

Graysmark Schools Corporation
Meeting Minutes
Tuesday, November 12, 2013

- Call to Order
 - Tanya Graysmark called to order the regular meeting of the Graysmark Schools Corporation Board at 5:10pm at HAS in Maricopa,
- Roll Call
 - Tanya conducted a roll call. The following persons were present: Tanya Graysmark, Anita Romero, Charles Graysmark (via Facetime)
- Approval of minutes from last meeting
 - Tanya read the minutes from the last meeting, amendment to minutes – Charles was voted back onto the board – in October Meeting – placed agenda item in section M. the minutes are now 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 put on hold until today – waited for Dr F to say we could continue after Oct 31 due date for receipts. Purchases for AZCSP proposed purchases are approved. Judy and I will get a move on them after DSP is submitted Thursday.
- B. Accounting/Audit Review/Legal-
Review of tax voucher forms and bank statements.
1 outstanding check reported, reviewed management representation letter and statement of functional expenses from Auditor. Operations Questionnaire for AZCSP request came Nov 4 and needs to be completed by the 12th. Tanya will do this asap.
- C. Student Achievement- Angela drafted and sent home letters to parents for intervention tutoring. Judy and I are almost done with DSP. Going to try to turn it in by tomorrow. Waiting on Galileo Rep to get back to us and Charter Association to make sure we have appropriate data. DSP looks good – edited it numerous times.
- D. Assessments – Scheduled out rest of testing for the year. Science and Make up tests for K still need to be completed, have until the end of the week to get data in for science benchmark 1.
- E. Curriculum Update– reviewed data from Galileo with Justin at Professional Development during Data team meeting today. It went well, learned a lot – teachers will be able to tie data to standards more clearly. Next Professional Development is end of November.

- F. PD review- Justin from Charter Association came onsite for Professional Development on data. All teachers and leadership team attended. Webinar on Galileo on Wednesday
- G. Financial Update/Review Budget/Spending Audit
Found out this afternoon that we are able to spend the rest of the grant funds – Jen and Judy’s totals don’t match – need to get in all receipts and review binders together. Tanya will get the rest of the PO orders that are on hold ready and send out asap. Orders are sitting in storage waiting for Judy to check in and record on inventory.
- H. Parent Concerns-
Hoping to get parents on board for tutoring and helping with homework. Still having issues with tardy students. Will begin to track their achievement levels in math (first subject of the day – missed when tardy). Sent out attendance letters – reviewed policies. Students will be put on suspension and/or withdrawn if absences continue. Leadership team and teachers feel that we need to toughen our policy or students will continue to not take responsibility for missed work. Alternatives will/could be schools that start later in the am or where parents can get transportation. We will conference with parents and give options/alternatives to tardies.
- I. Office Review
Fall break was productive, we were able to get many things completed. Fall break went well, Plants were watered and office organized a little.
- J. ADE Updates- Registered for National School Safety and Security Services Dec 4, Judy and I will attend. Nothing due at this time. Angela has been uploading and managing Schoolmaster and SAIS. Current on everything.
- K. Before/After School Report-
Letter drafted and send home – will begin program next week. After School Clubs are going well.
- L. SPED report-
Have all paperwork ready for self audit – Fred is working on files.
- M. Board Recruitment/Updates –
Tanya motions to vote Charles back on board, Anita seconds, motion approved. Amendment: Approved last meeting – forgot to put into minutes.
- N. Fingerprint Card Update
No news –
- O. Employee Reviews- New Hires
A few interviews for teachers coming in – doing phone interviews and drop ins – need to begin recruiting for next year.
- P. Enrollment Report-
See enrollment sheet -- 2 new students.
- Q. Fundraiser Updates –
Student Council is working on Christmas ‘toys for tots’ program for Dec.

- R. Advertising Update-
Sending out checks for advertising companies now – hold lifted.
- S. Building/New Site Updates
Have suite 108 now for HAS – transferred over electrical. Using it as storage and meetings until we get doorway put in and then we will open it up to expand classroom. Need 4=5 more students to cover expense. Keep recruiting students. Need new building – facility issues are a large problem. Working with Frank on getting some ideas for potential options if we can move forward at an alternate location. Open to ideas.
- T. Performance Management Plan
No News
- U. ASBCS-
DSP is due Friday – Tanya is working on narrative, Judy is working with Justin on graphs/charts. Will be done tomorrow or Thursday.
- V. Professional Development- Teachers enjoyed Kagan training. Visit to MEC went well – learned a lot about the campus and classroom systems. Will visit Ambassador Academy next week. They have similar student population size and are an A school.
- W. Educational Leader/Community Leader-
Continue to work on teacher observations – Professional Development for teachers and parent-home connections initiative.
- X. Technology –
SAME update - New purchases ready and waiting – we will continue purchasing – a few problems with SmartBoards but Judy continues to work on them
- Y. Grants Update - AZCSP Update/Review-
Have funds – webinar went well – learned a few new things – got a copy of the monitor handbook – Jane will be out Dec 15. Financial audit is due Nov 20. ADI is working on that.
- Z. Any other business –
Cleaning and getting organized when time permits. Need PT aide so we can get busy in the front office!

Tanya adjourned the meeting at 6:10pm.

Minutes submitted by: secretary, Tanya Graysmark

Minutes approved by: member, Anita Romero