APPROVED

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

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

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

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

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

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

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