and committee chairs.

School Expansion and Development Committee – Michael Hoogstra stated that the committee has not met.

**9. Action Items:**

- 9.1 2015-2016 School Calendars – Motion by Mike Dyer to table this item. Second by Marcus Harrison. All in favor. Motion carried.
- 9.2 Classroom Site Fund (Project 1013) - Motion by Michael Larrabee to approve Classroom Site Fund (Project 1013) as presented: 40% teacher performance, 40% teacher compensation, and 20% in professional development. Second by Michael Hopkins. All in favor. Motion carried.
- 9.3 Student Services Coordinator Position at Dobson Middle School – The Financial and Personnel Committee presented this action item. Board members discussed this item and representatives from the Financial and Personnel Committee as well as the Dobson Principal answered questions. Details and duties of the Student Services Coordinator, Assistant Principal, and the newly proposed Office Administrative Assistant positions were discussed. Michael Sobieski asked for next steps. Upon approval, Taime Bengochea proposed the new position be posted and believes she has a good internal pool of candidates. Michael Larrabee asked that a job description with salary information be provided before a decision is made. Others agreed.

Motion by Michael Hopkins to table this item. Second by Mike Dyer. All in favor. Motion carried.

**10. Recess to Executive Session:** Jason Stasiak asked the Board to clarify the reason for the Executive Session. It was confirmed as noted on the agenda: A.R.S. § 38-431.03(A)(1) for discussion or consideration of assignment, appointment, pro-motion, demotion, salaries, disciplining of a public officer, appointee or employee of any public body, except that with the exception of salary discussions, an officer, appointee or employee may demand that the discussion or consideration occur at a public meeting.

Motion by Mike Dyer to recess to Executive Session. Second by Marcus Harrison. All in favor. Motion carried.

**11. Reconvene Regular Board Meeting of January 12, 2015**

The Board reconvened the Regular Board meeting of January 12, 2015 at 11:40 p.m.

**12. Future Agenda Items**

- School Counselor Position
- Executive Session: Office Administrative Assistant Job Description and Salary Discussion
- 2015-2016 School Calendars
- Student Services Coordinator Position at Dobson Middle School

**12. Adjournment**

Motion by Michael Hopkins to adjourn the meeting at 11:42 p.m. Second by Mike Dyer. All in favor. Motion carried.

The next regular meeting is scheduled for Monday, February 9, 2015 at 6:00 p.m. at Dobson Academy.

Approved by Ball Charter Schools Governing Board

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Board Secretary

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Date