

**Honors Academy of Literature  
Board of Directors Meeting Minutes  
Monday, February 1st, 2015 at 6:00pm  
School Library - 195 Arlington Ave., Reno, NV**

1. Call to order and roll call at 6pm: Tierney Cahill, Kathy Walen, Mark Midcalf, Craig Kincaid, Julie Harpole, Rick Perdomo, Andi Morency. Marilee Kincaid - representing Rosa White for Champions, Brian Simpson, Financial Auditor.
2. Public Comment and Discussion. None.
3. Discussion and possible approval of the December 7th, 2015 meeting minutes: Craig Kincaid motioned. Mark Midcalf 2nd. No discussion. Vote 4-0. Minutes approved.
4. Committee Reports.
  - Administrator Update – Andi Morency. See attached.
  - Teacher Representative – Julie Harpole. Everything going well. Teacher lounge is nice. Enjoying new aides - helping with academics, behavioral - help is big relief. Science Fair Projects - 5th and 8th graders required - March 14th. Poet visit was a success.
  - Parent Representative – Kathy Walen . Discussed first meeting of Parent Leadership Committee on January 28th. Parents that attend are representative of all grade levels, K-8. Parents are very much in support of changes that Andi Morency has proposed.
  - Champions – Marilee Kincaid on behalf of Rosa White. Success of Baskets and Bingo. Poker Night - moved from February to April. Looking for a venue - can't afford Whitney Peak. One Baskets and Bingo prize - afternoon with the mayor. Rose's son won it, and try to get the Mayor onboard with our future plans for a new building and downtown support.
  - Executive & Evaluation Committees – Tierney Cahill. No report.
5. Presentation of FY2015 independent fiscal audit report: Brian Simpson. Very clean and no concerns.
6. Presentation of Quarter 2 Financial Statement: Information only.
7. Discussion of process for possible new building search for 2018-2019 school year. Need to get serious with this process. Looking to lease. Not in a position to build or buy. Church is open to continuing lease at current location. Drawbacks of current location: we don't have a large gathering space of a designated play space. Commercial realtor? Craig Kincaid - figure out moving expenditures. Fundraising - needs to be started now for moving and renovation expenses. Marilee Kincaid- invite previous commercial realtors to come and talk to us about possible real estate in the area and what we need to have in place - i.e. financially what we might be looking at.
8. Public Comment and Discussion. None.
9. Adjourned at 6:38pm. Next Board of Directors meeting is scheduled for March 7th, 2016 at 6:00pm.

# February Administrator Update

## Scholar Learning & Planning

- EasyCBM reports group scholars into 3 risk categories with each administration. Winter testing results are as follows: ELA: 71% low-risk, 16% as some-risk, and 13% as high-risk Math: 71% low-risk, 15% some-risk, and 14% as high-risk.
- Significant shift in planning for scholar learning this quarter is the grade-level elective classes. Each teacher has selected a focus content area for the elective based on scholar data and state requirements. Scholars are enrolled into the elective based on grade-level. The decision to offer a grade-level specific elective came from concerns from teachers and admin that students who are not developmentally at their grade-level are not accessing grade-level standards on a regular basis and this may be negatively impacting grade-level criterion referenced measures. Accommodations have been made for scholars scoring in the 90th percentile or higher on grade-level criterion reference measures, and they will have an advanced placement elective with Ms. Miranda to address their specific academic needs.

## Management & Communications

- 6 new instructional aides hired and began work in classrooms 1/11/16. 3 primary aides, 1 elementary aide, 1 middle school aide, and 1 Special Education aide are providing teachers support in the classroom and relieving them of some weekly duties not related to instruction. Teachers report a smooth integration into the classroom and school community, and that they appreciate the extra support in the classroom and with duties.
- Parent School Climate survey is a new way to illicit feedback from parents, and the information will inform policy and day-to-day operations at the school.
- New folder/binder procedures put in place to better facilitate communication between home and school. Teachers and parents expressed concerns and frustration with graded work and other important documents not making it home from school. The new procedure asks parents to check and sign the folder/binder nightly to ensure that information and graded work is making it home. The signature page also has a place for comments so parents and teachers can communicate regularly and with ease. Information about the new procedures went out to parents in the weekly newsletter on 1/22/16. We will also do a quick video explaining the new procedures that will be available in the 1/29/16 newsletter.
- Board meeting invitation and agenda will be sent via email to all families 3 business days prior to each meeting.

## Professional Development & Growth

- Teachers met 1/8/16, for a full-day professional development day. Topics for the PD included drafting a state of the school focus statement, looking at SBAC results, and planning for the upcoming quarter. Teachers and administration decided on some important changes for the school, including moving to a grade-level based 1st elective (more information discussed in Student Learning and Planning Section).
- Administration and all teachers are now checking in one-on-one weekly to reflect on practice and provide a specific time to address any issues, concerns, or questions.
- Weekly faculty meetings to discuss general school business has moved to a digital and collaborative platform. This shift frees up one hour a week to focus on other areas of growth for teachers. The first Thursday Focus was led by Ms. Miranda. Teachers and admin looked at grade-level EASYCBM data to inform their planning of the new grade-based elective.

## School Culture & Engagement

- Scholar Showcases attended by 73 % of families
- Parent School Climate Survey was sent to all parents 1/14/16. As of 1/22/16, we have received 50 responses. The survey will remain open for a few more weeks. We would like to get at least 70 responses.
- We are establishing a Parent Leadership Group to work with teachers and administration on school engagement and improvements. Parents were invited to participate through the weekly newsletter. As of 1/24/16, 7 parents have expressed an interest in participating. The first meeting will be held Thursday, 1/28/16. The first meeting will establish a regular meeting time and review parent survey results. A report of each meeting will be included in the following newsletter.

## Monthly State Reporting Requirements Met

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| • Enrollment and Attendance Report            | • Enrollment and Attendance Report     |
| • WIDA ACCESS Tech Survey                     | • Average Daily Attendance Report      |
| • Dec Title II Billing                        | • Certificate of Workers Comp Coverage |
| • Board Meeting Approved Minutes              | • SpEd Fund Plan/Budget                |
| • Board Meeting Draft of Minutes              | • Report of Immunization               |
| • Jan Title II Billing                        | • SpEd ARO                             |
| • School Performance Plan                     | • Quarter 2 Financials                 |
| • Crisis Response Plan                        | • Capital Improvement plan             |
| • Board Meeting Agenda                        | • Enrollment and Attendance Report     |
| • Reporting and Compliance Requirement Survey | • 2014-2015 Report of Truancy          |