

**Honors Academy of Literature
Board of Directors Meeting Minutes
Monday, December 7, 2015 at 6:00 p.m.
School Library - 195 Arlington Ave., Reno, NV**

1. Call to order and roll call at 6:06pm by Matt Smith on Monday, December 7th, 2015
 - Matt Smith, Mark Midcalf, Kathy Walen, Craig Kincaid, Tierney Cahill, Andi Morency, J-Lynn Van Pelt, Julie Harpole, Rosa White, Rick Perdomo. No members of the public. Quorum was present.
2. Public Comment and Discussion - none.
3. Discussion and possible approval of the October and November 2015 minutes: Midcalf incorrect spelling. Kathy Walen was not in attendance at the November meeting, removed from November minutes. Add Craig Kincaid to those members present in the November minutes.
 - Minutes approved with changes by a 6-0 vote.
4. Nomination and election of Board Secretary, Kathy Walen: Nomination - Tierney Cahill. Mark 2nd. Motion carries 6-0.
5. Discussion of capital development strategies for buying our own building with Mike Wurm from the Boys and Girls Club.
 - Boys and Girls Club. Fundraising strategies.
 - Sustainability: #1 concern of potential donors (foundations).
 - Branding challenge: mission statement, who do we serve, how do we serve.
 - Have a single and strong message. Everyone on the same page with statements.
 - Figure out if it's worth to actually build a building, based on returns.
 - Foundations are looking for boards that can raise money and write checks, are organized, well planned, sustainability, explain why are we more important, why are we only 2 in the elementary school.
6. Committee Reports
 - Administrator Report - J-Lynn VanPelt reported provided information and feedback regarding author visits, Sparks parade, Family Dance, Parent's Night Out: 8th graders staffed and prepped Parent's Night Out as part of their fundraising efforts for the Gryphon Gala. Second set of observations for teachers are taking place. Middle School teachers - working Shakespeare units. First round of special ed audit. Holiday presentations - holiday unit. UNR partnership with social psychology department for Gryphon Group. Andi Morency reported that she is interviewing for teacher aides, replacing Eric, there should be a person in place after break, hopefully. Small group instruction with teachers - meeting weekly.
 - Teacher Representative - Julie. Scholar Government ran canned food drive. Danny - Academic Olympics. Science Fair - school wide in February. All ages invited to participate. Regionals - can take 9 students.
 - Parent Representative - Kathy. Parent's hanging in there with changes.
 - Champions - Rosa. Raised \$7000 this semester. \$3500 on Baskets and Bingo. Parent's Night Out, Bake sale, dance. Candy Grams in full swing. Free coats for families and an Angel tree. Providing bucket kits for each classroom. Champions will be funding the library books - NV Young Reader Award Books.
 - Executive and Evaluation Committee - none. Presented J-Lynn VanPelt with a partying gift from Sundance Bookstore.
7. Discussion and possible acceptance of the school audit report. Mark Midcalf moved to approve the school audit report. Craig Kincaid seconded the motion. No discussion. Report was accepted by a 6-0 vote.

8. Discussion and possible approval of revisions to the 2015-2016 school budget: Mark Midcalf moved to approve the 2015-2016 school budget. Kathy Walen seconded the motion. Andi Mordancy discussed changes. Budget accepted by a 6-0 vote.

9. Discussion and possible approval of RFP to contract with independent administrator evaluators: Mark Midcalf moved to approve as written. Tierney Cahill seconded the motion.
Discussion. Craig - be specific which items in domain that will be evaluated. Remove language "not all indicators". J-Lynn Van Pelt suggested 5 day observation within the school. Matt Smith will edit. Level of approval does the board need to provide. Adjust timeline pursuant to advice we receive from counsel. Tierney Cahill to be point of contact for RFP. Amendments to be completed by Matt.
Approval for RFP process as amended.. Approved by a 6-0 vote.

10. Public Comment: None

11. Adjournment: Tierney Cahill made a motion to adjourn the meeting. Kathy Walen seconded the motion. The meeting adjourned at 8:20pm.