

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

**OPENING ITEMS**

- The meeting was called to order at 6:08pm by President J. Jackson. The following board members were present: J. Jackson, A. Pinholster, J. Pinholster, B. Forst, V. Sidy (arrived at 6:11pm). Create Academy staff in attendance: N. Trelstad, E. Smith, R. Tejada, J. Meglino. No one from the community present.
- **Approval of the minutes from the November 20th, 2017 meeting: J. Pinholster moved to approve, seconded by B. Forst. Approved unanimously 6:10pm**
- Call to the public: a call was made to the public, no response was made.

**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.

**PRINCIPAL'S REPORT**

- Enrollment: Principal Horn reviewed the enrollment summary provided in his report.
- Title I meeting to be held Wed. 1/24 and Thurs. 1/25. Letters/flyers sent home to parents and posted.
- Staffing updates: Highly qualified and athletically experienced PE teacher began classes. Yoga and mindfulness course starting. Dancing classrooms continuing and may expand 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.**

**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. J. Pinholster: no concerns or questions. V. Sidy: no concerns

or questions. A. Pinholster: small addition of “and staff” to first initiative. J. Jackson: no concerns or questions. All board member communicated they were prepared 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. 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. A. Pinholster added that approval of the addition of a grade is required by the state board. 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. 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.
- 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.
  - **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.

#### **ACADEMIC COMMITTEE REPORT**

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

#### **FINANCE COMMITTEE REPORT**

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

#### **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: K. Horn discussed his proposal to add development staff member to Create Academy team as well as prospects in development for philanthropic investment. J. Pinholster remarked that benchmarks for performance must include ROI/performance at time of approval.
  - **V. Sidy moved to approve up to \$25k for remainder of FY18 hiring of a development / institutional staff member. B. Forst seconded. Motion passed unanimously at 8:20pm.**
  - Extended development discussion. K. Horn reported recent gifts of \$25,000. A. Pinholster reminded the group about upcoming deadline for AZ tax credits.

#### **EXECUTIVE SESSION**

- **No executive session.**

#### **ADJOURN**

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