

**Create Academy
Board Meeting Minutes
June 10 2020
5:00 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 June 10, 2020 at 5:00pm via Zoom/phone at

<https://asu.zoom.us/j/96303511858>. 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. Meeting was called to order at 5:05 pm by J. Pinholster
- b. Roll call (all present via Zoom)
 - i. Board members present: S. Manson, J. Pinholster, A. Pinholster, R. Sager, V. Sidy
 - ii. Board members absent: none
 - iii. Staff present: C. Hodo
 - iv. Members of the public present: C. Thompson
- c. Board chair opening remarks
 - i. J. Pinholster thanked everyone for their attendance and briefly summarized the meeting agenda.
- d. Call to the public
 - i. C. Thompson thanked the board, staff, and especially C. Hodo in being diligent in closing things up diligently and offering online and food services for students during the pandemic closure.
- e. Approval of minutes from June 1 meeting
 - i. A. Pinholster moved to approve the minutes from the June 1 meeting. S. Manson seconded the motion. Minutes were approved unanimously.

2. Principal report (Hodo):

- a. Updates on student records processing
 - i. C. Hodo said that the records organization and transfer was almost complete. The only remaining task is to download Synergy data.

- b. Other updates
 - i. CSDC did a preliminary walk-through with C. Hodo and R. Tejada
 - ii. All furniture not being donated must be in the multi-purpose room and anything related to facility (ceiling tiles, etc.) should be in the storage spaces.
 - iii. Teachers were happy to have received their bonuses.

3. Finance issues (J. Pinholster, Manson):

- a. Discussion of progress towards establishing a scenario for closure of the school and distribution of assets
- b. Review all final financial obligations and transactions, including but not limited to:
 - i. Obligations to landlord, creditors
 - ii. Restricted fund balances
 - iii. Legal and accounting services
 - iv. Tail and liability insurance
 - v. Principal bonus
 - vi. Utilities
 - vii. Contingency
- c. Possible vote on decisions related to these expenses and transactions
 - i. V. Sidy moved motion to empower S. Manson and J. Pinholster to undertake negotiations with Chase (credit card) and Charter School Development Corporation respectively, with the hopes of negotiating for lower owed amounts, including the execution of any necessary agreement. R. Sager seconded the motion. V. Sidy, R. Sager, J. Pinholster, A. Pinholster and S. Manson voted "Yay." Motioned passed unanimously.

4. Facilities discussion (Hodo, J. Pinholster):

- a. Report on discussions with Charter School Development Corporation. CSDC has secured a new tenant (Imagine Schools) to begin the first week of July 2020. Imagine Schools would like to retain any furniture that we choose to leave.

- b. Discussion of plans for cleaning out and disposing of furniture, equipment and other physical assets. Board agreed by general consensus to follow staff recommendations to distribute assets where desired to mission-aligned, non-profit, public charter schools.
- c. Schedule of board member assistance/volunteering in facilities close-out. All board members signed up for times between 6/25 and 6/29 to be present at the school and assisting with furniture moving, trash disposal, and clean up.

5. Public communications strategy (Sidy):

- a. Discussion and possible vote on actions regarding public communications around closure of the school. V. Sidy to take charge of assembly of data and contacts for possible story. R. Sager to reach out to media contacts next week.

6. Social/gratitude/appreciation activities (A. Pinholster):

- a. Discussion of possible activities and events to express our gratitude to and appreciation of staff and community. General consensus of the board was that a social event was inadvisable given the COVID-19 pandemic. Instead, the board will assemble gift packages to be distributed, followed by a potential Zoom happy hour.

7. ADJOURN:

- a. S. Manson moved to adjourn the meeting. R. Sager seconded. Motion passed unanimously and meeting adjourned at 6:15pm.