

APPROVED



## Crossroads Charter Schools

# Minutes

## July 2018 Board Meeting

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### **Date and Time**

Monday July 23, 2018 at 4:15 PM

### **Location**

816 Broadway Street Kansas City, MO 64105

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*Posted Friday, July 20 2018 at 4:15 p.m.*

Notice of Meeting

Board of Directors

### **Crossroads Charter Schools Monthly Board Meeting**

Monday, July 23rd at 4:15 p.m.

### **Meeting Location:**

Thayer Place  
816 Broadway  
Kansas City, MO 64105

**This is an open public meeting.**

*Representatives of the media may obtain copies of this notice by contacting Crossroads Charter Schools at the address listed above, or by calling (816) 221-2600.*

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**Trustees Present**

B. Sweetman, D. Charity, D. Francis, P. Crawford, R. Cattelino, R. Moore

**Trustees Absent**

*None*

**Guests Present**

D. Johnson, R. Uptergrove

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**I. Opening Items**

**A. Record Attendance and Guests**

**B. Call the Meeting to Order**

B. Sweetman called a meeting of the board of trustees of Crossroads Charter Schools to order on Monday Jul 23, 2018 at 4:18 PM.

**C. Approve Minutes**

R. Moore made a motion to approve minutes from the June Board Meeting on 06-25-18  
June Board Meeting on 06-25-18.

D. Francis seconded the motion.

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

**II. Finance**

**A.**

## **June Financials**

### **B. June Register**

R. Moore made a motion to Approve.

B. Sweetman seconded the motion.

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

### **C. Year-End Financial Update**

Kristen Brown, EdOps discussed the end of year financials. Key point noted was that although a challenging year, the budget remained in a good position.

## **III. Governance**

### **A. UCM Annual Oversight Review**

Dr. Victoria Hughes presented the annual Oversight Report from the University of Central Missouri for the 2017-2018 school year.

#### Parts 1-4: Academic Performance

Results of the Accountability Plan found in the school's charter in Section A.7 (or Section G, depending on the initial date of the charter's term) are summarized. The school's procedures for data collection and analyses are reviewed.

#### Parts 5-6: School Governance

The monitoring plan in the school's charter is used to review the school's governing board operations and development and maintenance of board policies. Monitoring attendance at board training sessions will be a priority focus again in 2018-2019. It is each school's responsibility to keep track of the school board members' attendance at training sessions.

#### Part 7: Financial/ Operations

The monitoring plan in the school's charter is used to review the school's financial operations. Fiscal records, operations, and reports are reviewed.

#### Parts 8-12: School Administration and Operations

The monitoring plan in the school's charter is used to review the school's administrative procedures and operations. Site reviews document: facilities and safety procedures, personnel and payroll procedures, required staff training, student enrollment and records, and special education requirements.

### **B. New Board Candidates**

Beth Sweetman discussed the goal of having 9 Board Members. The Board will be interviewing 3-potential candidates.

### **C.**

### **Executive Director Job Description**

Over the last year, Operational positions have been re-organized. Beth will be reviewing the Executive Director job description to coincide with the updated Operations positions.

This item will be postponed and reviewed at the September 18 Board Meeting.

### **D. Conflict of Interest Policy**

All Board Members have reviewed and signed the 2018 Conflict of Interest Policy.

### **E. Check Signing Policy Update**

R. Cattelino made a motion to Approve the addition of Chief Operating Officer as co-signer on checks.

P. Crawford seconded the motion.

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

Two signatures are required on all checks. In the event the Executive Director and/or Chief Academic Officer are absent, the staff has requested adding the Chief Operating Officer to the list of approved co-signers.

## **IV. Operations**

### **A. Updated Organization Chart**

The Organizational Chart was presented by Courtney Hughley, Chief Operating Officer. Board approved with the addition of adding three positions:

Para-Professional

Instructional Coaches

Board of Directors

### **B. Updated Enrollment Policy**

Courtney Hughley presented the current Enrollment Policy and discussed potential changes to be made. A demographic survey will need to be completed to make the most educated decision. To be reviewed and discussed in September 2018.

## **V. Facilities**

### **A. Thayer Construction Update**

Dean Johnson presented an update on the final stages of the renovation project for the Thayer Building. The plan is to open and begin operating out of Thayer as scheduled.

## **VI. Other Business**

### **A. Board Meeting Start Time**

The Board discussed moving the location of the Board meetings to Crossroads Preparatory Academy. With the location change, the time will be adjusted to 5 p.m. to avoid conflicts with CPA dismissal.

D. Francis made a motion to Approve.

R. Moore seconded the motion.

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

## **VII. Closing Items**

### **A. Adjourn Meeting**

B. Sweetman made a motion to adjourn the meeting.

R. Moore seconded the motion.

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

Meeting adjourned at 5:41 p.m.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:41 PM.

Respectfully Submitted,

R. Uptergrove