



## Minutes

June 22, 2022

2:00-2:30pm via [Zoom](#)

All items on the Agenda are open for discussion and possible action, including reports and action items. The Board reserves the right to go into Executive Session on any item listed below.

**CALL TO ORDER at 2:03PM**

**ROLL CALL: Laura Newcomb, Becki Krueger, Deborah Havens, and Vicky Schildgen - All Present**

**School Administration Present: Rachele Reese, Justin Price, and Lauren Gray**

**1. Review and approve minutes from April 21, 2022 Meeting.**

*Lauren Gray presented the board meeting minutes from April 21, 2022. Deborah Havens motioned to accept the April 21, 2022 Meeting minutes as presented. Becki Krueger seconded the motion. Motion passed unanimously.*

**2. Presentation of Director's Update.**

**a. Financial Dashboard from April and May 2022**

*Lauren Gray presented the Financial Dashboard. Since there was no meeting in May the data presented has been pulled together from April and May. There were more incoming funds due to the Charter School Program Grant coming in since there was a delay in those funds being reimbursed due to a GME issue from March. Cash on hand at the end of May was 146 days, which increased by 4 days. It is estimated that by June 30, the school will have the cash on hand for the Charter Board to be on track. For May 31st we moved to 142 days of cash on hand. There were some large grant reimbursements after May.*

*Recommendations from the board included looking into other grants as some special program grants come to an end. Laura Newcomb asked if the CSP Grant can be renewed or applied for again. Becki Krueger indicated there are instances to apply if A+ builds another school or has a new expansion. It was also recommended by the principal that A+ should consider adding 6th grade because enrollment was low for 7th grade since other middle schools in the area start at 6th grade.*

*Becki Krueger added the 21st Century Grant is the next biggest grant that A+ can apply for. Applications begin in March and it is similar to CSP. ESSER II runs out in September of 2023 and ESSER III runs through 2024, however, there are talks of letting that roll another year.*

**b. 2022-23 Enrollment Update**

*Lauren Gray presented the Enrollment update. When the school year ended, there were 286 students enrolled for the upcoming year. Staff made calls to families to see who would be returning and there were students that are not returning on the enrollment lists. It was determined to reduce the 10th grade sections based on enrollment and open up a fourth 9th grade section to bring students off the waitlist and increase enrollment. Current total is 296 with 96% capacity filled after those adjustments.*

**c. Bond Quarterly Report Update**

*Quarterly Bond Report was due in May, which looks at enrollment, hiring etc. and financials - bank statements.*

**d. ASBCS Quarterly Intervention Report Update**

*The Charterboard intervention was also due. The school is still on track with their requirements to meet June 30th. For the last 3 quarters the school has met the standard outlined in the financial intervention metrics. By June 30 it is projected the school will continue to meet. Because June 30 ends the fiscal year, once the audit is completed and turned into the Charter Board, they will review and determine if the school has met the requirements to no longer be on financial intervention.*

*Becki Krueger motioned to accept the financial report as presented. Vicky Schildgen seconded the motion. Motion passed unanimously.*

**3. Discuss and vote on Board Meeting Dates for Fiscal Year 2023.**

*Lauren Gray proposed the Board Meeting dates for the upcoming school year. Next year's schedule will follow the same pattern as this year. The only difference is we have the June meeting scheduled for later in the month so there is time to complete the annual state budget form before the deadline.*

*Vicky Schildgen motioned to approve the presented Board Meeting Dates. Deborah Havens seconded the motion. Motion passed unanimously.*

**4. Discuss and vote on the Fiscal Year 2023 State Budget Form.**

*Lauren Gray presented the 2023 Fiscal Year Proposed Budget. This year the school budgeted conservatively at 255 students to ensure if there is a student enrollment drop like last year, the school has budgeted conservatively to meet financial obligations. Becki Krueger mentioned that the state has not finalized their budget yet, so this is still a proposal. But with this current budget we will have money left over if those changes are passed.*

*Becki Krueger motioned to approve the proposed state budget form for fiscal year 2023. Vicky Schildgen seconded the motion. Motion passed unanimously.*

**5. Discuss and vote on New Hires.**

*During the April Board meeting the campus asked to have Jerrod Williford and Rebecca Rushton hired even though they did not meet the 'highly qualified/appropriately certified' status. The additional teachers are Janalyn Whiliford in the positions as Social Emotional Learning Coordinator and Stephanie Andolino for ELA.*

*Janalyn Whiliford will be the Social Emotional Learning Coordinator- which meets the requirements for the grant funding. The Board mentioned concerns that she is going to be dealing with sensitive, confidential information and has children that attending the school. The Board recommends having her sign an NDA for any confidential information. Becki Krueger mentioned that she will also sign off on annual FERPA training like all employees. Additionally, it was recommended that she sign an agreement that any programs developed are the rights of the school.*

*Vicky Schildgen motioned to approve the new hires for the upcoming school year. Deborah Havens second the motion. Motion passed unanimously.*

**6. Review and discuss results of the All Staff Survey from the Board.**

*Lauren Gray Presented the All Staff Survey. Overall the comments on the reviews were positive as well as the feedback. There were no questions or concerns from the board on the survey.*

