

APPROVED



Aurum Preparatory Academy

Minutes

Annual Board Retreat

Date and Time

Saturday July 9, 2022 at 8:45 AM

Location

1034 66th Ave, Oakland, CA, 94621

<https://us02web.zoom.us/j/4492671102?pwd=QzZaSndzUHcweiswTWRGMVhKYU1HQT09>

Meeting ID: 449 267 1102

Passcode: 12345

Directors Present

A. Kingsley, C. Davis (remote), J. Huddle (remote), V. Hayes, V. Toke

Directors Absent

M. Knutson

Guests Present

D. Hardin

I. Opening Items

A. Call the Meeting to Order

V. Toke called a meeting of the board of directors of Aurum Preparatory Academy to order on Saturday Jul 9, 2022 at 9:14 AM.

B.

Roll Call -- Establish Quorum

C. Approval of the Agenda

D. Public Comment

II. Consent Items

A. June Board Meeting Minutes

V. Hayes made a motion to approve the minutes from June Special Board Meeting on 06-16-22.

J. Huddle seconded the motion.

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

B. June Board Minutes 2

V. Hayes made a motion to approve the minutes from June Special Board Meeting #2 on 06-22-22.

J. Huddle seconded the motion.

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

C. Board findings pursuant to Government Code Section 54953(e)(3)

J. Huddle made a motion to continue option for Zoom meetings (or whatever virtual platform) for board meetings.

V. Hayes seconded the motion.

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

III. Information and Discussion

A. Introductions and Welcome

Icebreaker with personality test! Discovering our strengths and limitations to build better communication.

B. Reorientation around Mission and Vision

Reflection

- Reintroduction to Aurum's mission: "Through rigorous instruction and positive character education, Aurum Preparatory Academy educates all students in grades 6 through 8 to succeed in high school, college and life, and serve as the next generation of moral leaders."
- Remembering the history of the ACOE vote to approve the charter
- Listening to student voices
- Bishop Bob: So many people in the world who make a promise but don't keep their word, but with Aurum, you've kept your word.

- First graduating class last year...students are moving forward to success and opening new opportunities
- Achieving moral leadership may be hard and slow, but can ultimately make radical change

C. Board Calendar and Recruitment

- General
 - Board meetings and committee meetings will need to be stronger
 - Need to have stronger frequency of small committee meetings
- Regular Board Meetings
 - Last Thursday of month at 6:00 PM
 - Aug 25
 - Spet 22
 - Oct 27
 - Dec 1
 - Jan 26
 - Feb 23
 - March 23
 - Apr 27
 - May 25
 - June 29
 - Exceptions: December 1st (rather than Thanksgiving)
- Small Workgroup Office Hours
 - 2nd Tuesdays at 4:30-6:00 PM
- Recruitment
 - We'll need to recruit to strengthen
 - What we are looking for
 - Fundraising
 - Finance
 - HR understanding
 - Recruitment
 - Community Outreach
 - Good sense of governance structures
 - What we need to do: Reach out to networks
 - LCAP goal is board of 7
 - Stretch goal: Set goal of 3 to bring to 8

D.

LCAP Review

LCAP top level indicators:

- Academic
- Culture
- Operations

Data Dashboard

- Changes how we can access

Meet or Exceed SBAC:

- ELA 20-21 23% (looking for 27% in next round)
- Math 20-21 14% (looking for 17% in next round)
- Focus and personalized learning will be important to meet these goals and move towards targeted interventions. 2nd AP will also allow us to have more targeted groups.

Attendance:

- Attendance is down in all schools
- 21-22 91.5%
- Home visits earlier/letters at 3, 6, 9 absences/ 6 absences home visit to decrease chronic absenteeism
- Suspension rate decrease can be aided by behavior contracts....For kids who don't need significant counseling, the contract meetings can help control behavior.

Operations:

- Percentage of teachers that return annually
- We'll be down to 72% retention, 40-50% at other schools
- Bring back board membership up to 8
- Financially--thinking about fundraising ahead of time
- Audit -- When students are enrolled, they fill out income (in regards to free or reduced)...if there is a slight mistake, then there can be a finding.

New Hires/Staffing:

- New AP that is operations and project focused will help with sustainability

Recruitment

- Still in approved ballpark

- Think about Fall 2022 as a timeline

E. Break

IV. Action Items

A. School Schedule and Calendar

- Cohort Model
 - 2 6th grade cohorts
 - 3 7th grade cohorts
 - 3 8th grade cohorts
- Blocks
 - 72 minutes each (allows to get into content and go over additional material)
 - Core Math and English towards beginning of day
 - Science and History at end of the day
 - "Focus" for last hour--more personalized learning

V. Hayes made a motion to Approve schedule.

C. Davis seconded the motion.

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

- School Calendar Notes:
 - August 8th first week of school
 - use first week as orientation to get students invested in school
 - Trimester works on 12 week system
 - Data days--Teachers have professional development days
 - Week without walls
- Updates for this year:
 - Testing days on short days (Wednesdays)
 - Breaking SBAC(?) over two days
- Staffing
 - Resignations:
 - Curriculum Dean
 - English Teacher
 - Science Teacher
 - Hirings:
 - New Assistant principal
 - New English Teacher
 - Outstanding Positions
 - Two English
 - Math or Science
 - Assistant Principal (Second)

- Assistant Principals
 - Instruction--One oversees teachers--coaching, lesson plans, etc.
 - Operations--Second--operations of the school, board agendas, human resources, performance reviews, special projects
- Exit Interviews
 - Executive Conducted Interviews:
 - Moving
 - English Teacher--no response
 - Can we develop a better process for exit interviews so we can get a better 360 review (challenges, where we could improve, etc. What are we doing well, what can we do better). Maybe there is an agency?

J. Huddle made a motion to Approve Aurum Calendar for 2022-2023 school year.

V. Hayes seconded the motion.

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

B. Fundraising

- Discussed potential fundraising opportunities
- Potential October 30th date --golf tournament
- Other fundraising opportunities -- walks, peer-to-peer, etc.

C. Board Handbook Review Part 1

- Some updates needed
 - Terminology of board handbook may need to be revised
- Conflicts of interest policy
 - If someone has a conflict of interest, you have a duty to disclose
 - After disclosure, the governing board can determine whether there is a conflict of interest
 - Procedures for addressing conflict of interest:
 - person can make a presentation or comment
 - but will leave during deliberation and vote
 - Violations. of conflict of interest--afford member the opportunity to explain error/failure; if the board felt that there was violation/inappropriate, then they can take action (meeting must be recorded and any vote on action)
 - Annually sign a statement that we have read and understood agreement (and that we understand Aurum is a charitable organization in order to maintain tax exempt status).
- Attendance
 - Announce by 12 PM that board member cannot make it
 - Don't miss more than one meeting in a row

- Standing Committee versus Working Groups
- Personal fundraising commitment
- Personnel Review (include or align with. mission and not just job performance)
- Media Policy
- Calendar
- Officer Responsibilities
- Working Group (review)
- Job Description of ED
- Next Meeting: Further review of the board policy with revisions

V. Brown Act Training

A. YMC Training on the Brown Act

- Training on Brown Act
- Review of teleconference rules
- Possible end date to teleconference/virtual--January 2024
- With 5 board, 3 is majority and Brown Act Applies

VI. Closing Items

A. Board Policy Review Part 2

B. Facilities Update

- Discussed lease

C. Public Employee Performance Evaluation (§ 54957)

Public Performance Evaluation

D. Goals for the Upcoming Year

E. Next Board Meeting

F. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:00 PM.

Respectfully Submitted,
A. Kingsley