**Board of Directors of Wayside Schools**

**Meeting Minutes**

**May 17, 2017**

Suzanne Kho called the meeting to order at 6:12 PM.

Board members present: Suzanne Kho, Rudy Metayer, Lillian Diaz Gray, David Shelly, Wyatt Harper. Russel Louis was present via videoconference.

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

Guests present: None

Suzanne Kho oversaw the meeting as Secretary and acting Board Vice President in the absence of John Troy, Board President.

Prior to formally commencing any of the action items, Suzanne Kho, as Board Vice 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.

Due to time constraints for some board members, Suzanne Kho requested a motion to modify the agenda to cover high-priority matters first, and then return to other agenda items later, time-permitting. Rudy Metayer motioned to approve the modified agenda. Lillian Diaz Gray seconded the motion. The motion passed unanimously.

Public Comments – None

April 19, 2017 board meeting minutes were presented and reviewed. David Shelly motioned to approve the minutes. Wyatt Harper seconded the motion.  Motion passed unanimously.

Chief Executive Officer Report

Chad Riley provided a construction update. John King Construction (JKC) has broken ground and has been in constant communication with the Onion Creek neighbors (6 total). We have been very intentional on accommodating the neighbors’ requests as we can, including moving the water tank that was placed close to their property line.

We are still awaiting an update on where to place the fresh waterline to the site from the City of Austin. If the feedback from the city comes back negatively, it will require a significantly more expensive solution to get onsite water. We are also working on cutting items out of the budget that are not essential, reviewing sub-contractors’ bids, but we are still planning on opening on time.

Chief Financial Officer Report

Teresa Elliott provided a review of Financials as of March 31, 2017. Revenue versus expenses is trending negative, but the ratio will improve next month as we settle up in preparation for the fiscal year close. Teresa will have more on this item in June at the board meeting.

Teresa Elliott then requested approval of the external auditor for 2016-17 financial records. She recommended using the same auditor as last year, Belt, Harris, & Pechacek. Wyatt Harper motioned to approve the auditor. David Shelly seconded the motion. The motion passed unanimously.

Teresa Elliott presented the 2017-18 teacher salary scale for the board’s approval. There were no changes from the 2016-17 pay scale. Matt Abbott explained the reason for no pay changes is because of the need for a hyper-conservative budget for 2017-18, but it can be revisited and modified at the middle of the year, depending on enrollment, attendance patterns and State and Federal Revenue Estimates. There are also leadership discussions occurring regarding how to provide stipends for hard-to-fill positions. Rudy Metayer motioned to approve the budget as presented. Lillian Diaz Gray seconded the motion. The motion passed unanimously.

Next, Teresa Elliott presented the 2017-18 operating budget for approval. It is a starting budget for 17-18, but all important expenses are accounted for. Revenue is budgeted very conservatively, as are attendance and enrollment, to ensure the financial solvency and strength of the school. The biggest change in the budget is rental income because of Jumpoline’s closure. The budget also includes three new teachers to accommodate the addition of fourth grade at Altamira Academy; three positions to accommodate a new Autism/Behavior unit; and nine new teachers and one AP to accommodate the sixth-grade center at Eden Park Academy. The biggest expense changes are at the campus level, allowing $100 per student at the beginning of the year, with the potential to increase that number if enrollment and attendance are better than projected. Wyatt Harper motioned to adopt the budget. Lillian Diaz Gray seconded the motion. The motion passed unanimously.

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

Chief Executive Officer Report

Meghan Jones presented a Board Resolution and Memorandum of Understanding (MOU) with the Wayside Schools Foundation for services for board approval. Matt Abbott explained that it is a required agreement between the school and the Foundation if the school is providing services to the Foundation. Rudy Metayer motioned to approve the MOU. David Shelly seconded the motion. The motion passed unanimously.

Matt Abbott and Kelly Mullin presented a revised 2017-18 calendar for teaching staff, which lowers the number of annual work days from 190 to 187 to match the number of work days of most other public school systems in Central Texas. The principals are in agreement with the revised calendar. Wyatt Harper motioned to approve the calendar. Lillian Diaz Gray seconded the motion. The motion passed unanimously.

Chief Academic Officer Report

Kelly Mullin presented the STAAR Round 1 data review. Overall district passing rates were 66%, and the predicted passing rate was 61% as of Middle of the Year, showing we are on track to meet our academic goals. The most significant improvements were in middle school math scores.

At 7:00 PM, Russel Louis moved that we exit open session and enter into executive session to discuss all items allowable by law. David Shelly seconded the motion.  The motion passed unanimously.

At 7:34 PM, Russel Louis moved that we exit executive session and enter into open session. Rudy Metayer seconded the motion supported by Lillian Diaz Gray.  The motion passed unanimously.

No action was taken as a result of executive session.

Rudy Metayer moved to table all other items listed on the agenda, but not addressed in the meeting due to time limitations until another regularly scheduled meeting of the board. Lillian Diaz Gray seconded. Motion passed unanimously.

At 7:35 PM, Rudy Matayer moved to adjourn the meeting. Lillian Diaz Gray seconded the motion.  Motion passed unanimously.