

**Board of Directors of Wayside Schools  
Meeting Minutes  
February 25, 2019**

John Troy called the meeting to order at 6:03 PM.

Board members present: John Troy, Glenda Ballard, Suzanne Kho, Matthew Childs, Stacy Erb

Staff present: Meghan Jones, Crystal Goolsby, Matt Abbott, Marcia Molinar, Francisco Garcia, Deroald Hopkins, Bardo Montelongo, Lisa Drummond, Lauren Whitfield, Brian Clason,

Guests present: None

Public Comments: None

January 28, 2019 board meeting minutes were presented for review and approval. Glenda Ballard made the motion to approve the minutes. Matthew Childs seconded the motion. The motion passed unanimously.

Chief Executive Officer Report

Matt Abbott presented the board Dashboard for the board's review, noting not a lot of information changed between January and February.

Meghan Jones provided a fundraising update. She informed the board she identified two new prospects who are very interested in Wayside's mission.

Meghan Jones and her Annual Giving Manager submitted \$325,000 in grant applications in January, and had productive meetings with new prospects. Meghan Jones and Matt Abbott noted they are focusing on cultivating more connections that can continue into the 2019-20 school year. Meghan Jones' immediate focus is making the gala a success.

Matt Abbott presented the 2019-20 Academic Calendar for the board's approval. The calendar received positive feedback from the Wayside community, and the end of the year aligns with local school districts. Stacy Erb made the motion to approve the calendar. Suzanne Kho seconded the motion. The motion passed unanimously.

The Superintendent's quarter two evaluation progress review and possible action was tabled for Executive Session, as allowable by law.

Discussion and possible action on the Board Self-Evaluation was tabled for Executive Session, as allowable by law.

Chief Academic Officer Report

Marcia Molinar presented the February Academic Report on Student Performance. The rest of the year will have a more narrow focus on data-driven instruction. In addition, Meghan Jones is working on grant applications to fund school counselors to support the needs of our scholars..

Discussion and possible action on Special Education services concerning specific students was tabled for Executive Session, as allowable by law.

#### Chief Operations Officer

Deroald Hopkins presented the Statement of Activities as of January 31, 2019. Wayside's finances are still on track with where they should be this time of year. Revenue is higher than usual because of the receipt of Federal Funds. Deroald Hopkins also informed the board he applied for New Instructional Facilities Allotment funds from the State, and Wayside received a small percentage of what was anticipated. Wayside will still have 55-60 days' cash on hand by the end of the year. A spending freeze will be enacted on March 29th.

Deroald Hopkins then informed the board that the Operations Team, in conjunction with selected teachers and staff, as well as the parents who attended the January board meeting, will conduct a Food Service Focus Group in the next week with Preferred Meals, to sample food choices and discuss strategies to entice the scholars to eat their meals. Preferred Meals will also be more present at the school going forward.

Deroald Hopkins also informed the board he is working with Electric Tracking Calculators (ETC) on an error they made when they processed Wayside's last transaction to the IRS. Deroald Hopkins will sign over Power of Attorney to ETC, and ETC will pay any penalties Wayside incurs as a result of their error.

Deroald Hopkins then presented a new Sick Leave Pool Policy for the board's consideration. The policy would allow employees to contribute their unused hours to this pool so when other employees need to be out long-term and have utilized all of their allotted time off via sick leave, disability, and FMLA, they can apply for hours from the sick leave pool. The policy will go into effect July 1, 2019. Matthew Childs made the motion to approve the sick leave pool policy. Stacy Erb seconded the motion. The motion passed unanimously.

Discussion and updates concerning specific personnel issues were tabled for Executive Session, as allowable by law.

At 7:19 PM, Suzanne Kho moved that the board exit open session and enter into Executive Session to discuss all items allowable by law. Glenda Ballard seconded the motion. The motion passed unanimously.

At 8:50 PM, Suzanne Kho motioned that the board exit Executive Session and enter open session. Matthew Childs seconded the motion. The motion passed unanimously.

No action was taken as a result of Executive Session.

At 8:55 PM, Glenda Ballard moved to adjourn the meeting. Stacy Erb seconded the motion. The motion passed unanimously.