

## **Kids Unlimited Academy, A Public Charter School**

### Board Meeting Minutes

*August 19, 2015*

*12pm – 1pm*

*Board Members Present:* Pedro Cabrera, Linda Evans, Carolyn Hayes, Sister Mary Pat Naumes, & Jeri Olson

*Board Members Absent:* Carol Fischer, Frank Phillips, Emilie Wylde

*Staff Present:* Tom Cole, Lynn Eccleston, Jared Ware

*Community Members Present:* None

*Next meeting:* September 22, 2015

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#### **I. Review and Acceptance of the Minutes**

Pedro Cabrera called the meeting to order and asked the board to review the minutes. Jeri Olson moved to approve the minutes and Sister Mary Pat Naumes seconded the motion, which was approved unanimously.

#### **II. Business & Finance Update**

Pedro asked Jared Ware to review the action items for the Academy including the new policies under review.

##### **Fiscal Policies & Procedures First Reading**

Jared reviewed the process that KU Academy had undertaken to develop its new fiscal policies and procedures manual, including incorporating recommendations from Jason Hansen, CPA, and Steve Richardson from Rick Brewster's office. Jared noted that the importance of getting these policies in place was both to respond to the organization's audit recommendation from the year prior and the area of concern highlighted by the US Department of Education during their audit. Jared noted that it had been reviewed by the Finance Committee and recommended for approval. Jared requested that the board review it thoroughly before the September 22<sup>nd</sup> board meeting and send any updates to the policy prior to the next meeting so that they could be incorporated into the second reading.

##### **Amendment Presented to the Bylaws Based Upon Board Motion as of July 19, 2015**

Jared reviewed an amendment and restatement of the Bylaws to incorporate the change the board had approved on July 19, 2015. Linda Evans noted under 2.2 in the Bylaws that she felt 18 years of age was too young for a board member to have the maturity to make the types of decisions that the school board needs to make, she moved that the board amend that section to raise the minimum age to 21 years old. Jeri Olson seconded that motion and it passed unanimously. Linda Evans moved that the board approve the new amendment to the Bylaws while including some grammatical and syntax related changes to the Bylaws, Jeri Olson seconded that motion and the motion pass unanimously.

##### **Review of Financial Reports**

The board reviewed the Budget vs. Actual document as well as the Balance Sheet for the 2014-2015 Fiscal Year which had been reviewed by Jason Hansen and annotated by Jared to describe areas where there was a variance. Jared offered that the projected 197,000 loss for the year should be considered with the context that the school is still in a start-up phase and charter schools typically cannot cover all of their start-up expenses out of their annual operating budget. He noted that the board had previously discussed that start-up funding would either have to be fundraised or would be loaned from Kids Unlimited at no interest. Jared added that 2015-2016 fiscal year budget for Kids Unlimited Academy showed that the school should be able to operate without a deficit in year three.

##### **Risk Assessment Review**

Jared reviewed Kids Unlimited of Oregon's Risk Assessment with the board. He noted that although it was not a Risk Assessment of Kids Unlimited Academy that since Kids Unlimited of Oregon handles the recording of Kids Unlimited Academy's transactions that the risks for Kids Unlimited were largely reflective

of the risks for Kids Unlimited Academy. Jared noted that one key difference is that the risk of fraud from mishandling of cash by Kids Unlimited Academy would be much smaller than for Kids Unlimited of Oregon since Kids Unlimited of Oregon deals with a lot more cash due to the provision of after school and sports programs.

Linda Evans asked whether any cash was being handled or taken off-site at any time. Jared noted that it was not other than taking deposits to the bank which had already been reviewed by multiple people.

### **III. Principal's Report**

Lynn Eccleston reviewed the Professional Development teachers were receiving with the board. She reviewed the composition of the staff with the board, and gave the board the key dates of the upcoming staff retreat on the 21<sup>st</sup>, the back to school night on the 25<sup>th</sup>, and the first day of school on the 31<sup>st</sup>. Lynn noted that the school was still waiting from the Medford School District and Oregon Department of Education on whether it's Title I program, which would be managed by the school district, would be Targeted Assistance or School-wide.

Linda Evans talked to Lynn Eccleston about some potential volunteers that she wanted to connect with the school and Lynn outlined the process for new volunteers.

Lynn noted that there was a grant that had been received to implement a Project Lead the Way program both at Kids Unlimited Academy and with the Kids Unlimited's after school programs. Lynn also added that there was a grant that had been received to add a PE Teacher to the school. Lynn noted that she felt that any more grants would probably be too many for the school to manage currently, adding that while the additional funds and resources were nice that it was a lot to administer for a fairly lean organization.

Jeri Olson asked how many students had applied for the kindergarten lottery this year. Lynn stated that she thought it was about 65 students that had applied for the lottery. Lynn noted that for 1<sup>st</sup> grade the waitlist was up to 53 students.

Lynn also added that the school had been the recipient of about a \$1,000 donation of school supplies from a local Dollar Store.

### **IV. Final Comments**

Pedro asked if the board had any last questions or comments. Sister Mary Pat Naumes suggested that we might dedicate a portion of future meetings to having Lynn and other school leaders educate the board on how they handle the behavior system or other school processes and procedures. She noted that she understood the organization was just in its infancy and that so much of the focus had been on adopting new policies, but she noted that she thought it would be great if the board could learn more about the curricula and programs in the school. Tom also suggested bringing additional staff from the school in to discuss their roles with the school.

### **V. Note from Executive Session: Discussion of Principal Evaluation Process**

There was an Executive Session on July 30, 2015 to review Lynn Eccleston's performance for the 2014-2015 School Year and discuss the renewal and terms of her new contract as Principal. The board had renewed Lynn's contract with a 5% increase, noting her outstanding performance during her first year as Principal.