The regular meeting of Create Academy School Board was held Monday, September 18, 2017 at the Create Academy, 2645 N. 24th Street, Phoenix, Arizona 85008 at 6 pm.

N. Perdomo, Office Manager, served as the recording secretary.

**GENERAL**

**Members present:** J. Jackson, A. Pinholster, B. Forst, V. Sidy

**Members absent:** none

**School Staff Present:** K. Horn-Principal, M. Dorazia - Art Specialist, T. Dickerson - Assistant Principal, N. Perdomo - Office Manager

**Call to order**

The regular session was called to order at 6:04 by John Jackson.

**Call to the public**

A call to the public was made. N. Perdomo discussed the holiday sponsorship of Create families in need. The project was well received last year, but the school would like more Board involvement this year.

**Governing Board Minutes**

The board approved minutes from the July 15, 2017 and August 21, 2017 meeting. B. Forst moved to approve the minutes, seconded by A. Pinholster.

**BOARD PRESIDENT OPENING REMARKS**

J. Jackson explained that the Board will aim for a more structured style of governance, including a board handbook with Create Academy expectations. The goal is to have completed this project by Thanksgiving.

**EXECUTIVE SESSION**

There was no call for Executive Session. V. Sidy suggested to move this portion of the meeting to the end of the agenda in the future.

**PRESENTATIONS / COMMITTEE REPORTS**

**Principal’s report**

K. Horn reported that enrollment has grown to 130 students. The marketing focus will shift from recruitment to retention as the school enters the 2nd quarter of the year. New events will include Coffee with Kelly, a monthly get together to touch base with parents and ongoing opportunities to connect our school with the local community. A project based parent committee was formed to bring parents in touch with activities at the school. A lot of energy and enthusiasm was exhibited by parents at the organizational meeting. Parental involvement will focus resources to help create projects and recruit and retain families.

The school is creating a menu with images and prices that list potential projects and wish list items for Create Academy. Teachers have worked with administration to review and revise the faculty evaluation process. Focus Five arts integration training for all teachers in October. The Second Grade Teacher resigned. The school is still interviewing/searching for new permanent teachers.

K. Horn reported that the new flooring is on scheduled for fall break facility work. The school and CSDC Met with the city council to work with flood prevention.

K. Horn presented proposal for splitting 4th and 5th grade classes each into their own classroom. He explained that the school has students on waiting lists and the financial impact of an additional teacher would be offset by the additional enrollment. The existing Studio Arts classroom would be used to facilitate an added classroom and the art teacher would take instruction into each individual classroom per the existing daily schedule. Angela Pinholster moved to separate the classes. Victor Sidy seconded. The vote was unanimous.

**Academic Report**

T. Dickerson reported on benchmark pre-testing and instructional strategy. More students are on course than last year. The school is improving but the data shows that there is more work to do. The curriculum should be more constant and spiral throughout the year. A. Pinholster reported that the Academic Committee will focus on academic strategic plan goals and work with the faculty in this process. The question was presented of how can the board better support faculty and staff. Discussion ensued covering the ideas of more communication and overall more attendance during Create Academy events. Similarly, the faculty will keep the board members informed of activities and events at school that promote their attendance and involvement.

**Finance Committee**

B. Forst and K. Horn presented the updated monthly financial dashboard, highlighting projected positive cash flow through each remaining month in the fiscal year. B. Forst reviewed highlights from a meeting between the school and CDSC. The conversation revolved around whether the school should stay in the existing facility or consider relocation. It was decided that a taskforce will form to identify building problems and work towards solutions.

**Governance Committee report**

J. Jackson presented an article on effective board membership. He reported that the Governance Committee met and worked to continue to recruit board members. Board member screening requires explanation of time commitment. There was discussion around forming an advisory board (4-6 meetings per year) with the potential to include parents and other interested members and it would serve to cultivate potential board members.

J. Jackson and V. Sidy also provided a strategic planning update on the process and hope to have a finalized plan by November.

**Development Committee report**

J. Jackson explained that the Committee would like to focus efforts more on larger scale grants than small ones, specifically grants to support infrastructure and technology centered.

Board member, Angela Palmer, tendered her resignation. A. Pinholster moved to accept the resignation, B. Forst seconded..

A motion to adjourn was made by V. Sidy at 8:04, seconded by A. Pinholster.