

**Minutes of the
New Visions Academy
Governing Board Meeting
For
January 16, 2014**

Members Present:

- Ann Shaw
- Leonard Bustos
- Leisa Crosby (via telephone)
- Jessy Jenkins

1. CALL TO ORDER

Ms. Shaw called the meeting to order at 3:05 pm.

2. REVIEW AND APPROVAL OF BOARD MINUTES FOR NOVEMBER AND DECEMBER MEETINGS.

Ms. Shaw said the review of the board minutes for the November and December meetings is postponed once again but will be reviewed at the February board meeting.

OLD BUSINESS

3. STATUS REVIEW-

A. Technology plan needs to be completed.

Ms. Shaw said she has not begun the process of creating a technology plan but she will work on that soon.

B. Common Core curriculum maps, unit and lesson plans are in progress.

Ms. Shaw this is still in progress. The language arts and math are complete at this point and she will forward them to Ms. Crosby soon.

Ms. Crosby asked what was lacking for the history maps?

Ms. Shaw said it has been difficult to merge the two.

Ms. Crosby said she is getting ahead of herself. The social studies maps don't need to be done yet.

Ms. Shaw said that is correct. It was crucial for the language arts and math to be completed.

NEW BUSINESS

4. THE CHARTER BOARD UNANIMOUSLY APPROVED THE MOTION TO ACCEPT SPONSORSHIP OF OUR SCHOOLS.

A. The next major hurdle is the renewal process.

Ms. Shaw said that when she met with the Charter Board everything went very smoothly and all of the documentation that was provided was sufficient for them. She said they seemed to understand that because we are so small we are statistically unable to show progress. However the next major hurdle is the renewal process. They will notify us what we need to do. We do know this needs to be done by July 2015.

5. REVIEW OF FINAL FY13 AUDIT.

Ms. Shaw said there weren't any major findings on the audit. She did not see any mention of finger print clearance. Mr. Grant's renewal was outstanding. She could not believe how long that took. Ms. Crosby had called multiple times and they made a numerous excuses as to why they had not completed this. We did not get dinged for this because we had documentation that we had submitted the paperwork for his renewal. She had shown this to the auditor.

Ms. Shaw said that there was an issue, however, of not going out to bid on a couple of things. First was the audit. USFRCS says that we are required to go out to bid on the purchase of certain items. The audit is one of these things because it is over \$5000. We are expected to go out to bid for that. She will take steps to answer that but she is not going to answer that by going out to bid because she does not want to work with other auditors. She likes the auditors but she does not like the expense. It's always hard to pay this amount of money during this time of year, especially this year. She owes them another \$1500 on top of the \$8500 for the audit. She is aware that it costs a lot and knows that local people would underbid them however she feels that many auditors are not as capable as Klecka Wilkins and Klecka and furthermore she does not want to find herself in a situation working with auditors who feel it is their sole purpose to rip everything to shreds until they find something. Instead she is simply going state how she feels about this and further state that she does not think we should be held accountable under USFRCS.

Ms. Shaw said that the other issue was the purchase of the school bus. She explained that she did not go out to bid for the bus because what we were looking for was a specialty item. The size of this bus is unique. We were waiting for something like this to come along. Canyon State Bus Sales just happened to have this bus come up for sale. The price was right at \$36,000 with low mileage.

Ms. Shaw asked the board if there were other areas that they would like to discuss.

Mr. Bustos said that he saw under attendance reporting two things.

Ms. Jenkins said should would address this issue. On page 5, it says that there were five late submissions. She knew there were late submissions but didn't know there were that many. She said that submitting data was an issue last year because she was working fewer days because of school. The data was being uploaded but not in a timely way.

Ms. Jenkins said the second issue was that the audit states that data on the school management systems was higher than the recorded data with the state. She became aware of this issue when she printed out the Schoolmaster Legacy reports and the ADE reports for the audit. She discovered that we were not paid for three students last year. This was because three students in St. Johns did not clear the integrity check. Ms. Jenkins admits that she should have checked on the report so that issues like this do not occur. We can't afford to not get paid for students. She said she is keeping a much closer eye on this so that it doesn't happen again.

