**Board of Directors of Wayside Schools**

**Meeting Minutes**

**June 21, 2017**

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

Board members present: John Troy, Suzanne Kho, Lillian Diaz Gray, David Shelly, Wyatt Harper, and Glenda Ballard. Russel Louis was present via videoconference.

Staff present:  Meghan Jones, Crystal Goolsby, Matt Abbott, Kelly Mullin, Teresa Elliott, Chad Riley

Guests present: None

Public Comments – None

May 17, 2017 board meeting minutes were presented and reviewed. Glenda Ballard motioned to approve the minutes. Suzanne Kho seconded the motion.  Motion passed unanimously.

Chief Executive Officer Report

Matt Abbott and John Troy first requested the board to officially acknowledge the resignation of Chris Helmueller and thank him for his service. Suzanne Kho made the motion to acknowledge the resignation. David Shelly seconded the motion. The motion passed unanimously.

Matt Abbott presented the updated dashboard for review. Very few statistics changed. The academics section was blacked out because Kelly Mullin was waiting for final STAAR data.

Meghan Jones provided a fundraising update. We received $25,000 from the Powell Foundation. We also received the first payment from MSDF. She noted the biggest challenge for next year is figuring out how to build a donor base. There are plans in the works for parent campaigns and other activities to bring in donors. The five-year goal is to become less reliant on grants.

Chad Riley provided a construction update. The building permit is still on track to submit on time, and there will be a 21-day turnaround time from the city, and the contractor and the architect may be able to expedite this turnaround time. We should have the permit by August, which would keep us on track to open on time. There are still discussions about where the water should go, and it will take 6-8 weeks to figure it out. Matt Abbott met with the neighbors and established good relationships with them, in spite of their concerns.

Russel Louis’ videoconference froze at 6:40 PM, so Lillian Diaz Gray made the motion to recess until Russel Louis came back online. Suzanne Kho seconded the motion. The motion passed unanimously.

At 6:48 PM, Russel Louis came back online via videoconference, and Glenda Ballard made the motion to come back into open session to continue the meeting. Wyatt Harper seconded the motion. The motion passed unanimously.

Chad Riley then provided an enrollment update. We ended the year at 94.4% enrollment. He noted there was a spike at the beginning of the year because of no-shows and late enrollments, which is why we over enroll at the start of each year. STP and AMA are improving in enrollment each year.

Chad Riley presented the 17-18 enrollment projections. They were based on the trends from past years. The action plan is to keep in touch with returning students over the summer to keep retention numbers up, as well as to put a greater emphasis on the fact that every minute matters.

Matt Abbott then presented the 2017-18 Wayside Scholar (Student) Handbook for approval. He said a number of items will come out of legislative session that will require amendments to the handbook, but they will come after school is back in session. Matt Abbott requested the board approve the handbook as it is for now, with the change of the definition of “illegal knife” to “location-restricted knife.” Wyatt Harper motioned to approve the handbook with one change, as written. David Shelly seconded the motion. The motion was approved by six board members, with one, Russel Louis, abstaining from voting.

Evaluation of the Superintendent for the Q4 formative review was tabled for executive session.

Matt Abbott presented a resolution to relinquish the approval of an additional site for 17-18. The approval is set to expire in 2017, so Wayside has to officially notify TEA that the site will not be used. Russel Louis motioned to approve the resolution as written. David Shelly seconded the motion. The motion passed unanimously.

Chief Academic Officer Report

Kelly Mullin presented the community and student engagement survey results for reporting. It included the average data from all campuses. Kelly Mullin requested the board to accept the survey case ratings for submission to TEA. Glenda Ballard motioned to approve the ratings. Lillian Diaz Gray seconded the motion. The motion passed unanimously.

Kelly Mullin provided a staffing update. The end-of year-turnover was at 12.34%. Regrettable and non-regrettable numbers were both down.

Kelly Mullin requested the board to approve the special education operating guidelines for Wayside. Region 13 helped design the handbook to reflect Wayside’s current needs. Glenda Ballard motioned to approve the operating guidelines. Wyatt Harper seconded the motion. The motion passed unanimously.

Kelly Mullin presented the 2017-18 District Improvement Plan. It was made with a Campus Improvement Committee. The goals from the state were tweaked to match Wayside’s goals. It is a living document that will be revisited at the end of the year. Suzanne Kho made the motion to accept the District Improvement Plan. Lillian Diaz Gray accepted the motion. The motion passed unanimously.

Chief Financial Officer Report

Teresa Elliott presented the projected final budget for FY 17. The projected revenue is $19,192,804 and expenditures are $18,822,876, leaving a net revenue over expenses of $369,928. Teresa shared that minor changes may occur prior to year-end; these amounts, however, should not be material. Any unspent federal funds will rollover to the FY 18 budget year and will continue to be spent down through the end of September. The Finance Committee will present a revised FY17 budget that reflects actual revenue and expenses in addition to a FY18 budget amendment with the rollover amounts at the July board meeting. David Shelly made the motion to approve the amendment for the 16-17 year. Glenda Ballard seconded the motion. The motion passed unanimously.

Teresa Elliott requested the board’s approval to table the 2017-18 budget amendment until the July board meeting to allow time to make revisions. Russel Louis motioned to table the budget amendment. Lillian Diaz Gray seconded the motion. The motion passed unanimously.

Teresa Elliott presented a resolution to open and maintain an account with UBS for the sole purpose of holding stock transfers; it will not hold money. Wyatt Harper motioned to approve the resolution as written. Suzanne Kho seconded the motion. The motion passed unanimously.

Teresa Elliott then presented the 2017-18 human resources manual for approval. There were minor changes in phrasing and dates to reflect 2017-18 instead of 2016-17, but any major changes will occur after the legislative update, if there are any changes in the law. Lillian Diaz Gray made the motion to approve the proposed changes to the HR handbook. Glenda Ballard seconded the motion. The motion passed unanimously.

Teresa Elliott requested the board’s approval of the Certification of Instructional Materials Allotment (IMA) to order textbooks. Glenda Ballard motioned to approve the certification as outlined. Suzanne Kho seconded the motion. The motion passed unanimously.

Discussion concerning specific personnel issues was tabled for executive session.

At 8:02 PM, Suzanne Kho 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 9:15 PM, Wyatt Harper moved that we exit executive session and enter into open session. David Shelly seconded the motion.  The motion passed unanimously.

No action was taken as a result of executive session.

At 9:16 PM, Wyatt Harper moved to adjourn the meeting. David Shelly seconded the motion.  Motion passed unanimously.