

NOTICE OF PUBLIC MEETING

Pursuant to Arizona Revised Statutes (A.R.S.) § 38-431.02, notice is hereby given to the general public that the Board will hold a meeting, open to the public, as specified below, and the Board may discuss and take action concerning any matter listed on the agenda. The Board reserves the right to change the order of items on the agenda, with the exception of public hearings set for a specific time. One or more members of the Board may participate in the meeting by telephonic communications.

Pursuant to A.R.S. § 38-431.02(H), the Board may discuss and take action concerning any matter listed on the agenda.

Pursuant to A.R.S. § 38-431.03(A)(3) the Board may vote to go into Executive Session, which will not be open to the public, for legal advice concerning any item on the agenda. The Board’s attorney may appear telephonically.

Pursuant to A.R.S. § 38-431.03(A)(2) the Board may vote to go into Executive Session, which will not be open to the public, for discussion or consideration of records exempt by law from public inspection.

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting Stephanie Musser at 623.979.6500. Requests should be made as early as possible to allow time to arrange the accommodation.

DATED AND POSTED this ____ 13 ____ day of __November____ 2018, at 7:30 ____ A.M..

By _____
Dr. Stephanie Musser
Executive Director, Candeo Schools, Inc.

**A meeting of the Governing Board
of Candeo Peoria
9965 W. CALLE LEJOS, PEORIA AZ, 85383**

**November 13, 2018
Candeo Peoria, Room 409
7:30 am - 9:00 am**

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.

AGENDA

TOPIC/ ITEMS	PURPOSE	WHO	MATERIALS	TIME
1) Call to Order	<i>For the purpose of meeting commencement</i>	Board Chair	n/a	
Brad Shafer - Board Chair - called meeting to order at 7:35 am				
2) Roll Call Members: Brad Shafer, Jim Updike, Jaci Brown, Tom Jones	<i>Present and absent members are noted and recorded for the purpose of quorum declaration</i>	Secretary	n/a	
Brad Shafer - present Jaci Brown - present Jim Updike - present Tom Jones - present Present from the school, Dr. Stephanie Musser, Scott Keis, and Gina Butchin				

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 staff to study the matter, responding to any criticism, or scheduling the matter for further consideration and decision at a later date.</i>	Secretary	Comment forms (provided at meeting)	
Call to the Public - 7:36 am - no public present				
4) Financial Report Review of school dashboard and comparative financial statements	<i>For providing key financial information</i>	Business Manager	Financial documents (attached)	
<p>Financial Report presented by Scott Keis, Business Manager. Board reviewed all financial documents contains details through Oct. 31, 2018.</p> <p>The Board requested comparative quarters and trends to be added to the Dashboard summary document. The Board requested a new agenda item be added to the next Board Meeting to review and reexamine a summary of the Bond. The Business Manager will present. The Board suggested the business office consider a periodic vendor review (Landscape, IT, Custodial).</p> <p>Board reviewed and voted on the Check Detail (May 1 - Dec 7) Motion to approve the Check Detail - made by Jaci Brown. The motion was seconded by Tom Jones. Tom Jones - in favor; Jim Updike - in favor; Jaci Brown - in favor, Brad Shafer - in favor. The motion passed unanimously.</p>				
5) Review Audit Results	<i>State review of key financial information</i>	Business Manager	Audit documents (attached)	
<p>Scott Keis, Business Manager presented the Audit results. The audit was near perfect with one minor compliance question regarding a date missing on a document, that has since been rectified. No Financial questions.</p> <p>The board received and reviewed the audit and complimented the school on the outstanding audit results.</p> <p>Upon review, the Board requested The Business Manager review Page 7 of the audit re: 7th and 8th grade be added. The Board</p>				

