

Graysmark Schools Corporation  
Meeting Minutes  
Tuesday, September 10, 2013

- Call to Order
  - Tanya Graysmark called to order the regular meeting of the Graysmark Schools Corporation Board at 5:00pm at HAS in Maricopa,
- Roll Call
  - Tanya conducted a roll call. The following persons were present: Tanya Graysmark, Anita Romero.
- Approval of minutes from last meeting
  - Tanya read the minutes from the last meeting. A few glitches with meeting note outline – fixed letter system and, then the minutes were approved as read.

Open Issues (items to discuss, report on & possibly settle & inform board of today)

- A. Budget/Financial Review/Update/AZCSP-  
Reviewed payroll voucher reports, receipts and AP forms. Board reviewed all AZCSP planned purchases. Tanya moves to approve AZCSP proposed purchases, Anita seconds and board approves. Purchases for AZCSP proposed purchases are approved.
- B. Accounting/Audit Review/Legal-  
Review of tax voucher forms and bank statements.  
No outstanding checks reported.
- C. Student Achievement-
- D. Assessments – Next month Galileo will be implemented, working to get everything together. Teacher assessments and Saxon going well. Anita is working hard on evening classes for MG. Many students continue to work on above grade level math and reading – Kindergarteners begin working on 1<sup>st</sup> grade math this month – going well, many students are moving forward fast.
- E. Curriculum Update-
- F. PD review-  
9/9 How to Become a Better Communicator – missed conference was able to get voucher for make-up.
- G. Financial Update/Review Budget/Spending Audit  
Working on shift for front office. Training in Danielle and trying to work out a process for getting deadline items in and not staying late every night to accomplish tasks.
- H. Parent Concerns-  
Nothing to report
- I. Office Review  
After School Programs paperwork is ready. Phone system is working well, copy machine is fixed and running.

- J. ADE Updates- Training schedule needs to be reviewed and any upcoming PD we will need to schedule.
- K. After School Report-  
After School Programs are ready and will begin after fall break.  
Schedule will be M-T-W 2:30-3:30 for each teacher and Miss Angela.
- L. SPED report-  
All SPED is going well. IEP meetings and initial 45 days screeners are coming in.
- M. Board Recruitment/Updates –  
Continue to look. Need accountant and attorney experience. Board is reviewing pieces of our manual – review, update and refresh!  
Working on sectioning manual for ease of use.
- N. Fingerprint Card Update  
No news
- O. Employee Reviews- New Hires  
Possible K lead. Tanya working on securing an interview, other applications in –other initial interviews did not go well. K Aide last day 9/6 accepted FT offer with another company. Need replacement.
- P. Enrollment Report-  
See enrollment sheet -- 1-2 is on wait list.
- Q. Fundraiser Updates –  
Picture Day Sept 19-20
- R. Advertising Update-  
Ready for Ad purchases, just waiting for grant check deposit
- S. Building/New Site Updates  
Waiting on next door and other possibilities
- T. Performance Management Plan  
Tanya continues to manage PMP and make appropriate updates.
- U. ASBCS-  
No new news.
- V. Professional Development- Calendar
- W. Educational Leader/Community Leader-  
Parent/Teacher Conferences set up.
- X. Technology –  
New purchases ready and waiting – no news – a few problems with SmartBoards but Judy continues to work on them
- Y. Grants Update - AZCSP Update/Review-  
AZCSP funds are in a holding pattern. Waiting on draw down approval. Webinar 9/16 with Dr. F.
- Z. Any other business –

Tanya adjourned the meeting at 6:35pm.

Minutes submitted by: secretary, Tanya Graysmark  
Minutes approved by: member, Anita Romero

