**Board of Directors of Wayside Schools**

**Meeting Minutes**

**October 19, 2016**

John Troy called the meeting to order at 6:13 PM.

Board members present: Russel Louis, Suzanne Kho, Wyatt Harper, Charles Lu, John Troy, Rudy Metayer, Glenda Ballard

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

Guests present: Taunya Dawson, EPA PTA representative

Public Comments – None

Rudy Metayer motioned to approve the September 21, 2016 meeting minutes. Glenda Ballard seconded the motion. Motion passed unanimously.

Chief Executive Officer Report

Matt Abbott provided an oral update on the board dashboard. Russel Louis questioned why the dashboard stated enrollment was down at STP. Chad Riley verified that some students did drop off, but overall, the enrollment numbers are still similar to those at the beginning of the year. Charles Lu noted that fewer students qualified for free and reduced lunch. Teresa Elliott explained that many students are verified as qualifying for free and reduced lunch through the Direct Certification program, which is new to Wayside this year. The students were approved directly through the government, and are not in the database yet, but Matt assured the board the correct numbers will be reflected at the next meeting. No action was taken by the board on this matter.

Meghan Jones provided a fundraising update. She explained the second quarter number is low because it is a planning quarter, and the third and fourth quarter fundraising numbers are expected to reflect growth. She stated that the FUNd RUN brought in $7,000 in sponsorships and student and parent contributions thus far. The Employee Payroll Deduction Campaign also kicked off this month, and the Gala is being planned for February 16, 2017. The board proposed that teacher purchases for their classrooms count as in-kind contributions to reflect greater staff giving numbers. No action was taken by the board on this matter.

Matt Abbott requested that the board give Kelly Mullin and her Special Education Director, Melissa Flores, authority to update and upload Wayside Schools’ SPED policies, per a request from TEA to align with their updated requirement with Region XVIII. Glenda Ballard motioned to give Kelly Mullin and Melissa Flores permission to make the necessary policy changes and submit to Region XVIII prior to Oct. 31, 2016. Suzanne Kho seconded the motion. The motion passed unanimously.

The 2016-17 Executive Evaluation goal review was tabled for executive session.

Chief Academic Officer Report

Matt Abbott gave an update on the TEA District Accountability Appeal that was approved at the September 21 board meeting. He received notification that TEA has the appeal and is reviewing it, but they will not return an answer until December. No action was taken by the board on this matter.

Kelly Mullin gave the board a review of the academics report. Specifically, Kelly Mullin provided an update on the STP benchmark data from the beginning of the year. She explained that so many students are meeting the previously set percentages that the number of students on-track overall looked inflated, and so the markers for whether or not students were on track had to be changed. The data was recalibrated to show students were on track if they had already met a standard, exceeded a standard, or were within ten points on a standard. STP test scores in ten of the fourteen testing areas were higher this year than they were at this time last year. No action was taken by the board on this matter.

Kelly then gave an update on the TAIS process. She said that one of the biggest areas of focus was English Language Learners, and there are plans in place to ensure the level of instruction in the classrooms reaches low-income and ELL kids more effectively. No action was taken by the board on this matter.

Lastly, Kelly provided a staffing update. She stated there have been staffing changes, the specifics of which were tabled for executive session to protect the privacy rights of the specific staff.

Concerns about graduates were also tabled for executive session, where information regarding specific students would be shared.

Chief Operations Officer Report

Teresa Elliott gave a review of the revised financials and provided a financial update as of August 31, 2016. Revenue and expenses are on track for this time of year. Thirty-three days of instructional revenue have been earned. It is normal for the numbers to reflect a net loss this time of year. She stated that she should receive a draft of the audit findings this week, and will present them at the next meeting. No action was taken by the board on this matter.

Teresa also said she is working with TCEP, as they are refunding $6 million worth of bond issuance insurance. Wayside may be able to apply for $300,000-400,000 of those funds, freeing up the same respective amount to potentially be put toward the construction project at the new site on Bradshaw Road. No action was taken by the board on this matter.

Discussion concerning specific personnel issues was tabled for executive session.

At 7:45 PM, Charles Lu moved that we exit open session and enter into executive session to discuss all items allowable by law. Rudy Metayer seconded the motion. Motion passed unanimously.

At 8:45 PM Russel Louis moved that we exit executive session and enter into open session to discuss all items allowable by law. Charles Lu seconded the motion. Motion passed unanimously.

No action was taken as a result of executive session.

At 8:48 pm Rudy Metayer moved we adjourn the meeting. Suzanne Kho seconded the motion. Motion passed unanimously.