

**Create Academy
Board Meeting Minutes
October 18, 2018
6:00 p.m. Public Session
Create Academy Main Office**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the general public that the Board of Directors of Create Academy will hold a meeting open to the public on Thursday, October 18, 2018 at Create Academy, 2645 N 24th St. Phoenix, AZ 85008. Create Academy is an Arizona nonprofit corporation and a public body, and is thus subject to Arizona's Open Meeting Law

1. OPENING ITEMS

- a. Call to order: 6:23pm
- b. Members present: K. Horn, principal; J. Pinholster, A. Pinholster, J. Jackson, R. Sager, V. Sidy
- c. Members absent: none
- d. Public Comment: No members of the public present.
- e. Approval of Board Meeting Minutes from July and September: J. Pinholster moved to approve the minutes. R. Sager seconded. Minutes approved unanimously.

2. BOARD PRESIDENT'S OPENING REMARKS

- a. J. Jackson greeted those assembled and thanked teacher N. Trelstad for leading an icebreaker activity.

3. PRESENTATIONS/COMMITTEE REPORTS

a. Principal's report

- i. Enrollment and recruitment update: enrollment is steady to slowly growing, staff member returning from parental leave to focus on enrollment; other updates about student activities.

b. Governance Committee Report

- i. Principal Evaluation Process Decision: J. Jackson laid out the reasoning behind his proposal for the principal's job description and evaluation instrument. The documents will be posted in a publicly available Google Drive folder for public review and comment over the next 7 days. The URL of that folder is available at www.createacademy.org/public-notice
- ii. Board Membership Expansion Discussion:
 - 1. J. Jackson discussed the opportunity of the Fall Festival for engagement with potential board members, honorary members and committee members.
 - 2. J. Pinholster discussed the Board Member Candidate Development spreadsheet as a board member resource.

- iii. Election status report:
 - 1. Discussion of board officer elections for December board meeting.
To be discussed and voted upon at November meeting.

c. Development Committee

- i. Board Fundraising Updates: J. Pinholster gave updates on the following:
 - 1. Board member commitments to grantwriting.
 - 2. Donor cultivation resources and processes.
 - 3. Campus visit protocols and schedules.

d. Finance Committee Report

- i. September financial dashboard: V. Sidy and K. Horn gave updates on the current budget.
- ii. SySTEM property use: V. Sidy briefly discussed the possibility of Create Academy occupancy of the former SySTEM Phoenix campus.
- iii. Final 2018 Charter School Annual Financial Report: V. Sidy and K. Horn announced completion of this year's report.

e. Academic Committee Report

- i. State Letter Grade updates: A. Pinholster discussed recent developments around the processes of assigning letter grades and practices for improving the grade in future years. K. Horn and the staff present discussed activities in motion for improvement.
- ii. Alternative School status discussion: A. Pinholster briefly discussed the possibility of Create Academy obtaining a classification as an Alternative School.

4. EXECUTIVE SESSION (A.R.S. § 38-431.03): No executive session.

5. Adjourn: R. Sager moved to adjourn. J. Pinholster seconded. Meeting adjourned at 8:15pm.