**7. Discuss and vote on Benefits Plans for the upcoming year.**

*Lauren Gray presented the Benefits comparison from EBX, the Insurance Brokerage. Aetna and the current plan that we have come back with just under a 5% increase in renewal rate. This is a good rate since current rates for other organizations are going up to 10%. EBX requested rates from other insurance carriers to ensure A+ was receiving the best plans for their employees. EMI came back with slightly lower premiums, it is a leveled plan and the deductibles and out of pocket maxes are lower. To enroll, you generally need fifteen people to enroll to avoid having everyone take a health questionnaire, which does require additional work on the part of A+. However, this plan puts everyone on the insurance plan on the Blue Cross Blue Shield network which is a much larger network than one of the plans on the other carrier. There were also concerns about having to put money upfront, which there is not.*

*Lauren mentioned that some organizations opt not to go because there is more paperwork for the setup, but EBX will help us with that process. There is a tax that A+ would need to pay in July of 2024 that is about 1-1.5% per person based on how many people have enrolled in the program (P Corrie tax.) In the school's original Aetna plan, it is taken care of automatically but the school is already ultimately paying it so it is not an added expense. Becki Krueger has estimated the tax to be about \$40 if all employees enroll.*

*From a teacher's perspective these options and the bottom line out of pocket costs switching to the EMI plan would be more cost effective to the employees while still having similar coverage and a wider network of providers. Lauren Gray proposed that the school pay \$180 towards the employee cost for a medical plan versus the flat 50% of the lowest plan offered. This would at least keep the rates the same or slightly lower for each employee.*

*Vision Coverage is currently on Delta Dental and rates were the same. EBX looked at moving Dental, which is currently on United Concordia to Delta Dental. It does put everyone on a larger network but it would increase the amount for a few employees slightly, but decrease if they have a plan with employees and family. The school does have a significant percentage of employees on the family plan.*

*Becki Krueger motioned to approve the EMI Health Plan and cover \$180 of the plan, as well as move to Delta Dental for vision and dental. Vicky Schildgen seconded the motion. Motion passed unanimously.*

## **8. Discuss and vote on Paid Time Off Policy.**

*The current PTO Policy in the Employee Handbook states that an hourly employee earns one hour of sick time for every 30 hours worked, which is the minimum required by law. Salary Employees earn forty hours (five days). The Employee Handbook outlines that based on years of service, an employee accrues more time off. Lauren Gray indicated that was the campus has found is that is not enough time for our staff if they get sick or things that come up during the year. We want to discuss increasing those days or possibly eliminate the year increase so that we can allow more time for all employees. The Board discussed sick time vs PTO and if we want to allow employees to use those hours interchangeably and if those hours can roll over if they are not used. Laura Newcomb was concerned that if you give them more time, this will take more time with her experience. The Principal and Dean explained that while there are employees that abuse their time off, the majority of staff use it appropriately. It was also addressed that with current concerns, especially with COVID, if parents are asked to stay home or if their children get sick we want to be able to account for that as well. Currently, the policy has everyone capped at 40 hours. Becki Krueger is proposing that the policy increase PTO for salary employees to have 10 days off (80 hours) and non-salary employees now earn two hours for every thirty hours worked. Laura Newcomb proposes a month's notice for vacation longer than 5 days. Lauren Gray indicated that the Employee Handbook already addresses that pre-planned time off requires at least two weeks notice. Most employees provide more than two weeks notice unless it is a last minute illness.*

*The Board asked that a policy be written based on these recommendations and presented at the July Board Meeting for approval.*

## **9. Discuss and vote on Annual Limit Amounts for Purchases.**

*Lauren Gray reviewed that the current policy reads that any single purchase over 3% of the annual budget requires board approval and budgets will be approved at the beginning of every fiscal year. Based on the current budget , 3% is \$113,865.*

*Becki Krueger motioned to accept the annual limit amounts for purchases as presented. Vicky Schildgen seconded the motion. Motion passed unanimously.*

## **10. Discuss and vote on Mileage Reimbursement Rate.**

*Lauren Gray present that the current mileage reimbursement rate for the school is at \$0.35. The IRS has increased it's recommended rates twice this year, therefore it is proposed that A+ set their rate to follow the IRS's rates and be able to adjust as the IRS rates change.*

*Vicky Schildgen motioned to approve following the IRS standard business mileage rate. Becki Krueger seconded the motion. Motion passed unanimously.*

#### **11. Discuss and vote on updates to the Employee Handbook.**

*Lauren Gray presented the updated Employee handbook. Based on the Leadership Retreat, the values were updated to align with the Portrait of a Graduate as the organization wants employees to model for our students (following the 5 C's). Primary updates to the Employee Handbook were just adding in policies that have been added throughout the year. Notable changes began on page 23, With some of the financial policies and procedures. Changes include-*

