

World Learner School



World Learner School Board Meeting Agenda October 26, 2015

Student Presentation at 6:00 pm

Dan Jett gives the 10 tips for board meetings prior to the start of the meeting.

1. Call to Order – 6:45pm
2. Roll Call/Quorum Confirmed
 - Roll call Melissa Bullerman, Bob Davis, Debi Forsyth, Jody Luck, Ashley Godinez, Tina Lyder, Michelle Strain, Patti Quinn, Amy Tripp
 - All board members are present – quorum has been met
3. Community Forum (Procedures are contained on Community Forum Participation Cards, available at the meeting)
 - N/A
4. Approval of Agenda and Declaration of Conflicts of Interest
 - No declarations were made
5. Approval of Consent Agenda: Consent agenda items are considered routine in nature and will be voted upon with a single motion; however, by request from an individual school board member, individual items on the Consent Agenda may be removed from it for independent consideration.
 - A. Minutes of 9/28/2015
 - B. Fundraising and Donation records
 - C. Fundraising Permissions – PTO Fall Festival, PTO Extreme Saver Coupon Book
 - D. Grants –
 - Patti makes a motion to approve the consent agenda, Michelle makes a second
 - A motion was made to amend the consent agenda by Patti to include two new fundraising permission forms.
 - 1) The first form is for art to remember submitted by Melissa. The money would go to the material making budget for the school
 - 2) The second fundraiser form was submitted by Beth for t-shirts/ sweat shirts with the WLS logo on them. This money would go towards the middle school odyssey trip.Jody seconded this motion.

Vote: 9-0 in favor, Motion carries
6. Information/Discussion
 - A. Board Training Activities –
 - Upcoming 13th and 14th retreat in November (attended by Patti, Bob, and Deana will attend at ACNW)
 - It will be brought to the board to consider \$3,000 to allocate to Dan Jett's work with WLS to finish his designing of tools and director work. This will be proposed after the finance committee meets.
 - B. ACNW Authorizing Activities FY16
 - We will have an observer from ACNW at the next board meeting to see what is happening with our current board meetings. We have a document from ACNW about what the oversight looks like.
7. Reports
 - A. Strategic Initiatives

- Patti and Deana have put information out about the next Hot topic (November 23rd, before the next board meeting 5:30-6)
 - B. Director's Report
 - i. Monthly Enrollment Report
- 4 additional placements have been made to WLS, however we are still below 214. The budget will need to be revised. We will be losing two more students this week due to moving away. Enrollment meetings have begun, so hopefully this will add to the waiting list.
 - ii. Academic Dashboard
- Reported by Deana- this I the updates of lessons and work going on at WLS
 - C. Committee Reports (none expected at this meeting)
- No committees at this point

8. Action Items

- A. Financial Report for September 2015
 - Tina made a motion to approve the financial report for September 2015, Jody made a second. Dan Jett provided "what to look for" with regards to board financial information
Vote: 9-0 in favor, Motion Carries
- B. Personnel Employment Agreements: Mitra Rahimi, Martha Galvan, Allison Sherman, Randi Shapiro
 - Motion made to approve contracts for the people listed above by Jody, Patti made a second
Vote 9-0 in favor, motion carries
- C. Policies: First Reading
 - 521 Finance and Cash Management (brand new due to audit)
 - 552 Purchasing- (was called fixed asset prior, now has a new name)
 - 518 Fixed Asset (now called fixed asset policy- changed the second sentence about annually)
 - 616 Employee Leave of Absence (combines many polices into 1, from statutory regulated procedures)
 - 441 Mandated Reporting (need to review this one annually- no changes)
 - 465 Technology Use (need to review this one annually- no changes)
 - 569 Travel Expenditures (policy has not been in existence, come from the audit, outlines the process for travel reimbursement)
 - Motion was made to accept these as a first reading- these will come back to the board for a second reading next month. Motion was made by Tina, and a second was made by Amy
Vote: 9-0 in favor of the motion, Motion carries
- D. Policies: Second Reading
 - 115 Director Succession Policy
 - 114 Director Job Description, Goal Setting, and Evaluation Policy
 - Motion was made to accept the policies following the second reading by Patti, a second was made by Jody. Discussion: to amend 115 by Dan Jett. Currently the job description is blank, the board would like to have Dan Jett add a description of why it is blank on the document.

Vote to approve both policies as written:
0-9 in favor (opposed: Melissa, Bob, Debi, Jody, Ashley, Tina, Michelle, Patti, Amy),
The Motion does not carry.
 - Motion was made to table 115 until the Nov 23rd board meeting by Patti, Tina made the second.
Vote 9-0 in favor, motion carries
 - Motion was made to accept policy 114 as written by Patti, seconded by Tina.
Vote: 9-0 in favor, motion carries

Ashley left the meeting at 7:30 pm

E. Committee Structure for Finance

Discussion: goal is to reinstate the finance committee to ensure the previous purpose of the committee is being met. We need to ensure that our bills are being paid on time and that we are following the laws required.

Patti made a motion to reinstate the finance committee (it would follow previous meeting schedules- monthly), Amy made the second

Vote: 8-0 in favor, motion carries

F. Proposed Work Sessions – 5:00 pm on the following dates 11.9.15, 2.8.16, 4.11.16 (in following years will be scheduled for Aug, Nov, Feb and May)

- Amy made a motion to accept the dates at times listed above, and Jody made a second
Vote: 6-2 in favor (opposed by Michelle and Bob), motion carries

G. Director Job Description and Professional Goals 2015-2016

- A motion was made to accept the job description and professional goals of 2015-16 as a draft for the school year. Motion was made by Jody, second by Patti
Vote: 8-0 in favor, motion carries

9. Scheduling

A. Next WLS Board Meeting: November 23, 2015, 6:15 p.m.

- Hot Topic scheduled for Nov 23 about school lunch
- Motion made to adjourn the meeting by Patti, a second was made by Tina
Vote: 8-0 in favor, motion carries

Time of adjournment 7:44 pm

Notes respectfully submitted by Melissa Bullerman