Ms. Crosby asked if it's possible to get the money for those kids.

Ms. Jenkins said it is possible to contact ADE and open a 915. However we are very wary of opening a 915 because of the year that ADE dumped our data.

Ms. Shaw said that there is a limit to how long you can wait to open an 915 for an issue like this, but we might be likely to receive approval since we have support from the audit stating these findings and we need the opportunity to fix this. We should probably pursue it.

Mr. Bustos asked if there is someone we know of to contact about this?

Ms. Shaw said that our account specialist is Jesse Manzo. We can start there.

Ms. Shaw said she was not aware that having late submissions was an audit issue. She has spoken with Ms. Jenkins regarding timely submissions before but did not know it was counted against us on an audit. However, she recalls this was an issue when the State dumped our data. We weren't able to do submissions until February of that year. She had to explain to Patrick Wilkins what happened and what we were doing to recover from that situation.

Ms. Shaw asked if there were any further issues the board would like to discuss.

The board did not have any other issues regarding the FY13 audit to discuss.

6. SPRING AIMS MATERIALS FOR READING AND WRITING ARE SCHEDULED TO ARRIVE AT THE COTTONWOOD SITE FEBRUARY 3-6 AND WILL BE PICKED UP MARCH 7TH.

A. Spring AIMS materials for Math and Science along with Stanford 10 will be delivered March 17-24 and will be picked up April 17th.

Ms. Shaw stated this agenda item.

- B. Due to the fact that the Stanford 10 is being discontinued, the test booklets are being returned along with all of the AIMS materials.**

Ms. Shaw asked Ms. Crosby to return all Stanford 10 test booklets. The test is being discontinued so Pearson is collecting all booklets.

- C. Test Security Agreements need to be signed by all staff handling test materials.**

Ms. Shaw thanked Ms. Crosby for sending signed Test Security Agreements back to her.

7. THE TITLE I/TITLE II APPLICATION WAS APPROVED AND FUNDS HAVE BEEN RECEIVED.

Ms. Shaw said the funds are listed under the revenues section of the agenda.

Ms. Shaw said that these funds helped a great deal but she is still in the hole and these funds are not enough to correct the financial issues.

8. TITLE I CYCLE 4 MONITORING SCHEDULE IS BEING FINALIZED.

- A. The Cottonwood site will be visited on Friday, March 21st.**

Ms. Shaw stated this agenda item.

- B. The St. Johns visit has been rescheduled for Friday, March 14th.**

Ms. Shaw said that Jill Jeanes and Bobbie Orlando had to re-schedule their visit to St. Johns. They will be there on March 14th and since that is the week of Cottonwood's spring break she is thinking about coming to be there for that.

- C. The monitors will be looking for the rank order of students receiving services and the time and effort logs for the tutoring the teachers are doing.**

Ms. Shaw asked that rank order lists be completed and that time and effort logs be done.

Mr. Bustos asked if the time and effort log is just for AIMS prep?

Ms. Shaw said no this is for tutoring time. We are using time on Friday to give extra tutoring. She said that we are not assuming that 9th graders are behind in their grade level and need extra help through Title I services. Instead they are receiving a fresh start and we are working with them regardless in order to figure out where they are academically.

Ms. Shaw said that the rank order list for Cottonwood is complete.

9. DEVELOPMENT OF SCHEDULE FOR FIRST OF SEMI-ANNUAL OBSERVATIONS TO BE COMPLETED IN JANUARY.

Ms. Shaw asked Ms. Crosby to please speak to Mr. Grant and Mr. Drain in order to set up a window of time to do the classroom observations.

Ms. Shaw asked that Ms. Crosby please provide the two teachers with the lesson plan template that she has provided. She can resend them if needed. She would like to do this soon so she can have time to review them and work on Title I and student issues.

Ms. Crosby asked if she wanted to plan for sometime before the end of the month.

Ms. Shaw said yes or early next month. She is required to do this twice a year. Next week she is starting observations at the Cottonwood site.

