



**Honors Academy of Literature  
Board of Directors Meeting Agenda  
Monday, February 3, 2020 at 6:00 p.m.  
School Library, 195 N. Arlington Ave., Reno, NV 89501**

Pursuant to NRS 241.020 § 6.02 (1) Items may be taken out of the order listed on the agenda;  
(2) Agenda items may be combined for consideration; and (3) Items may be delayed or removed at any time.

1. Call to order and roll call. 6:05 pm  
*Estimated Time: 2 min*  
Tierney Cahill- President TC  
Terri Strickland- Parent Rep TS  
Karissa Bell- Champions President KB  
Mark Midcalf- by phone MM  
Andi Morency- Ex-officio AM  
Julie Harpole- Ex-officio JH
2. Public Comment and Discussion. (Information Only)  
No action may be taken upon a matter raised under this item of the agenda until the matter itself has been specifically included on an agenda as an item upon which action will be taken. Public comment may be limited three minutes per person.  
*Estimated Time: 5 min.*
3. Discussion and possible approval of the November 4, 2019 meeting minutes (For Possible Action)  
*Estimated Time: 2 min.*  
**Motion:**  
**2<sup>nd</sup>:**  
**Discussion: None**  
**Vote: Approved**
4. Revised FY20 Budget (For Possible Action)  
*Estimated Time: 10 min*  
**Motion: MM**  
**2<sup>nd</sup>: KB**  
**Discussion: This is the revised budget I have been telling you to expect. This budget represents anticipated revenue and expense for FY20 and demonstrates a positive cash-flow. We did not adjust the enrollment from 215 for this budget revision to our currently 223, because we wanted to be conservative and make sure the budget works even if there is a reduction in enrollment between now and the end of the year, although we don't anticipate that to be so.**  
**Vote: Approved**
5. FY21 Tentative Budget (For Possible Action)  
*Estimated Time: 10 min*  
**Motion: MM**  
**2<sup>nd</sup>: TS**  
**Discussion: This budget is drafted off of our 5 year projections. The percentages of anticipated spending is consistent with this year's revised budget. We are budgeting at 225 scholars for next year.**  
**Vote: Approved**
6. 2020-2021 School Calendar (For Possible Action)  
*Estimated Time: 10 min*  
**Motion: MM**  
**2<sup>nd</sup>: TS**  
**Discussion: TS- really like the calendar, wonder why there isn't a break for Easter. We elicited feedback from teachers and families about the calendar. The primary concern parents brought up was how short summer is. They would like more time over the summer to spend time with families and travel; however, were not interested in completely losing Fall Break. They suggested an after Labor Day start with reduction of fall break to one week and winter break to 2 weeks. Teachers expressed concerns about the difficulty of generating progress reports only 4 weeks into the school year. At that time, they are still getting to know students, getting baseline data, and establishing routines. The proposed calendar addresses each groups' primary concerns by moving to an after Labor Day start and building in a 4 week mini-term at the beginning of the year that is ungraded. After fall break, the first of 3 10-11 week graded trimesters will begin. The proposed calendar exceeds the minimum required instructional minutes for each grade band and is in accordance with the Application for Alternative Calendar guidelines.**  
**Vote: Approved**
7. Q2 Financial Overview (Information Only)

*Estimated Time: 10 min*

Current year to date financials show an over-run of \$110k. While this is of note, there are factors attributing to this over-run that we expect to remedy in the second half of the fiscal year. First, a lot of our once a year expenses happen in Q1 and Q2 (online platforms like Mastery Connect, Dreambox, Raz Kids, Reading A-Z, Altitude, Audit fee). Additionally, there has been no one hired at SPCSA to process reimbursements on grants. We currently have \$79,500.00 in expenses which will be reimbursed. The position has been filled, so we anticipate that revenue soon. Additionally, we have enrolled more scholars, which will result in higher than budgeted DSA. Our current budget is at 215 pupils, we currently have 223.

8. OCR Complaint update (**Information Only**)

*Estimated Time: 5 min*

All provisions of the resolution agreement were met by the January 2020 due date, including drafting a letter to the parent, review and revise SpEd policy manual as necessary, the whole staff engaged in CPI training. Training covered: Laws, rules, and regulations about restraint in schools are designed to help prevent injury to both staff and students, and to protect the safety of everyone involved in a crisis situation. Topics included:

- Recognizing the warning signs of escalating behavior.
- Verbal and nonverbal de-escalation techniques to prevent behaviors from progressing.
- Identifying triggers that cause a student to act out.
- Last-resort methods for intervening physically with as little potential for harm as possible.
- Recognizing signs of distress.
- Documenting incidents.
- Establishing and re-establishing strong and supportive relationships with students.

9. Reports and Updates. (**Information Only**)

- Administrator Update – Andi Morency
- Teacher Representative Update– Julie Harpole
- Champions Report – Karissa Bell

*Estimated Time: 20 min*

10. Board Comment and Requests for Agenda Items (**Information Only**)

*Estimated Time: 5 min.*

**Final Budget**  
**Scholar Policy Manual**  
**Crisis Management Plan**  
**Proposed Board Meeting Schedule**

11. Public Comment and Discussion. (**Information Only**) See details related to public comment in item No. 2 (above).

*Estimated Time: 5 min.*

12. Adjournment. The next Board of Directors meeting is scheduled for **6:00pm on Monday, May 18, 2020.**

This notice and agenda has been posted on or before 9 a.m. on the third working day before the meeting at the following locations:

Meeting Site  
Honors Academy of Literature: School Office  
195 Arlington Ave., Reno, NV

Nevada Department of Education  
700 E. Fifth St., Carson City, NV

Washoe County Downtown Library  
301 S. Center St., Reno, NV 89501

Washoe County South Valleys Library  
15650 Wedge Parkway, Reno, NV

If you need physical assistance getting to the meeting, accommodations at the meeting, or meeting support materials please contact Andi Morency at 775-737-4084, 195 N. Arlington Ave., Reno, NV 89501