

Kids Unlimited Academy, A Public Charter School

Board Meeting Minutes

July 15, 2015

12pm - 1pm

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

Board Members Absent: Carol Fischer, Emilie Wylde

Staff Present: Tom Cole, Lynn Eccleston, Jared Ware

Community Members Present: None

Next meeting: August 19, 2015

I. Review and Acceptance of the Minutes

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

II. Business & Finance Update

Jared Ware reviewed the unaudited financials for Kids Unlimited Academy, which showed that the Academy had nearly a \$200,000 operating deficit during the fiscal year which ended June 30, 2015. Jared noted that the balance of this deficit was currently owed to Kids Unlimited of Oregon related to the shared cost of utilities and use of the building. He added that originally the budget called for \$300,000 in fundraising and that, those funds were lent by Kids Unlimited to Kids Unlimited Academy at no interest. Jared noted that the ability to begin to repay that debt would be reviewed during the 2015-2016 fiscal year, and that the Academy was entering a year with 300 students when it should begin to see its financial position stabilize due to enrollment and funding.

Jared noted that because all of the debt owed is to Kids Unlimited, which has extended that debt on a no interest arrangement, that the Academy had not experienced any cash flow issues throughout its operation.

Jared noted that Kids Unlimited Academy had submitted for a renewal of the charter at the charter board's request, but that the district had noted that per our contract with the District, we could not request renewal until we were within 210 days of the expiration of our contract.

III. Discussion of Principal Evaluation Process

Jared reviewed a document that had been prepared by Marcy Bradley, a consultant working with Kids Unlimited and Kids Unlimited Academy to ensure that the relationship was structurally similar to SEI and SEI Academy, a well-renowned set of organizations doing similar work in Portland, Oregon. The document suggested that the charter board designate a director role specifically for a parent representative, and a non-voting director role for the Executive Director of Kids Unlimited.

Tom Cole gave an overview of SEI and their growth pattern and history and gave background to Marcy's expertise based on her work there. The board discussed the addition of a parent board member and making the Executive Director position at Kids Unlimited as non-voting board member, and agreed that both were good practices.

Jared noted that if these were changes that the Academy wanted to formalize over time, that we should have them added into the bylaws for Kids Unlimited Academy so that they remained policy even if the parent member or Executive Director of Kids Unlimited were to change.

The board discussed the inclusion of a parent board member and how to define the role of that member, as the role of any other board member. Frank Phillips moved that Linda Evans meets with Pat Huycke to

draft an amendment to the bylaws to include the Executive Director as a non-voting member, and to provide for the inclusion of parent on the board. Jeri Olson seconded the motion and the board approved the motion unanimously.

Finally Jared handed out the evaluation process for the Principal, which had been approved at the last board meeting. He reviewed the process with the board again. He asked the board to determine who would handle the documenting of the evaluation process and whether there would be a group of the board that would participate in that, as well as a goal setting process for the principal role that could inform the evaluation at the end of the year.

Jeri noted that she thought the goal setting process would add more strength to the evaluation process on the whole. The board discussed at length who should be the evaluation committee for the Principal and whether it should be handled by the executive committee if a new committee should be formed with that explicit purpose. Frank Phillips made a motion the Kids Unlimited Academy Executive Committee meet quarterly with the Principal and the Executive Director to set goals, review progress, and offer support to the Principal position. Jeri Olson seconded the motion and the board approved it unanimously.

The board agreed to reconvene in Executive Session on July 30th to review Lynn Eccleston's performance for the 2014-2015 School Year and discuss the renewal and terms of her new contract as Principal.