also requested the Business Manager consider a re-bid of investments. The timing of that re-bid to be determined by the outcome of the long-term business capital planning committee recommendations.				
6) Discuss Evaluation Committee a) HOS Evaluation b) Board accessibility on campus	<i>Presented for the purpose of review, discussion, and/or board action.</i>	Board Chair		
<p>Brad Shafer, Board Chair led a discussion on the Evaluation process for the Head of School. Board Chair requested a committee to review current process to validate and update if needed. Then to assist in conducting the review.</p> <p>Motion to create a HOS Evaluation Committee, led by the Board Chair with Tom Jones as additional Member. Motion made by Jaci Brown. Motion seconded by Jim Updike. Tom Jones - in favor; Jim Updike - in favor; Jaci Brown - in favor, Brad Shafer - in favor. The motion passed unanimously.</p> <p>The Board discussed evaluation options including attending school meetings, tour, and other events to enable a robust and accurate evaluation. A plan of which will be part of the HOS Evaluation Committee recommendation.</p>				
7) Vote on New Board Member	<i>Presented for the purpose of review, discussion, and/or board action.</i>	Board Chair	n/a	
<p>Motion to approve Susan Wain as a Community Member for a 2-year term. Motion made by Tom Jones. Motion seconded by Jim Updike. Tom Jones - in favor; Jim Updike - in favor; Jaci Brown - in favor, Brad Shafer - in favor. The motion passed unanimously.</p>				
8) Approval of Security and Emergency Notification Upgrade	<i>Presented for the purpose of review, discussion, and/or board action.</i>	Board Chair	n/a	
This agenda item has been postponed to a future Board Meeting pending additional research materials.				
9) Approval of Updated Surveillance Policy	<i>Presented for the purpose of review, discussion, and/or board action.</i>	Head of School	Policy document (attached)	
<p>Motion to approve and adopt the updated surveillance policy. Motion made by Jim Updike. Motion seconded by Tom Jones.</p> <p>Tom Jones - in favor; Jim Updike - in favor; Jaci Brown - in favor, Brad Shafer - in favor. The motion passed unanimously.</p>				

10) Board Training: email	<i>Presented for the purpose of review, discussion, and/or board action.</i>	Communication Manager		
Gina Butchin presented information on the creation of new board email addresses - @candeoschools.com. The Board will begin using these email addresses immediately.				
11) Review and Approval of Board Minutes (July 2, July 12, Sept. 11, Sept. 28)	<i>Presented for the purpose of review, discussion, and/or board action.</i>	Board Chair		
<p>Motion to approve all board meeting minutes from July, 2, July 12, Sept. 11 and Sept. 28. Motion made by Jim Updike; seconded by Tom Jones. (with the exception of a correction of the spelling on Brad Shafer's name on the July 2nd minutes) Tom Jones - in favor; Jim Updike - in favor; Jaci Brown - in favor (abstaining from July 12 when she was not present), Brad Shafer - in favor. The motion passed unanimously.</p>				
12) Discuss Board Term Limits for Brad Shafer and Jim Updike	<i>Presented for the purpose of review, discussion, and/or board action.</i>	Board Chair		
This agenda item was resolved in the now approved July 12 Board Meeting Minutes.				
13) Present AZ Merit school Comparison Data	<i>Presented for the purpose of review, discussion, and/or board action.</i>	Head of School	Comparison Document (attached)	
<p>Dr. Musser presented school comparison data. Candeo received the letter grade of A from the state. The state does not provide rankings. However, research into schooldigger.com shows Candeo as 15 in the state and #1 in the northwest valley. The letter grade provides Candeo with results based funding resulting in a payment \$225 per student in two lump sum payments.</p> <p>The Board reviewed the comparison data and complimented Dr. Musser and Candeo on once again achieving such high results and outperforming their local competition.</p>				
14) Approval to Form Long-Term Capital Plan Committee.	<i>Presented for the purpose of review, discussion, and/or board action.</i>	Board Chair		
<p>Motion to create a long-term capital planning committee to be chaired by Jim Updike as representative of both the Corporate and Governing Board, with Tom Jones as a committee member. Motion made by Jaci Brown; seconded by Tom Jones. Dr. Musser will be a member of the committee and Scott Keis will act as a consultant providing a template for oversight and detailed planning to assist with the development of a 5-year plan with deliverable dates.</p>				

Adjournment	<i>Official Adjournment to be declared in a motion from the board.</i>	Board Chair	n/a	
Motion to adjourn made by Jaci Brown; seconded by Brad Shafer. 9:35 am.				
Proposed Motion(s):				