

# The Academy of Alameda Charter School Board

# **Minutes**

# **Board Meeting**

#### **Date and Time**

Thursday September 27, 2018 at 6:30 PM

#### Location

401 Pacific Avenue, Alameda CA - Room 201

#### **Directors Present**

D. Forbes, Q. Chu, R. Whittaker, W. Schaff

#### **Directors Absent**

A. Price, C. Robie

#### **Guests Present**

Amber Cameron-Balquist, M. Huxley, S. Ivery, W. Williams

#### I. Opening Items

#### A. Record Attendance and Guests

# B. Call the Meeting to Order

D. Forbes called a meeting of the board of directors of The Academy of Alameda Charter School Board to order on Thursday Sep 27, 2018 at 6:36 PM.

#### C. C. Public Comments

D. The Board of Directors Reviews The Academy of Alameda's Mission Statement

#### II. II. Consent Agenda

# A. Approve the July 2018 & August 2018 Check Registers and Credit Card Statements

- W. Schaff made a motion to approve.
- R. Whittaker seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **Roll Call**

- Q. Chu Aye
- R. Whittaker Aye
- C. Robie Absent
- A. Price Absent
- W. Schaff Aye
- D. Forbes Aye

# B. Approve August 16, 2018 Board Meeting Minutes

- W. Schaff made a motion to approve minutes from the Board Meeting on 08-16-18 Board Meeting on 08-16-18.
- R. Whittaker seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **Roll Call**

- A. Price Absent
- W. Schaff Aye
- C. Robie Absent
- R. Whittaker Aye
- D. Forbes Aye
- Q. Chu Aye

# C. Approve 2018/19 Employee Handbook

- W. Schaff made a motion to approve the 18-19 Employee Handbook.
- R. Whittaker seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **Roll Call**

- W. Schaff Aye
- A. Price Absent
- R. Whittaker Aye
- D. Forbes Aye
- Q. Chu Aye
- C. Robie Absent

# D. Approve Section 125 Premium Only Plan

W. Schaff made a motion to approve the Section 125 Premium Only Plan (POP).

#### R. Whittaker seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **Roll Call**

R. Whittaker Aye

W. Schaff Aye

Q. Chu Aye

D. Forbes Aye

A. Price Absent

C. Robie Absent

#### **III. Board Communications**

# A. Elementary School Data Presentation

Tabled. Postponed until the October board meeting.

## **B.** Executive Director Report

M. Huxley presented introduced and welcomed Amber Cameron-Balquist as the Assistant Principal, discussed the non-teacher compensation analysis, CCSA Conference is March 12th & 13th in Sacramento, the Elementary K-5 charter renewal, the ED's work with Ed Porter. The ED requested that Board members and the Cabinet reserve Jan. 27, 2018 for a retreat.

#### C. Board Member Reports

# D. Board Working Group Reports

# **Marketing Working Group:**

- 1. Establish strong AoA brand
- 2. Strengthen communication with families in multiple modes and a continuous stream of information
- 3. Build relationships with other AUSD elementary schools to let them know that AoA is an option for a middle school
- 4. Increase parent involvement

#### **New Board Member Working Group:**

1. Introduced new Board member candidate

# **Executive Director Succession Plan:**

- 1. Currently reviewing and drafting areas of coverage needed in case of an emergency departure for the Executive Director
- 2. Draft will be presented in October

E.

# **Elementary School Charter Renewal Update**

Executive Director attended the AUSD board meeting. AUSD staff will be coming in late October and meeting with staff, the Board, students, and family to conduct a review of the charter. AoA's presentation to AUSD will be on October 23, 2018.

# IV. Financial Update

#### A. 18-19 Financial Update

S. Ivery presented on the updated 18-19 forecast assumptions. Both schools are currently projecting a positive operating income and fund balance.

#### B. 17-18 Unaudited Actuals (Elementary & Middle School)

W. Schaff made a motion to approve the 17-18 Unaudited Actuals for the Elementary & Middle School.

R. Whittaker seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **Roll Call**

R. Whittaker Aye

A. Price Absent

W. Schaff Aye

D. Forbes Aye

Q. Chu Aye

C. Robie Absent

# V. Action Items

#### A. Amending The Academy of Alameda's Board Bylaws

R. Whittaker made a motion to approve a change to the bylaws to eliminate the one-year hiatus with a 5-year term, per approval of AUSD.

Q. Chu seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### Roll Call

D. Forbes Aye

Q. Chu Aye

R. Whittaker Aye

C. Robie Absent

W. Schaff Aye

A. Price Absent

#### **B.** Overnight Field Trips

W. Schaff made a motion to approve the Overnight Field Trips policy with future requests to be put on the consent agenda.

#### R. Whittaker seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **Roll Call**

C. Robie Absent

W. Schaff Aye

A. Price Absent

Q. Chu Aye

D. Forbes Aye

# C. Overnight Field Trip Proposal

W. Schaff made a motion to approve the Ever Forward overnight field trip.

R. Whittaker seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **Roll Call**

R. Whittaker Aye

Q. Chu Aye

D. Forbes Aye

A. Price Absent

W. Schaff Aye

C. Robie Absent

# VI. Closing Items

#### A. Review of Key October Agenda Topics

- · Closed session: Legal Claims
- Vote on Board Candidate
- ED, Board Member, & Working Group Reports
- Abbreviated financials
- Current Enrollment Data
- ES and MS Data Presentation
- ES Renewal Report (possibly AUSD presentation, hold time)
- ED Succession Plan

#### B. Closed Session: Gov't Code § 54957.6 Executive Director Compensation

No Action Taken

S. Ivery left.

M. Huxley left.

#### C. Open For Public Session: Vote on The Executive Director's 2018/19 Compensation

The Board voted to approve Executive Director, Matt Huxley's, salary of \$169, 633.70 for the 2018/19 schoolyear

D. Forbes made a motion to To approve the Executive Director's 2018/19 salary.

Q. Chu seconded the motion.

The board **VOTED** unanimously to approve the motion.

# D. Vote on an adjustment to the Executive Director's 2017/18 compensation package

The Board voted to compensate the Executive Director, Matt Huxley, for an oversight that led to underpaying his salary, a total of \$10,000 for the 2017/18 school year. The shortfall of \$10,000 is to be paid to him in one lump on his October, 2018/19 paycheck.

# E. Adjourn Meeting

R. Whittaker made a motion to adjourn the meeting.

W. Schaff seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:30 PM.

Respectfully Submitted,

D. Forbes