

**Tuesday, January 10, 2017**  
**Candeo Peoria, Room 409**  
**6:00pm - 8:00pm**

Pursuant to A.R.S/ 38-431.02, notice has been duly given. Any listed agenda item may and can be voted upon through motions and acceptance of members.

**Draft Minutes**

<b>TOPIC</b>	<b>PURPOSE</b>	<b>WHO</b>	<b>MATERIALS</b>	<b>TIME</b>
1) Call to Order	<i>The meeting officially commences.</i>	B Shafer, Chairman	n/a	6:00
2) Roll Call	<i>Present and absent members are noted and recorded.</i>	T Foulger, Secretary	n/a	6:02
Board Members Present: Teresa Foulger, Brad Shafer and Jaci Brown, Jim Updyke				
Staff Members present: Stephanie Musser and Doug Alf				
3) Call to the Public	<i>This is the time for the public to comment. Members of the Board may not discuss items that are not specifically identified on the agenda and may not take legal action on matters raised during the call to the public. Therefore, pursuant to A.R.S. § 38-431.01(H), action taken as a result of public comment will be limited to directing s to study the matter, responding to any criticism, or scheduling the matter for further consideration and decision at later date.</i>	B Shafer, Chairman	Comment forms	6:05
No public present at this time at 6:07.				
4) Head of School Report	<i>The Head of School gives an account of key work, accomplishments, and operational data of the school for the purposes of communicating and reporting to the board.</i>	S Musser	Head of School Report document	6:10
Dr. Musser highlighted key work and accomplishments, enrollment statistics, other operational statistics, and key issues and concerns. There was discussion about increasing the waitlist, which will be more fully discussed through a newly-formed marketing committee. Motion: Shafer motioned to develop a marketing committee with Brown as Chair and Updyke as co-chair. Second: Updyke seconded it. Unanimously approved. Related to the discipline statistics, Shafer requested an update on academic concerns at the next board meeting.				
5) Financial Report	<i>I. Review of the annual and year to date budgets, balance sheet</i>	D Alf	Financial documents	6:20

	<i>disbursement sheet and items related to internal controls.</i>  2. <i>Review and approve disbursements from October and November, 2016</i>			
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Doug Alf reported on October and November financials. Updyke requested a trendline with year-end projection for the next board meeting.  
Motion: Updyke motioned to approve the financials for October and November  
Second: Brown seconded the motion.  
Unanimously approved.

6) New Business	1. <i>Review and approve meeting minutes from November 1, 2016</i> 2. <i>Review and approve school calendar for 2017-2018 school year</i> 3. <i>Audit Report - A review of the FY 16 audit findings</i> 4. <i>Annual review of Internal Controls</i> 5. <i>Review and approve 2017-2018 teacher contract language</i>	J Brown  S Musser D Alf  S Musser	Draft minutes from 11.1.16  school calendar  Copy of audit report  Copy of contract	6:40 - 7:10
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Brown presented the November Board meeting minutes.  
Motion: Brown motioned to approve the minutes.  
Second: Updyke seconded it.  
Unanimously approved.

Dr. Musser presented the proposed school calendar for 2017-2018.  
Motion: Brown motioned to approve the calendar.  
Second: Updyke seconded it.  
Unanimously approved.

It was noted that the calendar correlates nicely with district calendars.

Doug Alf presented the Audit Report for FY 16. The following changes have taken place:

- Procedures have recently been changed related to posting the agendas in order to meet regulations.
- Bank statements are now being reviewed by Dr. Musser prior to Doug Alf's review.
- Dr. Musser now reviews payroll requests prior to distribution.

The Board requested Alf map out the internal control processes, namely those out of compliance for the audit, for board approval next board meeting. Brown requested

Dr. Musser reported the same teacher contract be used for the upcoming year. Discussion took place surrounding whether the contract is consistent with other charter schools. Dr. Musser indicated it is.

Motion: Brown motion to approve the language of the contract for use in 2017-2018, as is.

Second: Foulger seconded it.

Approved; Updyke abstained from the vote due to lack of time to read it.

7) Adjournment	<i>Official Adjournment to be declared i motion from the board.</i>			
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Alf announced State of the Union Address and its potential positive impact on education.  
Next board meeting will be held March 14, 2017, at 6pm

- insurance review and liability in general (non-health)
- open meeting law with attorney Kim Davis (dial-in)
- mid-year teacher evaluation report including overall teacher assessment scores
- Executive Director mid-year (mini) review

Motion: Updyke motioned to adjourn at 7:43  
Second: Brown seconded the motion.  
The board unanimously approved adjournment at 7:43pm.