**Wayside Schools**

Board of Trustees Meeting Minutes

Wednesday, April 20, 2016

The meeting was called to order by Chris Laguna at 6:05.

Board members present: Chris Laguna, John Troy, Charles Lu, Suzanne Kho, Russel Louis, Grant Simpson, and Matt Abbott.

Staff present: Teresa Elliott, Kelly Mullin, Dan Horn, Bardo Montelongo, Lisa Drummond, Mary Ann Spracher, and Veronica Martinez.

Guests present: Trudy Richards and Paxton Davies.

Public Input - Paxton Davies, a parent of a 3rd and 6th grader at Wayside Schools stated that there are problems in our middle school that he feels the board has little knowledge of and they should be informed. He will meet with Kelly in person and plans to attend future board meetings.

Charles Lu motioned to approve the February 16, 2016 meeting minutes as submitted. Suzanne Kho seconded the motion. Motion passed unanimously.

Chief Executive Officer’s Report

Matt Abbott reviewed the dashboard and addressed the board’s questions regarding attrition and kindergarten siblings.

Veronica Martinez gave the board a fundraising update. A recent conversation with MSDF was very positive and she hopes to share more information on a multi-year grant prior to the end of our fiscal year. There are other outstanding grants, i.e. Webber Family Foundation and Powell Foundation and we should hear more soon. Matt shared that our real estate transaction will include a gift in the form of a price reduction of $290,000, which will impact our net assets, however, we do not understand how the non-cash gift will be booked at this time. Our special event, “Keep Austin Wayside,” raised over $60,000, and after expenses we netted approximately $40,000. The FundRun will be held in May at the Onion Creek Soccer Complex. There is no change on the Annual Campaign.

Matt Abbott shared that over 90% of our students submitted their Intent to Returns. More specific data will be available at the next meeting regarding the 4 year old PreK students planning to enter Kindergarten along with sibling priorities. Matt addressed several questions from the board regarding space.

Matt Abbott requested that the board establish an Ad Hoc Board Committee to review updates to Student and Personnel Handbooks and Board Policies for the 2016-17 school year. John Troy motioned to approve an Ad Hoc Board Committee for this purpose. Grant Simpson seconded the motion. Motion passed unanimously. John Troy, Charles Lu, and Suzanne Kho volunteered to be on the committee.

The board was given a list of upcoming board dates and training updates. Matt Abbott suggested that the board members attend the state sponsored training as well as the TCSA Conference.

Chief Academic Officer’s Report

Kelly Mullin gave the board STAAR Updates from the State and explained changes in the accountability system, a more in depth report will be offered at a later date. Matt shared that the Commissioner of Education sent a letter today that online testing results would not be counted towards accountability unless the scores positively impacted the school due to the large number of technology failures throughout the state. The TEA is also adding an internal rating system that schools will complete as a fifth index towards the school’s accountability system. Kelly provided the survey that Wayside will use until the state creates this survey. Grant Simpson motioned that Wayside Schools publicly reviewed the TAPR as required by TEA. John Troy seconded the motion. Motion passed unanimously.

Kelly Mullin provided the board with the new supervision and evaluation tools developed with the TNTP and our EEIP grant team. In 2016-17 the team will be developing a tool for all non-teaching staff so that all employees will be given consistent performance feedback. Kelly addressed several questions regarding the new evaluation processes and potential pitfalls and negative feedback.

Kelly provided the board with a copy of the 2015-16 Highly Qualified Report. All staff met the highly qualified requirements for the 2015-16 school year and no corrective action plans are necessary. Matt Abbott reported that the Highly Qualified Report will go away with NCLB for the 2016-17. Suzanne Kho motioned to accept the highly qualified report for 2015-16 as submitted. Charles Lu seconded the motion. Motion passed unanimously.

Chief Operations Officer

Teresa Elliott shared the Statement of Activities as of February 29, 2016. Areas of concern include fundraising revenue at 8% which we believe will be greatly increased after receiving the May 1 KLE grant, Food Service revenue and expenses are both up, and General Administration costs are up reflecting the full cost of our audit, insurance, and legal fees being at 100+%. The Finance Committee will bring an amendment at our May meeting.

The Finance Committee recommended the firm of Belt, Harris and Pechacek for the completion of the 2015-16 audit. John Troy motioned to approve the engagement letter for Belt, Harris and Pechacek as the external auditor for the 2015-16 school year. Russel Louis seconded the motion. Motion passed unanimously.

Teresa Elliott and the Finance Committee provided a Teacher Salary Schedule for the 2016-17 school year. The recommendation puts Wayside on par with AISD as of the 2015-16 school year. In addition, the EEIP grant includes $92,000 in stipends to reward bilingual, teacher leaders, etc. Charles Lu motioned to approve the Teacher Salary Schedule for the 2016-17. Grant Simpson seconded the motion. Motion passed unanimously.

John Troy and Teresa Elliott shared the 2016-17 initial operating budget and process in which it was created. The largest driver of our budget is salaries, 68% of expenses. This budget is presented early for purposes of hiring new staff for the 2016-17 school year. No salary increases are planned for existing non-faculty positions. Elliott estimates that we will need another $150,000 in salary expense to provide raises for the non-faculty staff. John Troy motioned to approve the initial operating budget for 2016-17. David Ewing seconded the motion. Motion passed unanimously.

Teresa Elliott submitted the Instructional Materials Certification for the 2015-16 school year and 2016-17 school year for approval. Approval certifies that the textbooks Wayside purchases outside of the approved textbooks will meet 85% of the TEKS. Suzanne Kho motioned to approve the 2015-16 and 2016-17 Instructional Materials Certification. Grant Simpson seconded the motion. Motion passed unanimously.

Charles Lu motioned to enter into executive session at 8:22 p.m. to discuss real estate and personnel issues. Russel Louis seconded the motion. Motion passed unanimously.

John Troy motioned to exit executive session at 9:18 p.m. Russ Louis seconded the motion. Motion passed unanimously.

The board reviewed a response to a complaint filed with the Texas Education Agency. Charles Lu motioned to acknowledge that the board had been fully informed and to submit the school’s response and all required information to the agency. David Ewing seconded the motion. Motion passed unanimously.

Suzanne Kho motioned to adjourn at 9:19 p.m. John Troy seconded the motion. Motion passed unanimously.