

**Create Academy  
Regular Board Meeting Minutes  
Monday, January 18, 2018  
6:00 p.m. Public Session  
Create Academy Multi-Purpose Room**

**1. OPENING ITEMS**

- a. Call to order: 6:08pm by President J. Jackson
- b. Members present: J. Jackson, A. Pinholster, J. Pinholster, B. Forst, V.Sidy (arrival: 6:11pm)
- c. Members absent:
- d. Staff in attendance: N. Trelstad, E. Smith, R. Tejada, J. Meglino
- e. Community members in attendance:
- f. Approve minutes from November 20th, 2017 meeting: J. Pinholster moved to approve, seconded by B. Forst, approved unanimously 6:10pm
- g. Call to the public: a call was made to the public, no response was made

**2. BOARD PRESIDENT'S OPENING REMARKS**

- J. Jackson sought assurances from the members present that enough data had been provided in the various emails throughout the week.

**3. PRESENTATIONS/COMMITTEE REPORTS**

- a. Principal's report – see appended report
  - Enrollment: Principal Horn reviewed the enrollment summary provided in his report, sent previously to the board and appended here.
  - Title I Annual Meeting:
    - Meeting to be held Wednesday 1/24 and Thursday 1/25. Letters and flyers sent home to parents and posted.
  - Staffing updates
    - Highly qualified and athletically experienced PE teacher began holding classes last week.
    - Yoga and mindfulness course starting next week.
    - Dancing classrooms continuing and potentially expanding to an additional grade.
  - Discussion and decision on proposed 2018-2019 Academic Calendar
    - K. Horn reviewed the proposed changes, included in appended report
    - Instructional hours change by <1%.
    - Primary reason for change: easing transportation concerns with buses.
    - J. Jackson inquired if parents were consulted prior to proposal to change calendar. K. Horn responded that parents were not consulted, but will be made aware as soon as possible and little objection is anticipated.

- B. Forst inquired if problems with anticipated issues with working parents needing childcare into late afternoons. K. Horn explained that after school care would be made available.
- A. Pinholster inquired about end of day time on Wednesdays for staff. K. Horn explained that this would vary based on in-service training.
- J. Jackson inquired of the staff present about their opinion of the proposed change. All teachers present expressed support for the change.
- **A. Pinholster moved to approve the 2018-2019 academic calendar as proposed. B. Forst seconded. Proposed changes unanimously approved at 6:26pm.**

**b. Governance Committee report**

- Discussion and decision on final draft of Strategic Plan
  - J. Jackson thanked K. Horn, A. Pinholster, and J. Pinholster for their work in the preparation of the proposed strategic plan.
  - J. Jackson explained that all strategic plans are living documents, with small changes and adaptations to be expected.
  - J. Jackson inquired of each member as to their questions/concerns with plan as provided:
    - B. Forst: some latent but minor concerns about clarity of mission, but no objections. Ready to vote:
    - J. Pinholster: no concerns or questions. Ready to vote.
    - V. Sidy: no concerns or questions. Ready to vote.
    - A. Pinholster: small addition of “and staff” to first initiative. Otherwise ready to vote.
    - J. Jackson: no concerns or questions. Ready to vote.
  - **J. Pinholster moved to adopt the strategic plan as proposed. B. Forst seconded. Plan unanimously approved at 6:31pm.**
- Discussion and decision on addition of 6th Grade
  - K. Horn explained his current thinking regarding adding an additional Kindergarten class rather than 6<sup>th</sup> grade in 2018-2019.
    - Risk of not getting the 5<sup>th</sup> grade continuing students.
    - Get the art classroom back as an available resource.
    - Increasing strength of the school by building from the bottom.
  - J. Jackson explained K. Horn’s perspective further regarding performance of students that begin in K.
  - J. Pinholster asked K. Horn about long term planning regarding what happens with classroom use with multiple classrooms per grade level. Expressed need for hard numbers on class limit sizes and projected enrollment in each doubled grade.
  - K. Horn discussed unpredictability of enrollment projection with only two years of historical data, particularly given transient population.

