

**Candeo Peoria
Governing Board Meeting
9965 W. Calle Lejos, Peoria, AZ 85383 – Mrs. Pennelle’s Room
Tuesday, November 1, 2016 – 6:00pm**

Draft Minutes

1) Call to Order	Jim Updike called the meeting to order at 6:08pm
2) Roll Call	<u>Board Members Present:</u> Teresa Foulger, Brad Shafer and Jaci Brown <u>Board Members Absent:</u> Darrel Rich <u>Staff Members present:</u> Stephanie Musser and Doug Alf (departed at 6:37pm)
3) Call to the Public	A call to the public was made. The following public was present : Taylor and Becky and Proudfit The public comments included: Mr. and Mrs. Proudfit wanted to give appreciation to Candeo for the environment and life skills the school provides their children.
4) Old Business	The minutes of board meetings 9/6/2016 were reviewed and a motion was unanimously approved to move the approval of the minutes to the next board meeting pending further review (Foulger made the motion and Shafer seconded the motion).
5) Executive Director Report	Musser gave the head of school report – a copy of the report is on file. The board discussed the attendance, waiting list and student retention data as well as returning teachers.
6) Financial (moved up on the agenda to accommodate Alf’s need for an early departure)	The board reviewed the financial report, which included the following: <ul style="list-style-type: none"> ● Alf gave an overview to the board with Budget to Actual Comparisons and Balance Sheets for August 2016 and September 2016. The board discussed these documents and explored why the August computers and software budget to actual had a negative variance of \$45,889. The board was satisfied with Alf’s explanation. ● Alf gave an overview to the board of the disbursements for August 2016 and September 2016. The board discussed and reviewed the documents. The board unanimously approved the August 2016 and September 2016 disbursements (Brown made the motion and Shafer seconded the motion).
7) Review of Gym Completion Progress and Fund Allocation	Updike provided an update on the gym completion progress and shared with the board the need to move forward on the acoustical tile and acoustical room divider purchase and installation. Musser reported that the school is moving forward on completing both of these items out of our general funding. This does not require additional board motions or approvals.
8) Academic Report	Musser gave the academic report on behalf of Dr. Michele Hudak, Director of Professional Achievement. A copy of the report is on file. The board requested that Dr. Musser to tell Dr. Hudak she is doing a good job.
9) Board Resignations	The board unanimously approved the resignation of community board member Darrel Rich effective November 1, 2016 (Shafer made the motion and Foulger seconded the motion).
10) Board Training and Effectiveness	Updike reviewed the two board training guides produced by Marci Cornell-Feist: <u>Board Structure: A Guide to Bylaws, Officers, Committees, Responsibilities, and More for</u>

	<p><u>Exceptional Charter Schools</u> and <u>Board Meetings: A Guide for Charter Schools</u>. The board discussed the frequency of board meetings, agenda setting and board minutes.</p> <p>The board recommended merging the current board agenda with the board agenda example on page 38 of the book, <u>Board Meetings: A Guide for Charter Schools</u> by Marci Cornell-Feist. Kerry Cain will take this action item for the board and Musser will let her know. The board will use Google docs moving forward to collaborate among board members to develop the agenda and as a tool for taking board minutes.</p> <p>The board recommended a board recruitment committee. Shafer, Brown and Musser will serve on this committee and will report at the next board meeting.</p> <p>The board unanimously approved changing the board leadership verbiage from the current verbiage of President and Vice President to Chairman and Vice Chairman, maintaining the titles of Secretary and Treasurer (Shafer made the motion and Foulger seconded the motion).</p> <p>The board unanimously approved that all future board meetings will follow the Roberts Rules of Order protocol (Updike made the motion and Shafer seconded the motion).</p> <p>The board unanimously elected Brad Shafer Chairman of the Board (Updike made the motion and Foulger seconded the motion).</p> <p>The board unanimously elected Jaci Brown Vice Chairman of the Board (Shafer made the motion and Foulger seconded the motion).</p> <p>The board unanimously elected Teresa Foulger Secretary of the Board (Updike made the motion and Shafer seconded the motion).</p> <p>The board unanimously elected Jim Updike Treasurer of the Board (Brown made the motion and Foulger seconded the motion).</p> <p>It is noted that Musser gave full support for these new leadership positions.</p> <p>The board unanimously approved the motion to recruit a professional note taker of the board minutes beginning in January (Updike made the motion and Brown seconded the motion). Musser and Foulger will coordinate this.</p>
11) Annual Calendar Items	<ul style="list-style-type: none"> ● The board recommended moving the enrollment report to January. ● The board discussed the Head of School review process. The board recommended moving the CEO's mid-year Review to February. The board decided the next review will be lead by Shafer and Updike. Musser will submit her reflection to the Chairman based on the current review framework in place.
12) Future Meeting Dates	Upcoming 2016-2017 School Year Board Meetings at Candeo beginning at 6:00pm unless otherwise notes:

	<ul style="list-style-type: none"> ● January 10, 2017 ● March 1, 2017 ● May 2, 2017 ● June 2017 and July 2017 Budget Meetings– time TBD
13) Future Agenda Items	<p>Suggested Agenda Items for next board meeting:</p> <ul style="list-style-type: none"> ● Ongoing discussions: <ul style="list-style-type: none"> ○ Capital Campaign and board training. ○ Expansion of Governing board (teacher and community). ○ Annual Board Calendar identified items.
14) Adjournment	<p>The board unanimously approved adjournment at 7:58pm. (Updike made the motion and Brown seconded the motion).</p>