

## **Collaboratory Preparatory Academy Board Meeting 10/30/17**

Attendees: Trey Traviesa, Suzanne Legg, Darren Curtis, Heather Jenkins, Kevin

### **Scott Agenda**

- 1. Call to Order** – Trey Traviesa called the meeting to order at 8:00am
- 2. Additions or Corrections** – Nothing to be added or corrected
- 3. Public Comment on Agenda Item** – None
- 4. Reports/Discussion**
  - a. Heather Jenkins gave an Academic Progress report.
    - i. Kindergarten started the year with letter recognition at a 74% accuracy rate. They were retested in September and achieved an 84% accuracy rate. They were also tested on letter sounds in September and students had an accuracy rate of 75%. The goal for the second quarter is 100% mastery. In math, there was number recognition (1-10) of 95% accuracy. They'll go on to basic addition and subtraction.
    - ii. First grade started by testing for the alphabet, reading and writing, and reciting sounds with 100% accuracy. They tested for pre-primer and primer sight words and high frequency words at 65% accuracy. At the end of September they had 90% accuracy with reciting pre-primer and primer words. Spelling was also at 90%. Pre-assessment math was graded at 96% accuracy. Mid assessment addition and subtraction is at 90% mastery.
    - iii. Second Grade came in with a mastery of previous concepts. By October they were spelling and reading at a second grade level with 70% mastery. Number recognition at 90% accuracy. Addition at 80% accuracy.
    - iv. Third grade took an end of second grade assessment and came in with a 40% mastery rate. By the end of the first quarter, there is a 70% mastery of these concepts. Next quarter will blend review of these concepts with new third grade concepts. 47% of students struggle with reading fluency. They spell well at a 96% accuracy.
    - v. Most students stay for aftercare, which is being used as extra tutoring time. They study reading and vocabulary, do writing prompts every other day. Will incorporate Istation. Heather is confident in the students success for the April assessment.
  - b. Trey Traviesa gave an overview of the quarter's financial report
    - i. \$205,000 of total income, \$196,000 of total expense. About \$91,700 came from the school district, \$77,000 from federal grants and \$36,000 came from internal revenue (contributions and donations).

- ii. Heather indicated current utilization of grant is close to \$150,000 out of \$525,000.
- iii. Private funding is at about \$209,000. This is not indicated on P&L because they reflect startup costs and facility costs. That's why no facilities expense is shown on the P&L.
  - 1. Trey asks for a motion to approve.
  - 2. Kevin Scott makes a motion to approve.
  - 3. Suzanne Legg seconds.
  - 4. There are no objections
  - 5. The motion passes with unanimous consent.

#### **5. Consent Agenda –**

- a. Approval to amend segregation of financial duties document to include designated staff members as check signers.
  - i. Heather Jenkins explained we need to have separation of check writers and check signers. Purchases under \$10,000 can be approved by Heather, over must be approved by Trey. Checks over \$750 must have two signers. Suzanne Legg wanted to make sure district was fine with \$10,000 amount. Heather indicated that this was fine from Hillsborough. Most of CP's expenses are on credit card so this doesn't come into play often.
    - 1. Trey asked for a motion to approve.
    - 2. Kevin Scott makes a motion to approve.
    - 3. Suzanne Legg seconds.
    - 4. There are no objections
    - 5. The motion passes with unanimous consent.
- b. Appointing a Parent representative
  - i. Heather recommends Crystal Fountain, a parent with two children enrolled in the school. Supportive parents with great things to say about the school. Wrote letter against lawsuit that is being filed on HB 7609.
    - 1. Trey asks for a motion to approve.
    - 2. Kevin Scott makes a motion to approve.
    - 3. Suzanne Legg seconds.
    - 4. There are no objections
    - 5. The motion passes with unanimous consent.

#### **6. Old Business**

- a. None

#### **7. New Business**

- a. Enrollment predictions from Heather Jenkins
  - i. With portables we can double our class sizes. Our current building can hold 72 students. This would double to 144. Goal is to increase the kindergarten sections next year from 1 to 4. We will market to pre-schools, day cares and VPKs in area.
    - 1. Suzanne expressed concern about projecting more students than are in charter.

2. Heather indicated she has communicated with the district and this number also accounts for attrition rates. Filling 4 sections means having 3 for next year. We will have a couple openings in each grade.
  - a. Trey asks for a motion to approve.
  - b. Kevin Scott makes a motion to approve.
  - c. Suzanne Legg seconds.
  - d. There are no objections
  - e. The motion passes with unanimous consent.

**8. Comments – As Needed**

- a. Public- None
- b. Principal- None
- c. Board- Suzanne Legg indicates importance of regular and monthly board meetings. Also to make them at a more available time for parents to attend.

**Adjourn**

Kevin Scott Motions to Adjourn, Suzanne Legg Seconds. Trey Traviesa declares the meeting adjourned at 8:42am

AFS Janitorial

Building Hope

Nov 10 and 17th

Approved by Board President