- *The number of people needed for review of financials for controls were not changed, but updated the language to follow the process of handing off information.*
- *A credit card reader procedure was added since the campus has a credit card reader at the front desk.*
- *Under the Credit Card policy was an update to include language referencing the prepaid pex card and the principal's debit card.*
- *Field trip procedures have been updated to implement a timeline and that parents can no longer be volunteer drivers per insurance policy.*
- *Insurance policy requires specific documentation and training for volunteers, so this was added to the handbook.*
- *Social Media policy has more types of social media that fall under our handbook.*
- *Under the Student Related Policies and Procedures, there was a revamp based on the Charter Board guidance for enrollment and registration.*
- *Updated organizational chart to include the social emotional learning coordinator and to include the assistant principal position.*

*Becki Krueger motioned to pass the Employee Handbook with the caveat that it will be updated with the PTO policy passed at the next board meeting. Deborah Havens seconded the motion. Motion passed unanimously.*

#### **12. Discuss and vote on School Insurance Policy Renewal.**

*Lauren Gray presented the rates comparison from last school year to this school year. The biggest increase is in auto policy and general liability. The board also reviewed cyber security and they agreed that the \$25k number is low. We need to review what is in that and what our contractors cover. We will need to increase our coverage depending on the coverage. Overall the total for the current insurance plan is \$29k.*

*This item will be tabled until the July Board meeting when we are able to get clarification on cyber security coverage.*

**13. Discuss and vote on School Operations Solutions Contract - Free and Reduced Lunch Management Vendor.**

*Lauren Gray presented the School Operations Solutions Contract, which has no changes from the previous year.*

*Becki Krueger motioned to approve the School Operations Solutions Contract. Laura Newcomb seconded the motion. Motion passed unanimously.*

**14. Discuss and vote on Free and Reduced Lunch Prices for Fiscal Year 2023.**

*For the 2023 Fiscal Year, AZ School Meals are charging \$2.10 breakfast and \$3.30 for lunch. Lauren Gray indicated that the school does not intend to serve breakfast to students but because of Covid we have included it as a precaution. The school will receive \$0.33 back for breakfast and \$0.42 back for lunch. Matt's, from School Operations Solutions, recommendation is charging \$1.80 for breakfast and \$3.40 for lunch.*

*Becki Krueger motioned to approve the rates recommended by School Operations Solutions of \$1.80 for breakfast and \$3.40 for lunch.*

**15. Discuss and vote on Permissive Use Agreement for Be Community Church.**

*Lauren Gray presented the upcoming Permissive Use Agreement for the Be Community Church. They would like to continue to lease but have added Friday afternoons, they would like to do a youth group after school. In the contract it is written that they can use the MPR or any classroom.*

*Becki Krueger motioned to approve the Permissive Use Agreement for Be Community Church. Laura Newcomb seconded the motion. Motion passed unanimously.*

**16. Discuss and vote on Permissive Use Agreement for The Door Church.**

*Lauren Gray presented the contract for The Door Church to use the school facilities. The contract remains the same as last year.*

*Becki Krueger motioned to approve the Permissive Use Agreement for The Door Church. Deborah Havens seconded the motion. Motion passed unanimously.*

**17. Discuss and vote on Special Education Policies and Procedures.**

*Lauren Gray presented the Special Education Policies and Procedure. The requirements have not changed since 2019 so there are no updates to the current policies and procedures.*

*Deborah Havens motioned to approve the Special Education Policies and Procedures. Becki Krueger seconded the motion. Motion passed unanimously.*

#### **18. Discuss and vote on updates to the Student Handbook.**

*Lauren Gray presented two new changes to the Student Handbook. The first is under Technology. There has been an issue with students taking their phones to the bathroom, the new policy is worded that phones need to stay in a designated place even when they leave the classroom.*

*The second change is the Weighting of the grades. We will be changing it to formative assessments being 20% and summative assessments being 80%.*

*Laura Newcomb motioned to approve the updates to the Student Handbook. Becki Krueger seconded the motion. Motion passed unanimously.*

#### **19. Presentation of Principal and Academic Report.**

*Rachele Reese presented the Principal and academic report. This year, the theme for the teacher retreat is "Do the Right thing" and is happening in July. The celebration for our first graduate was so exciting for everyone involved.*

##### **a. State Assessment Data - AZ Science will be released in August.**

*We have seen huge improvements from our first year. We still have areas to work on but overall, they scored us as a hybrid school because of the middle school to high school ratio. Over 50 % of our ELA students have improved on their scores as well.*

##### **b. Climate Surveys**

*The Board Reviewed the surveys prior to the meeting and stated that they are very impressed with the responses and the improvements from the year.*

#### **20. Call to the public.**

*Becki Krueger brought up that the A+ Board had received an emailed concern from a parent, which included what curriculum does the teacher use? What is the standard to make sure students are meeting guidelines and is there a road map that parents can follow that they are learning in the classroom.*

*As a board, they will respond when those items are available and advise her to set up a meeting with the administration and ask. Additionally, the Board can recommend the teacher join Google Classroom to see her children's work and projects, as well as the Parent Portal to see the standards that grades in core classes are tied to.*

**21. Next meeting date is July 13, 2022 at 2:00pm.**

**22. Adjournment at 3:27PM**