

**Create Academy
Board Meeting Minutes
December 12, 2018
5:30 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 Wednesday, December 12th, 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: 5:42pm
- b. Members present: V. Sidy, A. Pinholster, J. Pinholster, R. Sager, J. Jackson (arrived late)
- c. Staff present: K. Horn (Principal), M. D'Orazio, N. Trelstad, A. Fleming, N. Monroe, A. Dominguez, V. Canfield,
- d. Public Comment: A call was made for public comment. No members of the public present.
- e. Approval of October Board Meeting Minutes: J. Pinholster moved to approve October 2018 minutes, R. Sager seconded, minutes unanimously approved at 5:45pm

2. BOARD PRESIDENT'S OPENING REMARKS

J. Jackson welcomed the group and laid out the agenda for the meeting, including new board member candidates in discussion.

3. PRESENTATIONS/COMMITTEE REPORTS

a. Principal's report

- i. Enrollment and recruitment update
 - 1. K. Horn presented an overview of recent developments in enrollment, communications, and family/community engagement.
 - 2. K. Horn outlined plans for 100th Day events and activities.
- ii. Brief discussion of lease payment deferral options
- iii. Brief discussion of 12/14 ADE site visit

b. Academic Committee Report

- i. Update on school improvement plan
 - 1. K. Horn outlined ongoing and developing efforts to improve test preparation, including 1:1 tutoring, enhanced data gathering, etc.
 - 2. Preliminary site visit by ADE school improvement coordinator on Friday, December 14th

- ii. Decision on State Letter Grade response to ASBCS
 - 1. A. Pinholster outlined the options in regards to appeal versus consent agreement.
 - 2. A. Pinholster moved to approve the consent agreement for submission to the Arizona State Board for Charter Schools. V. Sidy seconded. Consent agreement unanimously approved at 6:13pm.

c. Finance Committee Report

- i. December financial Dashboard
 - 1. V. Sidy outlined the current financial status of the school, including enrollment trends and expense reduction.
 - 2. Discussion of potential future reductions in expenses via negotiation with Charter School Development Corporation.
 - 3. Discussion of application for line of credit for cash flow remediation.

d. Development Committee

- i. Board Fundraising Updates
 - 1. J. Pinholster discussed efforts for development of new fundraising materials.
 - 2. Discussion of grants in development.
 - a. J. Pinholster developing ACM Lifting Lives grant with music teacher and partners
 - b. A. Pinholster has yet to hear back from her submitted grants
 - 3. R. Sager discussed follow ups with individual donors from previous year, tax credit communications
 - 4. V. Sidy working on sponsorships with Scottsdale organizations, individual cultivation
 - 5. J. Jackson gathering materials for grants to fund construction projects

e. Governance Committee Report

- i. Principal's evaluation continued conversation and decision
 - 1. J. Pinholster moved to adopt the current evaluation proposal and CEO job description (as made available for public comment after the October meeting), with benchmarking check-ins on a quarterly basis, beginning in January 2019. R. Sager seconded. Motion approved unanimously at 7:34pm.
- ii. Board candidate screening and decisions
 - 1. Interview by Zoom with board candidate Scott Manson

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

5. **Adjourn:** V. Sidy moved to adjourn. J. Pinholster seconded. Meeting adjourned by unanimous vote at 7:36pm.