

**Create Academy
Board Meeting Minutes
September 20, 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, April 26, 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: 6:09pm
- b. Members present: J. Jackson, V. Sidy, R. Sager, A. Pinholster, J. Pinholster, K. Horn (principal)
- c. Staff present: Ms. Najah Monroe, Ms. Melissa D'Orazio
- d. Call to the public: A call to the public was made, no members of the public present.
- e. Minutes approval: J. Pinholster moved to approve July retreat minutes during the October meeting in order to have it the vote present on the agenda prior. V. Sidy seconded. Motion passed unanimously at 6:16pm.

2. BOARD PRESIDENT'S OPENING REMARKS

J. Jackson recapped the July retreat and presented an overview of today's agenda.

3. PRESENTATIONS/COMMITTEE REPORTS

- a. Board calendar discussion: At the request of J. Jackson, A. Pinholster presented a brief overview of the calendar originally discussed at the July retreat. The calendar will be distributed and reviewed at the October meeting.

- b. Principal's report

- i. Special Education Policies and Procedures (per AZED) discussion and approval.

J. Pinholster moved to approve the Special Education Policies and Procedures document as proposed. R. Sager seconded. Document approved unanimously without revision or amendment at 6:22pm.

- ii. Enrollment Updates

Brief overview of recent enrollment changes/trends and recruiting activities by K. Horn.

- iii. Operations Updates

K. Horn discussed the after school program and current enrollment, which is completely at capacity.

K. Horn presented a brief update on construction on the second floor, which has been substantially delayed by the contractor.

iv. Fall Festival Planning

K. Horn discussed plans for the October Fall Festival and board engagement in the event. The Fall Festival will be held on October 26 from 5:00-7:00pm.

c. Governance Committee Report

i. Discussion and Decision on Revisions to Board Bylaws

J. Pinholster led discussion on revisions to the by-laws.

V. Sidy moved to amend the by-laws to remove the voting rights from the Executive Director. J. Pinholster seconded. Motion passed unanimously at 7:03pm.

A. Pinholster moved to approve the by-laws as amended. V. Sidy seconded. Amended by-laws approved unanimously at 7:23pm.

ii. Principal Evaluation Process Review

A. Pinholster led a discussion of the proposed principal evaluation plan.

iii. Board Fundraising Discussion

A. Pinholster led a discussion of potential board fundraising activities.

d. Finance Committee Report

i. August financial Dashboard

V. Sidy and K. Horn presented an overview of the current financial status of the school.

e. Academic Committee Report

i. Formative Testing at Create

K. Horn discussed new system for benchmark formative testing and new formats for measuring performance.

ii. Scope and Sequence Document Revisions

A. Pinholster and K. Horn discussed reformatting and revision of scopes and sequences, beginning with math for 3rd through 5th grades.

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

5. ADJOURN: V. Sidy moved to adjourn. R. Sager seconded. Meeting adjourned at 8:39pm.