

**Minutes of the
New Visions Academy
Governing Board Meeting
For
November 14, 2013**

Members Present:

- Ann Shaw - President
- Leonard Bustos - Member
- Keith Drain - Proxy for Leisa Crosby (via telephone)
- Jessy Jenkins - Member

Public Present:

- Sherry

1. CALL TO ORDER

Ms. Shaw called the meeting to order at 3:08 pm.

2. REVIEW AND APPROVAL OF BOARD MINUTES FOR OCTOBER MEETING.

Mr. Bustos made a motion to approve the October board minutes.

Ms. Jenkins seconded the motion.

The October board minutes were approved unanimously.

OLD BUSINESS

3. STATUS REVIEW-

A. None.

Ms. Shaw said there is no old business.

NEW BUSINESS

4. Fall AIMS TEST MATERIALS WERE COLLECTED FOR SHIPPING TO PEARSON ON 10-28.

A. On-line reports will be available Dec. 5th and paper reports will arrive Dec. 12th.

Ms. Shaw stated this agenda item.

B. Ordering for Spring AIMS is from Dec. 2 to Dec. 17.

Ms. Shaw said this year we have a chance to look at our reports and then order tests for the spring testing. This is unusual since we usually have to blindly order tests without knowing the results from the fall testing.

5. THE CONSOLIDATED IMPROVEMENT PLAN ON ALEAT WAS SUBMITTED 10-26-13.

A. Awaiting approval of Title I application to request funds.

Ms. Shaw said that she is waiting on approval of the Title I application which was submitted on October 3rd. She checked with Kim at ADI who said that ADE is taking about 45 days to approve applications and often they do not approve them first time around.

Mr. Bustos asked if that is calendar days or schools days?

Ms. Shaw answered calendar days.

6. THE COTTONWOOD STAFF IS CONTINUING TO WORK ON COMMON CORE CURRICULUM MAPS ALONG WITH LESSON AND UNIT PLANS.

Ms. Shaw said that the English and math curriculum maps need some refinement but the Common Core standards have been added. The staff is now working on lesson and unit plans that incorporate and allow them to implement the Common Core standards.

7. THE APPLICATION TO THE ARIZONA STATE BOARD FOR CHARTER SCHOOLS REQUESTING THAT THEY ACCEPT SPONSORSHIP OF OUR SCHOOLS WAS MAILED WEDNESDAY, OCT 30 TO ARRIVE BY 11-1.

A. The application has come under initial review and there are issues to resolve before the application process can resume.

Ms. Shaw received a response from the Arizona State Board which included a list of issues that need to be resolved.

Ms. Shaw said that on November 6th she received an email that included a list of items that needed correction. First, the list of governing board members is different from the one they have on file. Ms. Crosby is listed as a board member, however, Joey Grant is also still listed. Today she went to the website, took Mr. Grant off and added Ms. Jenkins.

Ms. Shaw said the email further stated that "to make changes to the school governing body a school governing body notification request form with all the required supporting documentation needed to be submitted through ASBCS online." This has been completed.

Ms. Shaw said the next item on the list states the following "The articles of incorporation and by-laws submitted with application appear to be outdated." Ms. Shaw said that after further review the documents submitted predate sponsorship by the State Board of Education. The charter application she sent shows that we were Visionquest Academy and were sponsored by Snowflake School District. Ms. Shaw has the contract with the State Board of Education under whose sponsorship we currently exist.

Ms. Shaw said the next item on the list states " The documents submitted do not reflect the charter holders current name." Ms. Shaw says that she has acknowledgment from the IRS of the amendment that was sent to the AZ Corporation Commission at the time the school's name was officially changed and the Corporation Commission does recognize the name New Visions Academy. She will send this documentation also.

Ms. Shaw said the final item on the list states "The documents submitted show that there will be no less than three directors serving on the board." Ms. Shaw said that the directors on the board depends on how you look at it. From the Corporation Commissions point of view we do not have three directors because when people leave we do not go out looking for new people to serve on the corporate board. She and Mr. Bustos are the only ones listed with the Corporation Commission. However, if you look at the from the point of the governing board that is not the case. The governing board has four members and that is effectively our board of directors. We don't have a separate board of directors for the corporation and then another governing board for the schools. We only have a governing board. Ms. Shaw said that in order to correct this as easily as possible she went back to the old bylaws and decided to simply re-write them.

Ms. Shaw said that part of what we are doing today is reviewing those changes. Those are the central changes that she has made. The first is to change the language in which the bylaws are written by stating clearly that the governing board is the board of directors for the schools. Also the offices that were once indicated in the the original by-laws say there is to be a president, a vice president, a secretary and a treasurer. But those offices don't hold much meaning in the governing board realm. We do have to record the minutes of the meetings but as far as other secretarial duties are concerned there aren't many. The treasurer has nothing to treasure. This office fell into neglect. Ms. Shaw stated that as far as the by-laws go it is possible to at any point in time revive those offices if the board sees there is a need to do so. It is up to the governing board to make that decision. She did some further research by calling the Corporation Commission to ask them about by-laws. She said that they don't discuss by-laws because they don't oversee by-laws. She probed further and summarily understood that it is possible for the offices of the governing board to be set up by the governing board anyway they deem necessary as long as the board approves it. The Corporation Commission said that is correct. She rewrote the bylaws so that they would fit with what we as the board are actually doing and in effect have been doing since 2001 when several of the original founders left their positions. The only founders left in late 2001 were herself and Mr. Bustos and there is not much help for that. She is hopeful that the Charter Board will simply understand because there is not much she can do to change that and it does not negate the charter or the Board's intentions.

