

**Create Academy  
Board Meeting Minutes  
April 20 2020  
4:00 p.m. Public Session  
Zoom/phone**

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 February 3rd, 2020 at 6:00pm via Zoom/phone at <https://asu.zoom.us/j/93274873919>. Create Academy is an Arizona nonprofit corporation that operates an Arizona charter school and is thus subject to Arizona's Open Meeting Law.

**1. OPENING ITEMS**

- a. Call to order
  - i. J. Pinholster called the meeting to order at 4:04pm.
- b. Roll call (all on Zoom)
  - i. Board members present: S. Manson, A. Pinholster, J. Pinholster, R. Sager, V. Sidy
  - ii. Staff members present: C. Hodo, F. Martinez, N. Monroe, N. Perez, R. Tejada, N. Trelstad
  - iii. Members of the public present: Russ Reed, Connie Thompson
- c. Board chair opening remarks
  - i. Welcome and acknowledgement of teacher's efforts during the current pandemic
- d. Call to the public
  - i. A call to the public was made. No public comment.
- e. Approval of minutes from February and March meetings
  - i. R. Sager moved to approve the meeting minutes from February and March. S. Manson seconded. Motion passed unanimously.

**2. Principal report (Hodo):**

- a. Enrollment updates
  - i. There is a minor ADM discrepancy of 0.31 that staff is working with ADE to resolve through Synergy.
- b. Staffing updates
  - i. No changes to staff since the last meeting.
- c. Remote learning and services updates

- i. Instruction is being provided online through links and social media as well as paper packets that are offered to students through pickup and delivery (by bus company).
  - ii. Administration and faculty are staffing the front office from 7:30a to 1:00p daily in order to facilitate food dispensation/delivery and pick-up/drop-off of learning packets. Social distancing is being maintained and other precautions taken.
- d. Other updates about school community
  - i. Staff requests clean up/organizational help for the school when possible before this summer in preparation for our closure

### **3. Financial dashboard review (Pinholster, Manson, Reed):**

- a. Discussion of current financials
  - i. R. Reed presented an overview of the budget. Discussion of a few unresolved questions: Rising Youth Theatre grant amount, legal fees estimates, credit card balances.
- b. Discussion of progress towards establishing a scenario for closure of the school and distribution of assets
  - i. S. Manson to follow up with insolvency counsel to discuss asset distribution procedures.

### **4. Charter surrender, closure timeline, and public communication (Pinholster):**

- a. EXECUTIVE SESSION (A.R.S. 38-431.03(3)): The Board may vote to enter executive session, which will not be open to the public, for the following purpose(s): discussion or consultation for legal advice with the attorney of the public body regarding the school's regulatory options with ASBCS given the School's most recent A-F Letter Grade.
  - i. Executive session was not entered, because we did not have legal counsel present as expected. This will be moved to a future meeting.
- b. Discussion of draft agreement for surrender of charter to Arizona State Board for Charter Schools (ASBCS).
  - i. Items b-c will be moved to a future meeting
- c. Update on public communication processes and timeline
- d. Discussion and possible vote on disposition of equipment and other physical assets upon closure.

- i. Brief discussion with R. Reed (accountant) about known constraints and regulations for dispensation of physical assets. Board and staff discussed contingencies for donations and sales, pending resolution of discussions with creditors.

**5. Discussion and review of Prop 301 bonus processes (Hodo, Pinholster):**

- a. Discussion and vote on exemption to established policies for the awarding of bonuses.
  - i. J. Pinholster moved to exempt the board and principal from the current policy of multiple year employment for eligibility to pay them out in the final pay period of this academic year given our forthcoming closure. All staff participating in the delivery of instruction will be eligible for bonuses in this cycle, and the bonuses will be paid out in full in the last pay period of the academic year. S. Manson seconded the motion. Motion passed unanimously.
- b. Discussion and vote on proposed review processes and metrics from C. Hodo for evaluation of personnel and awarding of bonuses.
  - i. R. Sager made a motion to approve the processes and rubrics presented by C. Hodo for evaluation of personnel and awarding of bonuses. V. Sidy seconded the motion. Motion passed unanimously.

**6. ADJOURN:**

- a. S. Manson moved to adjourn the meeting. A. Pinholster seconded the motion. Motion passed unanimously. Meeting was adjourned at 5:02pm.