



Alma del Mar

Board Meeting

Amended on January 12, 2017 at 2:32 PM EST

Date and Time

Friday August 26, 2016 at 8:45 AM EDT

Agenda

	Purpose	Presenter	Time
I. Opening Items			8:45 AM
Opening Items			
A. Record Attendance and Guests			
B. Call the Meeting to Order			
C. Approve Minutes	Approve Minutes	Becca Kurie	
Approve minutes for Board Meeting on July 22, 2016			
II. Executive Director			8:45 AM
A. E.D. Report	FYI	Will Gardner	5 m
III. Academic Excellence			8:50 AM
Academic Excellence			
A. Preliminary PARCC Data (Embargoed, not to be shared with the public yet)	Discuss	Will	10 m
Data will be shared at the Board meeting but can't be included in the packet.			
IV. Governance			9:00 AM
Governance			

	Purpose	Presenter	Time
A. Proposed Schoolwide Goals for 2016-17	Vote	Will	15 m

These are the broader thematic goals for the year and the metrics we will be using to track progress toward them. These proposed organizational goals, if approved, would be what the Board holds the Executive Director accountable for achieving.

B. Board Retreat Ideas for Topics	Discuss	Jan Baptist	5 m
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The Governance Committee proposes we cover the following topics at our upcoming Board Retreat in October:

1. State of the School (Q1) from the Executive Director
2. How Trustees can best share Alma's story with others (an interactive workshop)
3. Proposed Master Plan for the next five years from the Executive Director

What other ideas are you interested in addressing? Are there aspects of these topics that you're particularly interested in? Other suggestions for structuring the retreat?

C. Executive Director Personal Goals	Discuss	Will Gardner	10 m
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These are draft goals for the Executive Director for the year. They represent the key levers that the Executive Director will use to move the school toward its annual goals.

V. More Governance 9:30 AM

A. Proposal to Limit Number of Consecutive Terms to Two	Vote	Jan Baptist	5 m
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The Governance Committee proposes that the Board change its bylaws to limit the number of allowable consecutive terms for a trustee to two. Term length would remain three years. It is proposed that this limit would not impact any current trustees-- only those who are elected following this vote.

B. Proposed Goals for the Governance Committee	Discuss	Jan Baptist	5 m
C. Executive Session: Executive Director Compensation	Discuss	Christopher Arnold	10 m

The Governance Committee proposes the Board enter executive session to discuss and determine the compensation of the Executive Director, along with members of the Compensation Committee.

D. Proposed Employee Handbook	Vote	Will Gardner	5 m
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Attached is the proposed employee handbook for next year. Highlighted changes are:

- HR Knowledge reviewed and edited the handbook as part of their process of onboarding Alma as new client in December.
- Updated policies to incorporate changes in the law (e.g. FLSA)
- Further defined administrator vs. teacher vacation policy

	Purpose	Presenter	Time
VI. Development			9:55 AM
Development			
A. Development Report for July 2016	FYI	Jeanne Eagle	5 m
B. Update on Ribbon Cutting Ceremony	FYI	Becca Kurie	5 m
VII. Finance			10:05 AM
Finance			
A. Financial Report for July 2016	Discuss	Bronwen Cunningham	5 m
<p>The financial report is attached. Highlights from the Finance Committee include:</p> <ul style="list-style-type: none"> -Change Order log for the capital project is attached. Increase of combined approved and planned change orders increased by \$32,000 due to adding a projector pocket in the gym, enlarging the data closet for storage space, installing new granite curbing when the reclamation did not yield enough, extending the receiving area to hold the dumpsters and other additions that were required by the city inspector certificate of occupancy. -The leadership team has kicked off a new budget review process that looks at the budget monthly to discuss potential unplanned costs. -The Nutrition budget average about 15% loss last year (over \$20,000). New systems in place aim to decrease that to 10% this year. 			
VIII. Closing Items			10:10 AM
A. Adjourn Meeting	Vote		