



**Changemaker High School**  
**Board of Directors Meeting Minutes**  
**Thursday, May 18, 2017 (Time: 5:37-8:15)**

Board Members Attending: Manny Leon, Caroline Torres, Natalie Carrillo, Jose Hoyos (by phone)

Guests: Chris Boyd

Staff Attending: Luis Perales, Priscilla McCraney

Our Mission: To develop student leaders who turn ideas into action

Our Vision: All graduates will be prepared for college, careers, and civic engagement to make an equitable, sustainable world a reality.

**Agenda Items:**

1. **Welcome** –C. Torres started the meeting at 5:37
2. **Public Comments**- None
3. **Consent Agenda**—
  - Meeting minutes from April 27, 2017 and May 11, 2017 reviewed
  - M. Leon made edits to meeting minutes
  - **MOTION:** C. Torres moved to approve April 27<sup>th</sup> and May 11<sup>th</sup> minutes. M. Leon seconded and all approved
4. **CEO Report-L Perales**
  - **CHMS Marketing, Enrollment and Recruitment**
    - i. There are 14/18 graduating—Those not graduating have not been enrolled with CMHS very long.
    - ii. 62 pre-enrollments from returning students, 16 Freshman with all document turned in, 4 others with partial enrollment, 9 sophomores and juniors. (87 total)
    - iii. Enrollment is happening daily so by the end of summer numbers will definitely be above 90 hopefully at or above 100. Numbers are looking very different than this time last year.
    - iv. Marketing is focused on who are we now and alumni. What are our alumni and current students doing: students studying abroad, community engagement, alumni accomplishments. Received a grant from Ashoka to help fund students and alumni who contribute
  - **Academic data:** Waiting on AZ Merit scores to come in.

- **Department of Education 5-Year Review**
  - i. Submitted the minutes from when the mission was changed. However, they were not accepted because the school was called the Western Institute at that time. The minutes did not match the current situation. The board needs to approve the mission with the correct name today so that we can resubmit the minutes with the correct mission.
  - ii. **MOTION:** M. Leon moved to approve the new mission for Changemaker High School. The new mission reads: “The mission of Changemaker High School is to develop student leaders who turn ideas into action.” C. Torres seconded the motion and all approved.
  - iii. **ACTION:** Need to re-submit minutes to make the mission official.
- **Calendar/Bell Schedule**
  - i. **Calendar:** CMHS would like the calendar to be 184, not 180 days. Rationale for this is CMHS needs to meet all of the instructional hours and number of hours per quarter for credit. The 184 days allows them to use days for “slices” or intensive study days on one topic as well as half days when appropriate.
  - ii. **Bell Schedule:** CMHS will move to a 60 minute schedule with 4 core classes in the morning and 5<sup>th</sup> period elective. 2:05 to 5:05 is run by 21<sup>st</sup> century. Students can get credit for 6<sup>th</sup> period (2:05 to 3:05) if the teacher is certified. Staff meetings will be on Mondays and Fridays from 3-4 and teacher planning, conferences and tutoring will be from 3-4 on Tuesdays, Wednesdays and Thursdays. Students with extra credits can apply to have reduced schedule. The accelerated schedule will run the 1<sup>st</sup> 4 periods.
  - iii. **MOTION:** C. Torres moved to approve the 184 day school calendar and 60 minute bell schedule. M Leon seconded the motion and all approved.

## 5. Director of Operations/Financial Report—P. McCraney

- **Fundraising policy**
  - i. There is a need for a fundraising policy
  - ii. **ACTION:** Base policies off of Catalina Foothills policies. Finance committee will review and change to fit the needs of CMHS.
- **Financial Policies**
  - i. There is a need for financial policies across the board. These also need to be understood by staff.
  - ii. Finance committee will also work on these
- **Proposed Budget** due on June 15<sup>th</sup>.
  - i. **ACTION:** Set meeting to review proposed budget on June 2<sup>nd</sup> at 5:30
  - ii. **CHANGE:** proposed budget is not due until July, do not have to hold a special meeting on June 2<sup>nd</sup>.
- **Need to add school priorities as line items on budget**
  - i. Planning has not gone into budgeting items in the past so this hinders school priorities and activities throughout the year. More planning needs to go into allocating money for priorities.
  - ii. **ACTION:** Add line items for priorities in this year’s budget.
- **Financial Reporting to the Board**

- i. P. McCraney would like to know which reports the board would like to see monthly? Quarterly?
- ii. **ACTION:** Cash flow report will be presented monthly (past 3 months). Budget vs. actual and balance sheet quarterly.

## 6. Board Chair Report- C. Torres

- **Evaluation for non-certified staff**
  - i. The board verified that we would like all staff to be evaluated every year.
  - ii. **ACTION:** Need to review or develop job descriptions for all current positions.
- **Evaluations for Certified staff**
  - i. The board met on May 11<sup>th</sup> to approve the evaluations for all certified staff. It has been sent in by C. Torres.
- **Charter holder**
  - i. Judith Anderson and Manny Leon were the charter holders. Now that J. Anderson has resigned. M Leon is the current charter holder. It is okay to only have one charter holder.
  - ii. **ACTION:** M. Leon needs to write email for staff to get their own log in and act as official representative of the charter holder.
  - iii. **ACTION:** L. Perales or P. McCraney to submit charter representative notification to take J. Anderson off of charter.
- **General State of Assurance**
  - i. General State of Assurance was sent in via email two times. Their email box is full, so it bounced back. Will keep trying to send it in.
- **Employee Handbook**
  - i. Handbook was reviewed and edited by board members
  - ii. **MOTION:** M. Leon moved to approve the employee handbook as revised. Seconded by C. Torres, and all approved.
- **Student Handbook**
  - i. **ACTION:** Student handbook should be reviewed by board members.

## 7) Governance Committee- M Leon

- **Governance Committee**
  - i. members include M Leon, N Carrillo, O Medina (staff)
- **Help students understand governance issues**
  - i. ask students to come to meetings, board members mentor students
  - ii. **ACTION:** Create calendar with all various board deadlines
- **Board and CEO Evaluations**
  - i. Look at ASBCS site to find resources or actual evaluations.
  - ii. **ACTION:** Find Board evaluation to use
  - iii. **ACTION:** Find CEO evaluation to use.
- **Annual Meeting**

i. Set date for annual meeting

**8) Housekeeping**

- Notice of Disciplinary/Legal action re: incident between two students on March 29<sup>th</sup>.
- Legal counsel was notified and they said to go through insurance. The insurance agent is handling the situation.
- An Alumni is interested in joining the board. She will be at the next meeting.

**9) Next meeting: Thursday, June 15, 2017**

**10) Adjourned:** C. Torres adjourned the meeting at 8:15 pm.