

Graysmark Schools Corporation
Meeting Minutes
Tuesday, August 14, 2018

- 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, Angela Vital and Charles Graysmark (via Facetime)
- Approval of minutes from last meeting
 - Tanya read the minutes from the last meeting; the minutes were approved as read.

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

- A. Finance
Reviewed payroll, receipts and checking account. IRS plan is still taking a long time – still a work in progress, Tim is hoping by September to have something in writing. Suite is completed- waiting for tenant to lease out. CSC did not fill out appropriate paperwork, so our payment went to them first for August – have paperwork being sent to Tanya and ADE so September payment will be direct deposited into account – back to typical payment schedule. Will have auditor come out in September for FY18 audit. Working with new accountant to get finances organized. Started Quickbooks online for ease of communications. Audit paperwork is ready to go in Dropbox. Teacher pay raises are in line with ADE. Need to work on CSF updates and organize plan for funds. Tanya will work on that this month and report on for September meeting.
- B. Student Achievement- No Letter Grade – to small student population
- C. Assessments – Using Common Core Workbooks again this year during statin time. Students do not like them. Boring! Wish we had another way to get them excited about Merit testing.
- D. Data Analysis- DIBELS and Galileo.
- E. Curriculum Update– All levels for students are in place – will discuss any movement as a team and make sure students are working at their level.
- F. School Improvement/Updates- Still September (preschool to move asap). Open discussion for voluntary surrender of public charter and reverting school back to private status. Will look into ESA again and see what has been updated or approved. Will review finances and see what is in our best interest or what roadblocks may be concerning. Move to new site will allow for 4 classrooms for elementary within 4-year build out. Tanya read through notes on discussion with Andrea from Charter board. Need to make a decision by October what we

want to do so we will meet deadline to file motion. Bring Q & A to September meeting.

- G. Financial Update/Review Budget/Spending Audit
Reviewed finances above. CSC paid in full. Voluntary payments to IRS each month. Working with charter board on charter worksheets. They were not turned in on time – switching of accountants has caused a few items to be turned in late. Realized that our audit was not paid for on charter worksheets in FY18 (\$1500) should have been (\$7600). Tanya is going to email Andrea at charter board and see if we can remedy situation at all. Tanya will turn in worksheets by Friday this week. We did receive 2 emails regarding infractions from Jim Hall: Arizonans for Charter School Accountability. He does not like the wording on our website for our Open House/Orientation. The formal complaint was emailed to Tanya from charter board and asks us to update it so wording does not relate to enrollment. Also, Website did not have board meeting minutes on it when Jim checked in – he filed a formal complaint with charter board. Charles uploaded our budget worksheets and erased link to the board meeting minutes instead of our newsletters link. He will get those back online asap, by Friday this week as well.
Parent Concerns- N/A
- H. Office Review – Moved out of office area for stations in the morning hours. Can remove desks for new office if necessary in September. Moved cabinets from old classrooms over to storage space on new building site. Waiting for dry wall to get done and then will plan on helping paint and get cabinets and furniture in late August. Ready for move-in and set up call and schedule for ADH when we get official Certificate of Occupancy and fire marshall stamp of approval!
- I. ADE Updates- Angela has been working with Finance and keeping updated on all the items due the first of the year. Hot topics and newsletters seem to be getting her the info necessary to make deadline dates.
- J. Before/After School Report- na
- K. SPED report- Speech is going well – contacted eLuma for possible OT services for future needs. Set meeting with new surveyor from ADE. We will meet onsite March 4, 2019 for oversight on SPED and help with any concerns. Board review of checklist provided by ADE of our new SPED policies and procedures. Tanya Motions to accept our new updated policies and procedures for SPED, Charles seconds, motion passes. This motion needs to be sent to our PSM specialist by September 1. She will review our policies when she comes for her site visit. Tanya will send copy of board meeting minutes by Friday of this week to her via email. Receipt of email will be kept in Board Book. Angela will turn in Annual ESS data Submission by August 22 Deadline.
- L. Board Recruitment/Updates –

No updates

M. Fingerprint Card Update

No staff in need of fingerprint card updates for next few months. If Kelly wants to come back she needs to update hers. Tanya will email her and ask her if she plans on subbing this year.

N. Employee Reviews- +Great Start to new year. Good working staff
Everyone is prepared and knows 90% of the students this year.

O. Enrollment Report- 38 students enrolled so far

P. Fundraiser Updates – Schedule for fundraisers is up and going.
Penny Drive is the start of the year (August)!

Q. Advertising Update- see binder and charts. Word of Mouth continues to be our best advertising. Will have open house at new site asap

R. Building/New Site Updates -
New building – on Schedule – Mid-September

S. Performance Management Plan
NA

T. Professional Development- Tanya has been working with staff on a few accommodations for students and modifications to homework.

U. Educational Leader/Community Leader- working with parents for volunteer opportunities, getting them training and paperwork in order. Reading with students – stations are going well.

W. Technology – order another bulb when funds available.

X. Other Business – wait list for new site over 120+ families. Start to year has been positive. Have schedule for field trips.

Tanya adjourned the meeting at 6:15pm.

Minutes submitted by: secretary, Tanya Graysmark

Minutes approved by: member, Charles Graysmark