**Board of Directors of Wayside Schools**

**Meeting Minutes**

**April 19, 2017**

John Troy called the meeting to order at 6:04 PM.

Board members present: Suzanne Kho, John Troy, Rudy Metayer, Glenda Ballard, Charles Lu, Lillian Diaz Gray, David Shelly, Wyatt Harper, Chris Helmueller

Staff present:  Meghan Jones, Crystal Goolsby, Matt Abbott, Kelly Mullin, Mary Ann Spracher, Teresa Elliott, Mary Brinkman, Leticia Gonzalez, Lisa Drummond, Bardo Montelongo, Chad Riley

Guests present: None

Prior to formally commencing any of the action items, John Troy, as Board President, formally announced that Rudy Metayer, Board Member, while being a lawyer by profession, does not represent Wayside Schools in any form or fashion and participates on the Board only as a volunteer and not as counsel to Wayside Schools.

Public Comments – None

February 16, 2017 board meeting minutes were presented and reviewed. Glenda Ballard motioned to approve the minutes. Chris Helmueller seconded the motion.  Motion passed unanimously.

Chief Executive Officer Report

Matt Abbott provided a Board Dashboard update. Discussion was delayed until items where reviewed as part of the regular agenda.

Chad Riley provided a lottery and enrollment update. Enrollment 16/17 is still tracking the same month to month. We have taken in one more student than we have lost. Chad and Wayside’s enrollment coordinator are holding an enrollment day on April 28, and they will have a better idea of who is actually coming next year after that event. The ultimate goal is to be done with enrollment by June 1st, with 98% enrollment by June 9th, at the latest.

Meghan Jones provided a fundraising update. We have raised $771,000 for the year to date, including the May payment from KLE which has now been received.

Meghan then shared the details of the new mentor program that will be piloted at Wayside: Sci-Tech Preparatory next year. Twenty-five gala guests wished to become mentors, and Meghan is hoping to grow them into donors, as obtaining individual donors is the most challenging aspect of our current fundraising plan. She also plans to invite potential funders to a number of school events between now and the end of the year.

Meghan noted that all board members have donated to Wayside Schools and that five board members have yet to meet their give/get requirement, and she plans to send them an opportunity for an email campaign to aid them in reaching their requirement before the end of the fiscal year.

Meghan Jones then gave an update on the statuses of various grant proposals. Wayside has reached the final stages with MSDF. They would provide a $1 million gift paid out over the course of a 1-2 year period. Meghan Jones and Matt Abbott also requested an additional grant from the KLE Foundation to cover the cost of the construction delay, and they agreed to support us up to $300,000, though the details are still being worked out. Meghan Jones also requested $320,000 from the Hogg Foundation for Mental Health Services, which would be a program-specific grant.

Lastly, Meghan Jones notified the Board that the Wayside Foundation has been established as a means to raise funds in ways in which public schools cannot. Board Member Lillian Diaz Gray will be making the first donation to the foundation.

Chad Riley then provided a construction update. We are waiting on site plan approval and a building permit from the city, but those approvals should go through quickly with the help of civil counsel.

Matt Abbott presented to the board a TEA Charter Amendment and resolution to move Wayside: Sci-Tech Preparatory’s 6th grade from 6405 S. IH-35, Austin, TX 78744 to 6215 Manchaca Rd., Austin, TX 78745 for the 17-18 school year. The resolution will allow 6th grade to exist at the Sixth Grade Center for one year or until the construction project is complete. The amendment and resolution will also discontinue 6th grade at Wayside: Eden Park Academy after the 16-17 school year. Suzanne Kho motioned to approve the resolution. Rudy Metayer seconded the motion. The motion passed unanimously.

Matt Abbott then requested the board to adjust the classroom size at Wayside: REAL Learning Academy by one student per classroom, which would still leave us far below any threshold that would affect academics. Rudy Metayer motioned to approve the classroom size increase. Charles Lu seconded the motion. The motion passed unanimously.

Matt Abbott requested the Board allow him to draft a policy banning pre-k suspensions, following AISD’s addition of such a policy, since pre-k suspensions impact later learning. After the Board was informed only one incident arose that would have required pre-k suspension in all of Wayside’s history, Charles Lu requested the issue be tabled for the May board meeting.

