

APPROVED



## Edison School of the Arts

### Minutes

#### Board Meeting

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**Date and Time**

Thursday July 12, 2018 at 10:00 AM

**Location**

Edison School of the Arts, Media Center

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**Edison School of the Arts Mission** is to continue to be an educational and artful resource for all students, parents, community, and staff members by consistent and focused professional development, invitational practices by all, utilizing quarterly and annual reviews. We will continue to develop our educational and arts aesthetic by expanding our arts experiences, exposure, and partnerships.

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**Directors Present**

E. Disney-Britton, G. Wallis, H. Leck, K. Feeney-Caito, T. Overdorf

**Directors Absent**

T. Givens

**Ex Officio Members Present**

N. Tuttle

**Non Voting Members Present**

N. Tuttle

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## **Guests Present**

A. Berns, C. Jones, P. Guthrie

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## **I. Opening Items**

### **A. Call the Meeting to Order**

E. Disney-Britton called a meeting of the board of directors of Edison School of the Arts to order on Thursday Jul 12, 2018 at 10:11 AM.

### **B. Record Attendance and Guests**

### **C. Adoption of the Agenda**

## **II. Consent Agenda**

### **A. June Minutes**

H. Leck made a motion to approve minutes from the Board Meeting on 06-05-18 Board Meeting on 06-05-18.

K. Feeney-Caito seconded the motion.

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

## **III. Finance Committee**

### **A. Approve Financial Report-May 2018**

G. Wallis posed to approve the May financial report.

N. Tuttle explained the increase in substitute budget due to the loss of four teachers. HCC did not pay out the teachers that did not resign. N. Tuttle and B. Anderson along with HCC consultant corrected the deferred payments to the teachers. The leadership team is currently reviewing other companies to manage payroll and insurance for academic year 2019-2020.

K. Feeney-Caito made a motion to accept the financial report.

T. Overdorf seconded the motion.

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

### **B. June 2018 Financial Report**

G. Wallis reviewed the balanced sheet within the report. Edison has \$3.6 million in revenue with a budget of \$3.4 million. The school is in a great financial position in regards to enrollment and gross income from grants.

### **C.**

### **Annual Audit Update**

B. Anderson and G. Wallis will begin preparing for the audit. C. Jones, E. Cook and P. Guthrie will receive instruction from G. Wallis on audit preparation. The audit will be scheduled for November by G. Wallis.

## **IV. Academic Excellence Committee**

### **A. Academic Comments**

H. Leck proposed to discuss restructuring of the committee during the board retreat.

## **V. Advancement Committee**

### **A. Advancement**

H. Leck proposed an Advancement Committee that will focus on branding and arts integration.

## **VI. Governance Committee**

### **A. Governance Handbook 2018-2019**

T. Overdorf made a motion to accept the Governance Handbook.

K. Feeney-Caito seconded the motion.

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

### **B. Elect 2018-2019 Officers**

T. Overdorf made a motion to accept the elected 2018-2019 officers.

H. Leck seconded the motion.

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

## **VII. Board Chair Report**

### **A. Retreat Ideas From Survey**

E. Disney-Britton met with Mind Trust representative about strategic planning, academic audit, financial audit. In August 2019, Mind Trust will sponsor a consultant to facilitate the board's strategic planning in 2019.

The Board retreat will focus on staff and board understanding of nonprofit functions within school structure. Committee will set goals that will be used to build strategic plan. Mind Trust will contract a facilitator from a local firm to guide the discussion of board and committee objectives. E. Disney Britton and H. Leck will lead planning for the upcoming retreat. E. Disney-Britton will email staff a doodle to schedule the board retreat.

## **VIII. CEO, Head of School Report**

## A. CEO Report

N. Tuttle discussed academic and financial review of 2017 - 2018 school year. The school is fully staffed including newly hired 5th grade, P.E. and dance instructor. New staff art July 20th and full staff begin July 23rd for teacher orientation.

N. Tuttle and A. Berns attended the National Principal Leadership Academy's Relay professional development conference. The conference focused on academic coaching of teachers with a focus on rigor and management of data driven instruction. The school is projected to increase it's student scores the 2018-2019 school year. 638 projected student enrollment reported from Enroll Indy for 2018-2019 academic year. P. Guthrie will create a mail out for kindergarten recruitment to reach enrollment goal.

Edison's IREAD and ISTEP reading scores declined the 2017-2018 school year. ELL is target of improvement and will use Relay training to improve coaching of teacher's. \$45,000 - \$50,000 core curriculum expense for 6 year term is projected included books and scripted lessons. Pearson's Ready Gen curriculum will offer a quote for K-8 curriculum. N. Tuttle suggested to reallocate Walton Family Foundation funds instead of requesting a curriculum \$43,000 budget increase. G. Wallis suggested to use the curriculum as an operational expense and leave the Walton Family Foundation for arts integration focus.

## B. Approval of School Handbook 2018-2019

G. Wallis made a motion to approve the School 2018-2019 Handbook.

H. Leck seconded the motion.

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

## IX. Closing Items

### A. Unfinished Business/Next Steps

### B. IMPORTANT BOARD DATES

- Annual Meeting, Thursday, July 12, 2018, 10:00 am
- Monthly Board Meeting, Tuesday, August 21, 2018, 3:30 pm
- Monthly Board Meeting, Tuesday, September 18, 2018, 3:30 pm
- Monthly Board Meeting, October 23, 2018, 3:30 pm (due to Fall Break)
- Monthly Board Meeting, November 20, 2018, 3:30 pm (Day before Thanksgiving break)
- Monthly Board Meeting, Tuesday, December 18, 2018, 3:30 pm
- Monthly Board Meeting, Tuesday, January 15, 2019, 3:30 pm
- Monthly Board Meeting, February 19, 2019, 3:30 pm

- Monthly Board Meeting, March 12, 2019, 3:30 pm (Spring Break are the next two weeks)
- Monthly Board Meeting, April 16, 2019, 3:30 pm
- Monthly Board Meeting, May 21, 2019, 3:30 pm
- Monthly Board Meeting, June 18, 2019, 3:30 pm

**C. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:12 PM.

Respectfully Submitted,  
C. Jones