**Board of Directors of Wayside Schools**

**Meeting Minutes**

**July 20, 2016**

Christine Laguna called the meeting to order at 6:06 p.m.

Board members present: Christine Laguna, John Troy, Charles Lu, Suzanne Kho, Russel Louis, and Rudy Metayer.

Staff present: Matt Abbott, Teresa Elliott, Marcia Molinar, Mary Brinkman, and Mary Ann Spracher

Guest present: Tonya Dawson – EPA Liaison, Billy Moyer – SOS Leadership Consultant, and Wyatt Harper - Board Member Prospect.

Public Present: None

Public Comments – Russel Louis, acting as a member of public, acknowledged Christine Laguna for her service to the Board of Directors and Academics Committee and presented Chris with a gift from the board.

Charles Lu motioned to approve the June 15, 2016 meeting minutes with corrections. John Troy seconded the motion. Motion passed unanimously.

Officers Election: Christine Laguna submitted her letter of resignation effective as of July 21, 2016. Chris informed the public that this is a planned resignation that has been a discussion of the board for some time as she would roll off after two terms on the board lasting six years. Russel Louis further thanked her for service to Wayside Schools and its families and students.

Charles Lu nominated John Troy to be the Chair of the Board of Directors. The nomination was seconded by Suzanne Kho. Russel Louis motioned to appoint John Troy to be the Chair of the Board of Directors. Charles Lu seconded the motion. Motion passed unanimously.

John Troy nominated Suzanne Kho to be the Vice-Chair and Secretary of the Board of Directors. The nomination was seconded by Charles Lu. Russel Louis motioned to appoint Suzanne Kho to be the Vice-Chair, Secretary Board of Directors. Charles Lu seconded the motion. Motion passed unanimously.

John Troy nominated Russel Louis to be the Treasurer of the Board of Directors. The nomination was seconded by Charles Lu. Charles Lu motioned to appoint Russel Louis to be the Treasurer of the Board of Directors. Suzanne Kho seconded the motion. Motion passed unanimously.

All new appointments will be effective as of the August meeting of the board.

Chief Executive Officer Report

Matt Abbott reported that a new dashboard for 2016-17 is under construction with new feedback from John and other board members. He asked that board members submit input on what targets they would like to see monthly.

Fundraising Report: $1.04M target for 16-17. $425k committed already via KLE and Hock Family Foundation. $100k commitment from the Hock Family Foundation at $25k per year for four years was committed on July 1st, 2016. Matt Abbott will be working with the Lowe Family Foundation to request a $250,000 gift paid over multiple years this fall. In addition, Matt will be working with Virginia Potter of MSDF to secure a $650,0000 gift paid over multiple years, more work to be done on this, this fall. Wayside will also be launching its second Annual Giving Campaign – Russel Louis inquired about using money that teachers spend personally in their classrooms as participation in the campaign, Matt said he would look into it and IRS regulations.

An enrollment report was given by Matt Abbott (Chad Riley was not available for the meeting). For 2016-17 our budget is built on a 95% enrollment rate, not 98% as done in previous years. It was shared that this rate maps closer to historical enrollment norms and is aligned in our current budget. Additionally, impacting enrollment at EPA, administration made a decision to reduce a grade level to two sections at 6th grade at Eden Park Academy do to lower than anticipated demand for the section. Chris Laguna asked for plans to move 6th grade to Sci-Tech Prep going forward, Matt said that he will provide them at a later meeting for consideration. Matt explained that we over our 100% target enrollment as of July 20th for the first day of school, which was the target set do to consideration of historical no show rates on the first day of school that can be as high as 20% in some grade levels. Currently, Matt anticipates that will meet our 95% enrollment goal comfortably by the end of the first week.

Potential New Board Members – John Troy introduced a prospective board member, Sarah Powell. Sarah is with the University of Texas. John believes that Sarah would make an excellent addition to the board with her academic and charter background, specifically with her experience with helping middle schools with high risk youth. John asked if anyone would be interested in meeting with Sarah, Charles Lu said he would. Matt Abbott also stated that new St. Edward’s Dean of Education, Glenda Ballard expressed interest in serving of the Board of Directors to help make a very strong Academic Committee.

