**Board of Directors of Wayside Schools**

**Meeting Minutes**

**February 15, 2017**

John Troy called the meeting to order at 6:08 PM.

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

Staff present:  Meghan Jones, Crystal Goolsby, Matt Abbott, Mary Ann Spracher, Teresa Elliott, Marcia Molinar, Mary Brinkman, Lisa Drummond, Bardo Montelongo, Chad Riley

Guests present: Andrea Aspbury, Wayside: EPA PTO representative; David Shelly, Board Prospect

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

Minutes were presented and reviewed. Suzanne Kho motioned to approve the January 18, 2017 minutes. Glenda Ballard seconded the motion. The motion passed unanimously.

Chief Executive Officer Report

Matt Abbott presented a new board prospect, David Shelly, for consideration. David stated that he is passionate about Wayside’s mission, and he feels he can make positive contributions to Wayside. Charles Lu and John Troy both think he has many positive attributes, and John Troy likes David’s interest in education. John Troy also feels David Shelly represents a part of the Austin community Wayside does not yet have access to, functionally, and in terms of his professional network. Charles Lu motioned to add David Shelly to the board. Suzanne Kho seconded the motion. The motion passed unanimously.

Matt Abbott then provided a Dashboard update. The numbers are lower in the Academics section than usual, but are a result of increasing standards for student assessment results as we get closer to STAAR testing later in the spring. Matt Abbott shared that the Formative Assessment performance numbers are expected to improve by the next meeting as students and staff settle in to the higher expectations. Marcia Molinar, Sr. Director of Academics, added that standardization of Formative Assessments across the district has affected the numbers as well. No action was taken by the board on this matter.

Meghan Jones provided a fundraising update. The gala is sold over capacity, and she will be applying for three more grants after the gala. Meghan then gave an update regarding the Wayside Foundation. It is still being set up, but the paperwork is complete, and the process is moving forward. Matt Abbott then gave an update about two grant applications. We will hear back from the Lowe Foundation in April, and the first stage of the application process with the Michael & Susan Dell Foundation (MSDF) is due March 1st. Meghan Jones noted that, if the MSDF grant is approved, the money will arrive before the end of the 16-17 fiscal year. After the gala, we will be almost done meting the match requirement for the KLE Foundation grant. No action was taken by the board on this matter.

Meghan Jones then informed the Board that a donor would like to donate stock to Wayside, but we need an account with the appropriate vendor. Teresa Elliott presented the board with a resolution to accept the $5000 stock, transfer it into a UBS account in Wayside’s name, and immediately liquidate it returning the funds to Wayside Schools. Russel Louis motioned to pass the resolution. Wyatt Harper seconded the motion. The motion passed unanimously.

Chad Riley provided an enrollment update for the 2016-17 and the 2017-18 school years. He is working to have the free and reduced-lunch numbers mirror what they actually are, we currently belive that our numbers are under reported. Wayside is currently at 57% participation in Free and reduced lunch, but many families who qualify are not completing the applications, and most other schools in our area have as much as 90% participation by students and families. Currently Chad Riley is working with Preferred Meals to adjust the food options to encourage greater participation, as increasing the number of kids participating in the program would significantly increase funding. No action was taken by the board on this matter.

Discussion concerning specific construction issues at the new Bradshaw site was tabled for executive session, as allowable by law because it involves the negotiation of a real estate transaction.

Matt Abbott presented a board policy and resolution controlling and limiting access to school sites and information requested by third party governmental agencies concerning the investigation of student and related party immigration status. The goal of the resolution is to limit disruption to the learning environment and ensure the protection of student records. Charles Lu motioned to pass the resolution, pending an amendment of the policy year from 2016 to 2017, a typo. Glenda Ballard seconded the motion. The motion passed unanimously.

Matt Abbott also presented TEA Amendments and associated resolutions concerning all potential expansion and non-expansion amendment requests necessary to accommodate all students in enrollment during the period of time the Bradshaw Lane Campus construction is delayed for the 2017-18 school year. It is a blanket resolution allowing Matt Abbott to engage in negotiations and to submit all paperwork needed to move forward with TEA. Matt Abbott requested that the minutes note the stipulation that the board approves revised and amended resolutions to be circulated for their signatures without an official board meeting be called, only if required by TEA and not materially changing the nature of the resolution’s intent, as there will not be a meeting in March due to spring break. Russel Louis motioned to approve the resolution and the stipulation. Rudy Metayer seconded the motion. The motion passed unanimously.

Chief Academic Officer Report

Matt Abbott presented the academics updates in Kelly Mullin’s absence. He first presented the 2017-18 Wayside Schools calendar for board approval. He noted that it is almost the same as the 2016-17 calendar, with the addition of one instruction day, so the school year will end before Memorial Day. Glenda Ballard motioned to approve the calendar. Charles Lu seconded the motion. The motion passed unanimously.

Matt Abbott then presented the Academic Report updates. He noted the middle-of-the-year data aligned with student growth. He next provided an update regarding the TAIS process with TEA. The goals were not quite met for ELL learners for the last quarter, but we are actively making programming adjustments to reach our goals. We continue to be on track for improvement, per TEA requirements. No action was taken by the board on this matter.

Matt Abbott also shared data from PBMAS Staging, which is a Special Education and Limited English Proficiency analysis system used by TEA to track program performance for specific sub-populations. PBMAS shows that Wayside was identified for over-identification and underperformance in SPED students, specifically in the Hispanic population. The academics team is making sure to monitor the situation closely. No action was taken by the board on this matter as this was an informational item for the board.

Lastly, Matt Abbott informed the board that more 2017 Seniors have been accepted to college.

Special Education services concerning a specific student were tabled for executive session, as allowable by law to ensure the privacy of the student.

Chief Financial Officer Report

Teresa Elliott presented the financial review for December 31, 2016. Revenue was at 41.84% as of 12/31, and expenses were at 50%. These numbers are on target for where we should be this time of year. No action was taken by the board on this matter.

Teresa Elliott then presented a budget amendment for Board approval. The board discussed the decrease in revenue and increase in expenses showing a current loss if adopted of $33,000, if not amended again before the end of the fiscal year*.* This does not include a removal of non-cash expenses as allowable by TEA for rating purposes. John Troy, on behalf of the finance committee, along with Wyatt, recommended the adoption of the amended budget, but reiterated to the board that another amendment would be needed between now and the end of the fiscal year showing additional expenditure cuts to ensure Wayside Schools does not finish the year with a loss. John also noted the reduction in fundraising to $750,000 (from $1.044 million) as a conservative estimate based on actuals as contributing to the current loss. Teresa Elliott noted additional revenue from Compensatory Education that is not currently included that is also contributing to the current loss. If fundraising and Comp Ed come in as expected, the board will be looking at a surplus in a subsequent budget amendment, regardless of additional expenditure cuts. Russel Louis motioned to approve the amendment. Wyatt Harper seconded the motion. The motion passed unanimously.

Discussion concerning specific personnel, real estate, and legal issues was tabled for executive session.

At 8:33 PM, Glenda Ballard 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 9:30 PM, Suzanne Kho moved that we exit executive session and enter into open session. Charles Lu seconded the motion.  Motion passed unanimously.

No action was taken as a result of executive session.

At 9:31 PM, Glenda Ballard moved to adjourn the meeting. Russel Louise seconded the motion.  Motion passed unanimously.