

Graysmark Schools Corporation
Meeting Minutes
Tuesday, December 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, 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. 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 – Judy and I began making purchases with Dr. F approval. CC is a hold up with limited balance. Will try to get spending done by end of this month. Tanya requests that GSC rent office space in Duluth, MN for \$300 month (see lease) and utilize HAS Maricopa funding, borrow until services/school are approved in Minnesota. Tanya moves to approve lease expense, Charles seconds and board approves. Lease begins January 1, 2014. Jane for AZCSP site visit is scheduled for Dec 18th (see AZCSP).
- B. Accounting/Audit Review/Legal-
Review of tax voucher forms and bank statements.
2 outstanding checks reported, reviewed management representation letter and statement of functional expenses from Auditor. Operations Questionnaire for AZCSP Tanya Completed and turned in on time.
- C. Student Achievement- Tanya moves to approve purchase of reading curriculum and complete application for MOWR funds, Anita seconds and board approves. Judy and I completed DSP and turned it in November 14. Waiting on score. November 21 Data Meeting with Justin has been cancelled due to both party conflicts w/scheduling. Will reschedule. Review of student achievement data report and new Student Intervention Data Analysis worksheet. All AIMS Action Plans are completed on new, incoming students. Teacher review and binder completion is a success. Board reviewed all paperwork and continues to monitor student achievement.
- D. Assessments – Galileo testing going well. Will have 3 assessments done by end of the year. 2 more scheduled for Feb and April.

- E. Data Analysis- Student Intervention Analysis Worksheet will be reviewed next month once student input is available. Galileo scores have been reviewed and at risk students are in intervention and working on reading and additional math curriculum for support. Board reviewed Galileo data and intervention list with student attendance.
- F. Curriculum Update- Kinder Curriculum map is reviewed, revised and updated. Mastery Connect is helping with ease of revisions of curriculum. New teachers are up and running with lesson plans and assessment alignment. Academic Advisor continues to work with teachers via observations, meetings and review of student data and lesson plans.
- G. PD review- Dec 4 conference for Judy and I was cancelled. Scheduled BET conference for February.
- H. Financial Update/Review Budget/Spending Audit
Orders are sitting in storage waiting for Judy to check in and record on inventory, will continue to work on inventorying items when time allows.
- I. Parent Concerns-
Schedule conferences for absences. Continue to work on student incentives to getting to school on time/and or coming to school on a regular basis. 3% of our students cannot get to school on time every day. Trying to work with parent(s) – target – parents – possible solutions include: parent workshops, tardy slips, truancy officer visiting homes of these students. Tanya will get into contact with our officer and see what can be done.
- J. Office Review
Continue to work with limited staff on paperwork, office priorities.
- K. ADE Updates- Registered for National School Safety and Security Services Dec 4, Judy and I cancelled, too many deadlines to manage. Nothing due at this time. Angela has been uploading and managing Schoolmaster and SAIS. Current on everything.
- L. Before/After School Report-
After school programs going well. Students are engaged and excited about working together.
- M. SPED report-
Fred continues to work on files for audit.
- N. Board Recruitment/Updates –
Tanya motions to vote Charles back on board, Anita seconds, motion approved. Amendment: Approved last meeting – forgot to put into minutes. Added Board Member Questionnaire to Board Manual for recruitments. Will review and update any documents or typos in January to board binders. No new recruitments. No interest from parents, community members, other business leaders. Continue to work on it.
- O. Fingerprint Card Update

- No news –
- P. Employee Reviews- New Hires
Craiglist AD. For teachers and aides for now and/or next year.
 - Q. Enrollment Report-
See enrollment sheet -- 3 new students begin in January.
 - R. Fundraiser Updates –
Student Council continues to work on Christmas ‘toys for tots’ program for Dec. we have received lots of unwrapped gifts!
 - S. Advertising Update-
A few ads this month and more next month.
 - T. Building/New Site Updates
Have suite 108 now for HAS (extension of current facility +800 sf) – doorway cut and 5-6 grade students will move into the extra space.
 - U. Performance Management Plan
No News
 - V. ASBCS-
DSP turned in. Jane site visit Dec 18th for curriculum and classroom.
No finance.
 - W. Professional Development- Visited Ambassador Academy. They have similar student population size and are an A school. Went well, learned a few things they do to help with student achievement will share in STM. Dec 4 conference for school safety cancelled due to workload.
 - X. Educational Leader/Community Leader-
Continue to work on teacher observations – Professional Development for teachers and parent-home connections initiative.
 - Y. Technology –
SAME update - New purchases are coming in. Lots of work to do to get items ready to use.
 - Z. Grants Update - AZCSP Update/Review-
Spending down the rest of the funds that were on hold – Will do by Dec 31.
 - AA. Any other business –
Cleaning and getting organized when time permits. Still need PT aide so we can get busy in the front office! Added Data Analysis section on board minutes (now Section E). Everything shifter down one section from what agenda states (messy). Fix Agenda for December to allow for shift -

Tanya adjourned the meeting at 6:00pm.

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