Wyatt Harper, CFO of the Andy Roddick Foundation (ARF) was presented to the board for appointment. ARF focuses on the after school achievement gap. His prior experience in banking and he is interested in serving on the Finance Committee. Wyatt started a non-profit organization, Match Point Tennis, for children in his hometown of Middle, Tennessee. John Troy motioned to appoint Wyatt Harper as a member of the Board of Directors. Charles Lu seconded the motion. Motion passed unanimously.

The evaluation of the Superintendent will be tabled until executive session.

Chief Academic Officer Report

Matt Abbott reported on the STAAR data update for Index #1 and provided a preliminary accountability report. The board discussed the first round of testing scores at length. The Academic team projects will meet standard at Wayside: Eden Park Academy and Wayside: REAL Learning Academy. Wayside: Sci-Tech Preparatory will likely be rated as Improvement Required. The District as a whole will likely meet standard based on current information, although we will have to wait for more information until we can know this conclusively, especially concerning Index #3. Mary Brinkman, Wayside: STP principal, reported that our staffing model is our first improvement first and most critical improvement along with two ESL teachers, including exceptional math teachers. Wayside: STP used the new Wayside Schools hiring model to ensure that teachers entered their roles here understanding the students and task at hand.

Matt Abbott reported that the entire staff was trained in obtaining high achievement results for children in poverty this summer. Mary Brinkman also reported that teachers who were not on board with changes to be a data driven school are no longer at Wayside: STP. Charles Lu expressed concern that Wayside could become test driven with an over emphasis on STAAR testing. Matt assured the board that the IB program does not permit an exclusive focus on the STAAR testing, but that we have to ensure that significant action is taken so that we do not have this same issue next year.

Marcia Molinar, Acting CAO, presented the new Student Handbook for 2016-17. Russel Louis motioned to accept the 2016-7 Student Handbook as presented. Rudy Metayer seconded the motion. Motion passed unanimously.

Marcia Molinar presented the District Improvement Plan for 2016-17 and 2016-17 District Focus Areas to the Board of Directors. Rudy Metayer motioned to accept the 2016-17 District Improvement Plan and District Focus Areas as presented. John Troy seconded the motion. Motion passed unanimously.

Matt reported on a compliance issue from HB5. Each campus had to complete a self-rating and then Wayside used an average of the campuses to determine the district rating, approved by the District Improvement Committee. Charles Lu acknowledged that the administration shared that a rating process with the Academic Committee and that it was conducted and submitted to the Texas Education Agency on June 21, 2016. Charles Lu recommend that the board further approve the rating as presented by staff. Russel Louis seconded the motion. Motion passed unanimously.

Marcia Molinar provided a staffing report across all campuses and highlighted specific areas.

Chief Operations Officer Report

Teresa Elliott, COO and John Troy, Current Finance Committee Chair reviewed the June 30, 2016 financial statements with the board.

Teresa Elliott provided an update on the Bradshaw Lane Construction Project. At this time all parts of the project are moving forward. Teresa asked that the board approve for Matt Abbott to have the authority to negotiate the procurement of the rights to a Wastewater Easement necessary to connect our new site to city sewer lines with neighboring property owners on behalf of the board and enter into a financial transaction, if necessary to secure such rights. At this time we believe that Wayside paying a fee for these rights is likely and necessary to move forward on our construction project. Russel Louis motioned that the board grant Matt Abbott the ability to negotiate and to enter into a financial agreement to purchase the rights to any easement necessary from adjacent property owners pending final legal review from Wayside Schools external counsel ensuring all compliance related measures are taken to ensure the safety of the schools interest. John Troy seconded the motion. Motion passed unanimously.

Discussion concerning specific personnel issues will be done in executive session to ensure the confidentiality of the employee.

Teresa presented the updated 2016-17 Wayside Schools Human Resource Manual. Rudy Metayer motioned that the board approve the 2016-17 Wayside Schools Human Resource Manual as presented by staff. Russel Louis seconded the motion. Motion passed unanimously.

At 8:15pm John Troy moved that we exit open session and enter into executive session to discuss all items allowable by law. Charles Lu seconded the motion. Motion passed unanimously.

At 10:31pm Charles Lu moved that we exit executive session and enter into open session. Russel Louis seconded the motion. Motion passed unanimously.

No action was taken as a result of executive session discussions.

At 10:32pm Russel Louis made the motion to adjourn the meeting. Charles Lu seconded the motion. Motion passed unanimously.