Matt Abbott presented an update to the Student Harassment and Bullying Policy. The policy was revised to include the word “harassment” based on a finding from the Department of Education in their annual civil rights policy review. Charles Lu motioned to approve the revised policy, with the addition of the word “gender.” Glenda Ballard seconded the motion. The motion passed unanimously.

An update regarding the special education policy concerning determining attendance and admission to ARD meetings was dropped from the agenda because after legal review a policy is not needed at this time.

The Superintendent Evaluation Report for Q3 will be discussed in executive session as allowable by law.

Chief Academic Officer Report

Kelly Mullin presented her academic report. She noted this is the first report that has no red areas on the formative assessment data. Strong Start (Universal Teaching Coaching) is in the green everywhere but REAL.

Kelly Mullin then provided a staffing update. We are at a 10.5% turnover rate, and the pilot of the temp agency to help fill substitute roles was canceled due to financial constraints. A new director of Special Education Dr. Katherine Fugate, was hired, as well as a new Assistant Principal at Sci-Tech Preparatory, Leticia Gonzalez.

When discussing the turnover rate the board asked Mary Ann Spracher, Director of Talent, to discuss pay rates and impacts on current staffing. She noted our region, not just Wayside Schools, pays the lowest of any of the regions in Texas, despite high costs of living. This does impact teacher recruitment.

Kelly Mullin then gave an update on the high school seniors, noting that a majority of the students have been accepted to one or more universities and that we anticipate all of our students being accepted to colleges and universities by the May board meeting.

Kelly Mullin presented the annual Title I Parent Involvement Policy and District Homeschool Compact for approval. Matt Abbott noted that the policy is a compliance statement, and Kelly Mullin requested that the board give Matt Abbott authority to make future modifications to these documents as needed, without additional approval. Rudy Metayer motioned to approve the policy and future modifications. Wyatt Harper seconded the motion. The motion passed unanimously.

Kelly Mullin then presented her priority draft preview for the 17-18 school year. She wants to introduce a coaching model to ensure access to the IB Diploma, and she wants to cultivate more of a college-bound culture. She wants the students to have the same sense of urgency the staff has about going to college. Matt Abbott noted this involves a transition from banners and conversations with families to actual actions by the students.

Lastly, Kelly Mullin presented a District Attendance Improvement plan that lists a set of weekly and monthly activities for front office staff to monitor attendance more closely and improve performance.

Special Education services concerning a specific student will be discussed in executive session as allowable by law.

Chief Financial Officer Report

Teresa Elliott provided a review of financials as of February 28, 2017. Revenue is at 66.25% earned. Expenses are a bit ahead of revenue for this time of year. The KLE Foundation match payment will put us even for revenue and expenses. The EMMA report statements will be provided at the May meeting.

Teresa Elliott then requested the board to consider an update to the FMLA policy that would allow people to retain paid leave until after using leave provided by FMLA. Chris Helmueller requested the update be tabled until the May board meeting so Teresa can present more specific data to support the need for an updated policy.

A representative of Wayside’s tenant, Jumpoline, joined the meeting to disclose his business’s financial difficulties and request a reduction in rent. If a rent reduction is not possible, he intends to close Jumpoline at the end of the month of April and break the lease. Reflection on his statements and a lease review and further discussion of Jumpoline will be held in executive session with consultation from Wayside Schools’ external counsel.

Discussion concerning specific personnel issues will be taken up in executive session as allowable by law.

At 8:04 PM, Chris Helmueller moved that we exit open session and enter into executive session to discuss all items allowable by law. Suzanne Kho seconded the motion.  Motion passed unanimously.

At 9:01 PM, Rudy Metayer moved that we exit executive session and enter into open session. Glenda Ballard seconded the motion.  Motion passed unanimously.

Upon reentering open session and as a result of executive session deliberation Wyatt Harper made the motion for the Board to direct the administration and legal counsel to proceed with notice of default and breach of lease by tenant, Jumpoline. Chris Helmueller seconded the motion.  Motion passed unanimously.

At 9:03 PM, Lillian Diaz Gray moved to adjourn the meeting. Rudy Metayer seconded the motion.  Motion passed unanimously.