**Board of Directors of Wayside Schools**

**Meeting Minutes**

**September 21, 2016**

John Troy called the meeting to order at 6:04 PM

Board members present: Russel Louis, Suzanne Kho, Wyatt Harper, Charles Lu, John Troy

Staff present: Meghan Jones, Crystal Goolsby, Matt Abbott, Kelly Mullin, Mary Ann Spracher, Teresa Elliott, Marcia Molinar, Mary Brinkman, Lisa Dummond

Guests present: Glenda Ballard, St. Edward’s University Dean of Education; Lisa Adewole, AMA parent; Jennifer Pascua, AMA Parent

Public Comments – None

Suzanne Kho motioned to approve the August 17, 2016 meeting minutes with corrections. Russel Louis seconded the motion. Motion passed unanimously.

Chief Executive Officer Report

Matt provided a preview of the 2016-17 Board Dashboard update. The Board provided Matt with feedback that they would like to see prior to the next meeting. Matt will work with the different board committees to gain additional feedback and will provide a final and updated dashboard for the board to review at the October meeting. No action was taken on this item by the board.

Fundraising Update – Meghan Jones introduced herself to the board as the new Director of Development for Wayside Schools. This is her second week on the job. She shared that she was excited to join the team and will be setting up meetings with each of the board members over the next month. Meghan will be working with Matt to finalize the fundraising plan, but shared that Wayside Schools will work to diversify its strategies but is still going to be very dependent on grant funding to reach its annual fundraising goals. Matt then shared that to date we have raised $425,000 towards our goal of $1,044,000. No action was taken on this item by the board.

Matt then shared a detailed report on enrollment, as Chad Riley was not in attendance to do so. Districtwide enrollment is on track to meet budget targets with the goal of 95% enrollment for the yearly average, although he did share that enrollment levels may decrease as the year goes on and he will keep the board updated going forward. Matt also noted that Wayside: EPA had the lowest enrollment percentage, mostly due to cutting a 6th grade section as a result of low enrollment at that age level.

Matt also shared that attendance was on track for the district, and in the areas that are lower, there are campus-level plans in place to see it improved. No action was taken on this item by the board.

John Troy presented Dr. Glenda Ballard, St. Edward’s University: Dean - School of Education for potential addition to the board. She introduced herself and shared her experience and what she would add to the board. Board members asked clarifying questions and then Russel Louis made the motion to appoint Dr. Ballard to the board and to the Academic Committee. Dr. Charles Lu seconded the motion. Motion passed unanimously.

John Troy shared with the board the need to ensure the formal resignation of David Ewing and Christine Laguna after finishing their terms on the board as listed in the board minutes. Chris Laguna tenured her resignation after the July meeting (6 years of service) and David Ewing tenured his resignation on August 31, 2016 (3 years of service). The board recognized their service to Wayside Schools and publicly acknowledged their contributions. Suzanne Kho made the motion to formally accept both Chris Laguna and David Ewing’s resignations. Wyatt Harper seconded the motion. Motion passed unanimously.

Matt shared the need for an additional policy concerning appropriate staff use of social media. Upon receiving legal guidance from external counsel, the following policy was suggested for board consideration and approval:

*If an employee’s use of social media violates state or federal law, Wayside Schools policy, disrupts the staff and student working or learning environment, or interferes with the employee’s ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.*

Wyatt Harper made the motion to approve the policy presented by staff. Suzanne Kho seconded the motion. Motion passed unanimously.

The 2016-17 CEO Evaluation Goal Setting and Evaluation was tabled until executive session.

Chief Academic Officer Report

Kelly Mullin gave an update on the initial findings from the Texas Accountability Intervention System (TAIS). She noted the groups that were struggling the most. Plans and strategies are in place to further train the teachers to help all students be successful, as well as to bring in more experienced and knowledgeable teachers. Matt added that each campus is focusing on the grade levels struggling the most at each respective school, to make each campus rating better overall. No action was taken by the board on this matter.

Kelly also gave an update on the Wayside Districtwide Improvement Action Plan, with focuses on three key areas—culture, instructional practices, and intervention. She made it clear that all of the areas have goals to continually improve the quality of Wayside’s teachers and the education experience. No action was taken by the board on this matter.

Kelly updated the board on academics data from the beginning of the year benchmarks and MAP assessment. No action was taken by the board.

Lastly, Kelly provided an update on strategic staffing. Wayside has a great need for more bilingual teachers, and Matt noted that this is the most strategic area of improvement. Mary Ann Spracher is pursuing as many avenues as possible to find bilingual teachers that meet Wayside criteria. No action was taken by the board on this matter.

Matt presented to the board for consideration an application for Wayside: Altamira Academy for an IB verification visit in the 2016-17 school year. Charles Lu made the motion to approve the application for submission. Russel Louis seconded the motion. The motion passed unanimously.

Matt then presented to the board the TEA 2015-16 Academic Accountability Appeal for Wayside Schools and Wayside: STP for consideration. He noted that, while Wayside Schools does not have substantial reason to appeal the rating on STP and will not be submitting a campus level appeal, the district as a whole does have a credible appeal to be made because of irregularity in online testing in the State of Texas. It would reverse the IR status for the district, but not for STP. Russel Louis made the motion to approve the appeal. Suzanne Kho seconded the motion. Motion passed unanimously.

Chief Operations Officer Report

Teresa Elliott presented the revised financials for July 31, 2016. She stated that they will not start to show financial gains until further into the school year, as is typical every year. She then presented an amendment to the 2016-17 Operational Budget, noting that the net impact of the budget changes are a net gain. Suzanne Kho made the motion to approve the amended budget. Russel Louis seconded the motion. The motion passed unanimously.

Teresa then shared the bids from the three contractors available to repave the parking lot at Eden Park Academy. She asked the board to consider the bids and recommended the approval of Alpha Paving Company. Charles Lu made the motion to approve the contractor suggested by staff. Russel Louis seconded the motion. The motion passed unanimously.

Discussion concerning specific personnel issues was tabled until executive session.

At 8:06pm Russel Louis 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 8:55pm Russel Louis moved that we exit executive session and enter into open session 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 8:59pm Suzanne Kho moved we adjourn the meeting. Charles Lu seconded the motion. Motion passed unanimously.