

**Create Academy
Regular Board Meeting Minutes
Monday, October 16, 2017
6:00 p.m. Public Session
Create Academy Multi-Purpose Room**

1. Attendance

- a. **Members present:** J. Jackson, A. Pinholster, B. Forst, V. Sidy
- b. **Members absent:** None.
- c. **School staff present:** K. Horn – Principal,

2. Call to order: 6:09pm

3. Call to the public: A call to the public was made. No members of the public were present.

4. Approval of the minutes: A. Pinholster moved to approve the meeting minutes for September 18. J. Jackson seconded. Minutes approved unanimously.

5. BOARD PRESIDENT'S OPENING REMARKS:

- a. J. Jackson expressed a desire to K. Horn to have parents present at the November board meeting if possible.
- b. J. Jackson began a discussion about moving the November meeting from 11/20 to 11/13, due to Thanksgiving. All members will be available for the existing meeting scheduled for 11/20.
- c. J. Jackson summarized the approach to strategic planning that will be a throughline throughout the meeting agenda.
- d. J. Jackson discussed 90-day review process for principal, to take place between now and the next board meeting.

6. Board membership of J. Pinholster:

- a. J. Jackson initiated discussion of the potential appointment of J. Pinholster to the board. Time was provided for V. Sidy and B. Forst to ask questions and give comments. J. Pinholster spoke about his history and commitment to Create Academy. J. Pinholster and A. Pinholster confirmed their understanding of the rules surrounding recusal and conflict of interest.
- b. J. Jackson spoke about the upcoming release of the board

- c. V. Sidy moved to elect J. Pinholster to the Create Academy board. Seconded by B. Forst. Motion approved unanimously. A. Pinholster abstained.

7. PRESENTATIONS/COMMITTEE REPORTS

- a. Principal's report
 - i. Monthly overview summary
 - 1. Student engagement: See appended Principal's Report.
 - a. K. Horn reviewed the table of enrollment data.
 - b. A. Pinholster congratulated K. Horn on enrollment and attrition, given systemic issues faced by charter schools serving relevant populations.
 - c. Open discussion about enrollment specifics and potential factors surrounding enrollment.
 - d. "Coffee with Kelly" scheduled for 10/22 discussed: topics, projects, wishlists.
 - 2. Teaching and Learning updates: See appended Principal's Report.
 - a. Focus 5 coming in to do arts integration training October 20-21
 - b. Teacher's aide moved into 4th grade teacher position.
 - c. New teacher began in 5th grade position today.
 - d. New teacher aide in the process of recruitment.
 - e. Discussion of advances in 4th and 5th grade as a result of hires.
 - f. Discussion of attrition of previous 4/5th grade teacher.
 - g. Cross-generational experience with members of a local continuous care community on 10/6. Very successful.
 - 3. Facility updates: See appended Principal's Report.
 - 4. School letter grades: See appended Principal's Report.
 - a. Create Academy not assigned grade this year due to lack of enough students to provide usable sample.
 - b. Structure and systems of letter grades discussed.
 - c. Recruiting for 2018-2019 will begin in February.
 - b. Review of Strategic Planning Initiatives:

- i. Documents regarding structure of plan and draft of Academic Plan distributed to members.
 - ii. J. Jackson committed to completed draft of strategic plan by 11/20.
 - iii. Discussion of process and next steps to complete plan, including example plan provided by K. Horn.
 - iv. Discussion of format and content for November draft.
 - v. Discussion of 3-year plan versus 5-year plan versus “strategic position.”
 - vi. V. Sidy suggested that a single-author approach by the CEO might be the preferred approach to completing a first draft. All members agreed that was a good route forward, and agreed that K. Horn should be able to take days to work at home in order to complete. K. Horn will make draft available to board members via Google Docs for review and markup.
- c. Academic Committee report
 - i. Review of Academic Plan Draft
 - 1. A. Pinholster described the process used to arrive at the current draft, including discussion with teachers led by A. Pinholster.
 - 2. Academic plan includes the following:
 - a. Priorities: mission and philosophy, enhanced professional development, enhanced classroom technology, expanded facilities, acting as resource to the local community, new teacher handbook, reviewing school day and year calendar.
 - b. Next steps
 - 3. Discussion of Academic Plan
- d. Finance Committee report
 - i. Financial dashboard
 - ii. Annual Financial Report
 - iii. Review of Strategic Planning Initiatives
 - 1. Discussion of renovating the second floor, particularly for one classroom in summer 2018, and integrated feasibility of adding 6th grade for 2018-2019.
- e. Governance Committee report
 - i. Board membership discussion

ii. J. Jackson discussed appointment to Secretary and Development Committee for J. Pinholster.

iii.

f. Development Committee report

i. Grant application updates

ii. Review of Strategic Planning Initiatives: Discussion of one of the goals of the strategic plan to more extensively develop a development plan.

8. EXECUTIVE SESSION: No executive session.

9. ADJOURN: B. Forst moved to adjourn meeting. Seconded by A. Pinholster. Meeting adjourned at 7:55pm.

10. CALENDAR OF EVENTS

October 18	Town Hall meeting at Create about flooding issues
October 19	Parent Support Group meeting (6:30 p.m.)
October 20-21	Teacher Arts-Integration Training Sessions
October 26	Coffee with Kelly (8:00 a.m.)--a principal's conversation group October's topic: attention and power struggles at home
October 27	<i>Falloween</i> celebration at Create Academy
November 3	Fall park field trip (tentative)
November 17	Fall Festival (6-8pm)

**Principal's Report
October 2017**

Student Engagement:

Projected Enrollment as of October 16, 2017

Grade	First Day Head Count	9/15 Head Count	10/15 Head Count	Wait List	Attrition
Kinder	23	24	22		3-alignment 1-bus
1 st Grade	19	21	24		1-preference 1-alignment 2-relocation
2 nd Grade	27	26	28		1-preference 1-relocation
3 rd Grade	23	28	27		1-relocation
4 th Grade	12	12	12		0
5 th Grade	19	19	22		1-alignment 1-relocation
TOTAL	123	130	135		14 (9%)

- Create will host a table at a GCU teacher recruitment event in October.
- Coffee with Kelly on October 15 @ 8 a.m. The event is a parent round table conversation on specific topics. October will focus on attention seeking behaviors at home.
- Fall Festival will involve the parent support group in planning and facilitation. Next meeting for parent group is October 19 @ 6:30 p.m.

Facilities/Finance:

- Updated **cash flow analysis** continues to project positive cash flow through year end
- **Replacing all carpet and tile** flooring in admin/cafeteria/5th grade and base throughout school is ongoing (work will continue after break)
- **Plumbing** fixes to main restrooms for better toilet functionality
- **Fundraising project menu** is prepared for the year and is included with Board packet.

Teaching and Learning:

- **Arts Integration** training for all staff on October 20-21 with Focus Five
- **Arizona Department of Education issued School A-F Letter Grades. Create Academy was NR (Not Rated).** Our data sample size was too small to be measured in the formula this year.
- New **Fifth grade Math and Science teacher** begins Monday, October 16. New **Title 1 Instructional Assistant** begins Monday, October 23.