As a result she would like to address agenda item 8.

8. CALL FOR RESOLUTION: APPROVAL FOR THE REVISION OF THE NEW VISIONS ACADEMY CORPORATE BY-LAWS.

Ms. Shaw said that each board member has been given a copy of the revised by-laws for review.

Ms. Shaw asked the board for a motion to approve the revisions of the New Visions Academy Corporate By-Laws.

Mr. Bustos made a motion to approve the revisions to the By-Laws.

Ms. Shaw asked all those in favor.

The board voted unanimously to approve the revisions of the New Visions Academy Corporate By-Laws.

Ms. Shaw provided two copies for the board to sign.

9. THE CONTRACT FOR E-RATE SERVICES IS BEING PREPARED FOR SUBMISSION TO THE YAVAPAI COUNTY EDUCATIONAL SERVICE AGENCY.

A. Services with FundEd will be discontinued.

Ms. Shaw stated this agenda item.

B. The proposal amount for the year with YCESA is \$950 as opposed to \$4000 with FundEd.

Ms. Shaw said that she has liked working with FundEd however she feels there are things that they should have told her. They try to operate on her behalf while she remains in the dark in some areas. She feels it will be more efficient to work with the county than to work with FundEd. The county intends to do a good job and has already been in contact with her in order to help her get ready for the new fiscal year.

Under loan debt notation on the agenda it shows that FundEd is still owed \$2000 for their services. She intends to fulfill that obligation but is relieved that the service fee to the county is significantly less than FundEd. She will be in contact with John Egan with FundEd to discuss the matter with him.

10. NEED TO SCHEDULE FIRST OF SEMI-ANNUAL CLASSROOM OBSERVATIONS TO BE COMPLETED IN DECEMBER.

Ms. Shaw has discussed this with the Cottonwood staff and has been setting dates for their observations. She would like Mr. Drain, Mr. Grant and Ms. Crosby to discuss this and let her know when would be a good time for them.

11. REVENUES RECEIVED:

TYPE OF REVENUE	AMOUNT	DATE RECEIVED
AZ State Equalization (M&O)	\$37,230.29	11-1-13
Classroom Site Fund -301 Money	\$2707.59	10-25-13

**Loan Debt is currently at about: \$31,846.46
(Home Equity LOC \$12,174.36; Wells Fargo \$19,672.10)
Unmet obligations: FundEd - \$2000; John Layman- \$8146.28**

A. Current bank balance is at about \$12,000.

Ms. Shaw said that revenues are still seriously short. This month state equalization only came in \$37,000 as opposed to \$45,000 last month. She was still short of funds because at the time she had about \$17,000 worth of bills backed up because of short falls in funding from the prior two months. \$45,000 is a nice amount of money for us if we can steadily get that but we can't. Right now she has a little less than \$10,000 worth of bills sitting on her desk and she is really over extended to the point where the payroll that is due on the 20th is short. She needs to go out and find some more funds so that she can pay the staff and after that she doesn't have anything left to pay bills. She is very worried about that and is exhausted from worrying about it. She was almost caught up with finances at the end of last month. She had about \$1100 worth of bills which she sent out. The problem is that now she is short of funds again and is having to withhold payroll taxes and so as soon as funding arrives she has about \$7000 going out in a chunk with the 5th of the month payroll, after that she has about \$17,000 left which would cover payroll.

Mr. Bustos asked when is the earliest we could expect to see Title I funds.

Ms. Shaw said she asked Kim at ADI when the applications would be approved? Ms. Shaw figures approval should occur anytime now because ADE wanted the applications October 1st and ours went on October 3rd. Kim said they need 45 days to approve. Approval should be about mid-December at the earliest.

Mr. Bustos asked what the amount we would receive should be?

Ms. Shaw said that since half the year will have gone by around early December we should expect to receive \$10-12,000 dollars at that time.

Mr. Bustos said that could be a real saving grace for us.

Ms. Shaw figures that given the time it takes to receive approval and time it takes to process payment which is out of our hands, we may be looking at late December before we see Title I funds.

Ms. Shaw thinks it may be possible to pull \$5000 down from the Wells Fargo loan account to help with paying expenses. She will also go to Chase tomorrow to see if they will reopen the Home Equity Line of Credit.

12. REVIEW AND APPROVE OCTOBER VOUCHERS.

1. Accounts Payable – October 10th – \$500.00
2. Payroll – October 21st - \$16,445.93
3. Accounts Payable – October 24th - \$663.00
4. Accounts Payable – October 28th – \$1633.16
5. Payroll – October 31st – \$17,049.41
6. Accounts Payable - November 7th - \$1343.59

13. CALL TO THE PUBLIC AND OPEN DISCUSSION.

Ms. Shaw asked the board if there was further discussion.

The board did not have anything to add.

Ms Shaw made a call to the public.

The public did not have anything to add.

14. ADJOURN.

Meeting adjourned at 3:36pm.