

APPROVED



# THE ACADEMY OF ALAMEDA

## The Academy of Alameda Charter School Board

### Minutes

#### Board Meeting

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**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

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**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

R. Whittaker Aye

D. Forbes Aye

A. Price Absent

W. Schaff Aye

Q. Chu Aye

C. Robie Absent

### 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

W. Schaff Aye

C. Robie Absent

A. Price Absent

D. Forbes Aye

Q. Chu Aye

R. Whittaker 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

Q. Chu Aye

D. Forbes Aye

C. Robie Absent

R. Whittaker Aye

A. Price Absent

W. Schaff Aye

### 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**

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

**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**

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

## **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**

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

### **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**

A. Price Absent

C. Robie Absent

Q. Chu Aye

D. Forbes Aye

W. Schaff 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**

W. Schaff Aye

Q. Chu Aye

R. Whittaker Aye

C. Robie Absent

A. Price Absent

D. Forbes Aye

**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 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