- J. Pinholster inquired as to the viability of a conditional approval of 6<sup>th</sup> grade in combination with an enrollment benchmark.
- J. Jackson explained that one of the necessary components of board approval of this proposal is financial. A. Pinholster added that approval of the addition of a grade is required by the state board.
- B. Forst inquired about number of 5<sup>th</sup> grade students tentatively committed to return for 6<sup>th</sup> grade. K. Horn responded that 13 students hadn't tentatively committed to return.
- K. Horn discussed concerns about the mix of ages and body sizes with the addition of 6<sup>th</sup> grade.
- A. Pinholster discussed original reasoning of building larger lower grades to create an effective funnel. K. Horn responded with several potential scenarios for developing such a funnel.
- V. Sidy inquired if there are other issues that crop up with expanded enrollment (e.g. parking). K. Horn anticipates no such issues.
- V. Sidy inquired of the staff present as to their opinions as to the addition of 6<sup>th</sup> grade: N. Trelstad enunciated a preference for remaining K-5. J. Meglino discussed need to offer expanded programs and extracurricular activities for higher grades.
- A. Pinholster asked K. Horn to clarify his current preferences on this issue based on the discussion. K. Horn expressed preference for maximum amount of openness and flexibility in the plan, which would indicate approval of 6<sup>th</sup> grade conditionally.
- J. Jackson inquired about implications of approving 6<sup>th</sup> grade with state board and then not running a 6<sup>th</sup> grade class. A. Pinholster explained that amendment would not be submitted until later in the year and would not be submitted until enrollment was achieved.
- At 7:00pm, J. Jackson tabled the discussion until after discussion of facility renovation.
- Update on progress with financing the purchase of 2645 N 24<sup>th</sup> St.
  - K. Horn discussed his exploration of financing and lending in regards to facilities improvements and purchasing of the property.
  - An open discussion of financing options occurred.
- Discussion and decision on second floor construction
  - K. Horn recommended that we move forward with renovation of second floor due to expanded revenue possibilities, including both enrolled students and other options then to continue to explore options for financing and purchases.
  - Open discussion of pros and cons of the various scenarios in the range of possibility.
  - J. Pinholster moved that Create Academy move forward with renovation of the second floor under the best option than can be identified in the next 30 days. V. Sidy seconded. Motion unanimously approved at 7:56pm.

- Discussion and decision of new Board membership
  - J. Jackson discussed potential board members in development, one of whom failed to appear as confirmed for this evening.
  - J. Jackson discussed upcoming processes for screenings and applications.

c. Academic Committee report

- Benchmark testing and teacher action plans
  1. A. Pinholster covered the data submitted to the board prior to the meeting. Grades 3-5 are showing marked improvement.
  2. K. Horn discussed the benchmark analysis processes and forms.
  3. K. Horn and A. Pinholster explain weighting of performance and growth in state testing.

d. Finance Committee report

- Financial dashboard was explained in brief by B. Forst. Financial snapshot is cash positive with transportation over budget, off set by under budget in staff.

e. Development Committee report

- J. Jackson gave overview of history of resource development at Create Academy and discussed changing function of board in regards to governance and resource development.
- Future philanthropic endeavors
  1. K. Horn discussed his proposal to add development staff member to Create Academy team as well as prospects in development for philanthropic investment.
  2. J. Pinholster inquired as to specifics of funding, performance metrics, and timing for hiring. K. Horn and J. Jackson explained possible variations between full time and multiple part time positions.
  3. A. Pinholster noted the comparison of the proposed salary of \$55-60k with teacher and administrator salaries. J. Pinholster remarked that benchmarks for performance must include return on investment/performance at time of approval.
  4. **V. Sidy moved to approve up to \$25k for remainder of fiscal year for the hiring of a development/institutional staff member. B. Forst seconded. Motion passed unanimously at 8:20pm.**
  5. J. Pinholster inquired about potential relationship with himself as chair of the development committee.
  6. A. Pinholster and V. Sidy reiterated concerns about morale of teachers and the need to be proactive about addressing this issue.
- Extended development discussion
  1. K. Horn reported recent gifts of \$25,000

2. A. Pinholster reminded the group about upcoming deadline for AZ tax credits.

4. **EXECUTIVE SESSION: No executive session.**

5. **ADJOURN: J. Pinholster moved to adjourn. A. Pinholster second. Meeting adjourned at 8:30pm.**