

**Create Academy
Board Retreat Minutes
July 12 2019
10:00 a.m. Public Session
David and Gladys Wright House**

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 Monday, June 10, 2019 at the David and Gladys Wright House, 4505 N Rubicon Ave, Phoenix, AZ 85018. 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: 10:06am
- b. Members in attendance: S. Manson, J. Pinholster, A. Pinholster, R. Sager, V. Sidy
- c. Staff in attendance: C. Hodo
- d. Board President Opening Remarks:
- e. Call to the public: No members of the public present

2. PRESENTATIONS/COMMITTEE REPORTS

- a. **Public Hearing of 2019-2020 Budget** (Hodo, S. Manson): S. Manson moved to approve the final budget for 2019-2020. V. Sidy seconded. Motion to approve the 2019-2020 budget passed by unanimous vote.
- b. **Discussion and decision on faculty bonus policy for addition to handbook** (J. Pinholster):
 - i. **Language as proposed:** "Bonuses earned for performance over an academic year will be paid to continuing staff in the following academic year in two payments: 50% in the first pay period following the 40th day and 50% in the first pay period following the 100th day. Staff receiving bonuses must be currently employed in a benefits-eligible instructional position at Create Academy at the time of each bonus disbursement, in compliance with all applicable statutes and regulations."
 - ii. **Decision:** R. Sager moved to approve the language as proposed. A. Pinholster seconded. Motion passed unanimously.
- c. **Principal report** (C. Hodo):

- i. **Enrollment:** 115 enrolled, 97 returning, 18 fully-enrolled new students, 8 having submitted an intent-to-enroll forms, 4 partially enrolled
- ii. **Recruiting efforts underway:** events each of the next three weeks, canvassing ongoing
- iii. **Summer classes:** Kindergarten bootcamp last week, summer school coming up next week.
- iv. **Staffing:** Sixth grade, first grade, fifth grade teachers departing. First grade, sixth grade, third grade, instructional coach positions hired. Fifth grade position interviews underway.
- v. **Facilities improvements:** \$9000 remaining from previous project, landlord pushing to spend approximately \$3000 on roof repairs and \$4500 on painting, leaving a balance of approximately \$1500. More competitive bids and efficient options being explored.

3. Team and community building (R. Sager): R. Sager led team-building exercises and presented on trauma-informed practice.

4. Updates to strategic plan (J. Pinholster)

- a. Review of current plan: The board reviewed the six strategic initiatives of the current plan.
- b. Discussion and decision on revisions: The board discussed revisions to the current plans and potential actions to be taken in the FY20 “sprint.” Formal adoption of decided actions to occur at August 2019 meeting.

5. Objectives/goals for AY19-20 (A. Pinholster)

- a. **Calendar of board actions (R.Sager, A. Pinholster):** The board discussed member participation in school events and the development of a fixed schedule for principal evaluation and board meetings. Formal adoption of decided actions to occur at August 2019 meeting.
- b. **Fundraising/development plan (S. Manson):** The board discussed fundraising priorities and tactics for the coming year, including the prioritization of the refinancing/purchase of the current school facility. Formal adoption of decided actions to occur at August 2019 meeting.

6. Board development and organization

- a. Board development** (A. Pinholster): A. Pinholster led a discussion of current board expertise and profiles. The group discussed priorities for short and long term addition of new members.
- b. Committee structure** (V. Sidy): Possible revisions to current committees structures were discussed, but no changes were made at this time.

7. Time for open discussion (C. Hodo): The board spent further time with Principal Hodo discussing plans for improving enrollment and the transfer of accounts from K. Horn.

8. ADJOURNMENT: A. Pinholster moved to adjourn. V. Sidy seconded. Meeting adjourned by unanimous vote at 2:19pm.