Ms. Crosby said she would get back to her.

10. REVENUES RECEIVED: FUNDS ARE SERIOUSLY SHORT.

TYPE OF REVENUE	AMOUNT	DATE RECEIVED
AZ State Equalization (M&O)	\$33,454.75	1-2-14
Classroom Site Fund (301) Shortfall	\$840.52	12-19-13
Title I	\$15,000.00	12-27-13
Title II	\$2915	1-6-13

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**Loan Debt is currently at about: \$36,608.09
(Home Equity LOC \$11,824.36; Wells Fargo \$24,783.73)
Unmet obligations: FundEd- \$2000; John Layman- \$8146.28**

A. Current bank balance is at about \$11,000.

Ms. Shaw said that she expects us to received about \$33,000 for the next few months. Classroom site funds are really depressed because they took money away too.

Ms. Shaw said we got Title I funds which helped a lot. This money helped her pay the payroll taxes that had been put on hold for the last two payrolls. She incurred penalties for this and a huge chunk went towards an additional half payroll to the staff.

Ms. Shaw said she has borrowed all she can from Wells Fargo.

Ms. Shaw said she will try to make a payment to FundEd and John Layman but needs to make other things current first.

11. DUE TO CONTINUING SHORTFALL IN FUNDS, THE TEACHING STAFF WILL CONTINUE TO RECEIVE A FULL PAYCHECK ON THE 5TH OF THE

MONTH AND A HALF PAYCHECK ON THE 20TH OF THE MONTH FOR THE REMAINDER OF THE FISCAL YEAR.

Ms. Shaw said that in order to keep everything going and make full payrolls and accounts payable she has to cut staff pay. She will produce a full payroll on the 5th of the month and a half payroll on the 20th of the month. She is very unhappy about this but with only receiving \$33,000 a month she can't afford two full payrolls and the accounts payable.

12. A LARGE PORTION OF THE TITLE I FUNDS RECEIVED WENT TO PAY THE IRS THE PAYROLL TAXES FOR THE 11-20, 12-5, AND 12-20 PAYROLLS.

Ms. Shaw stated this agenda item.

13. THE REMAINING TITLE I AND IDEA BASIC FUNDS WILL BE REQUESTED IN EQUAL INSTALLMENTS FROM JANUARY THROUGH MAY. THE TITLE I BALANCE IS \$16,954.00 AND THE IDEA BALANCE IS \$3572.35 SO WE WILL RECEIVE \$3390.80 FOR TITLE I AND \$714.40 FOR IDEA EACH MONTH FOR THE NEXT FIVE MONTHS.

Ms. Shaw stated this agenda item.

14. TITLE II STIPENDS IN THE AMOUNT OF \$456.15 WILL BE ISSUED TO EACH OF THE TEACHERS WHO ATTENDED THE SUMMER AND FALL TRAINING SESSIONS AS SOON AS ALL OTHER FUNDS HAVE BEEN PROCESSED.

Ms. Shaw said that these funds have arrived and she will be dispersing them soon in the form of live checks.

15. REVIEW AND APPROVE DECEMBER VOUCHERS.

1. Payroll – December 20th – \$9,368.59
2. Accounts Payable - December 19th - \$15,362.13

Ms. Shaw said that she held many checks from this batch and just recently sent more of them out. She did not pay ADI, Cottonwood Middle School, Klecka Wilkins Klecka, Tyler Technologies. She did pay all utilities, CTS, Frontier, Hancock Pump, Owens Propane, Pat Kaminsky, RimTech Solutions, SC Fuels, Star Valley Water, TCF, Waste Management, Wells Fargo, Wright Specialty.

3. Payroll – January 2nd - \$17,695.57
4. Accounts Payable – January 3rd – \$1,550.00
5. Accounts Payable – January 16 – \$1,626.80
6. Payroll - January 15th - \$10,384.75

16. CALL TO THE PUBLIC AND OPEN DISCUSSION.

No public was present at this time and no open discussion took place.

17. ADJOURN.

Meeting adjourned at 4:00pm.