



**Changemaker High School  
Board of Directors Meeting Agenda  
Wednesday, November 17, 2021 (Time: 5:30 PM-7:30 PM)  
1300 S. Belvedere Ave, Tucson, AZ 85711  
(Virtual Zoom Meeting As Per Meeting Announcement)  
Zoom Link: <https://us02web.zoom.us/j/89710946249>**

**Our Mission:** To provide an educational experience that transforms students into solution seekers that enhance the world around them.

**Our Vision:** Inspire a generational shift that redefines success in a changing world.

Board Members Present: J. Hoyos, N. Carrillo, L. Perales  
Staff Present: L. Valenzuela

**Virtual Agenda Items:**

1. **Welcome- J. Hoyos** - J. Hoyos called the meeting to order at 5:30PM
2. **Public Comments**
  - **3 Minute Time Limit** - No Public Comments
3. **Consent Agenda(s)- J. Hoyos** - N. Carrillo moved to approve the consent agenda. J. Hoyos 2nd. Unanimous approval.
4. **Financial/Operations Report- L. Perales**
  - **Financial Update**
    - **Financial Transition Update** - At this time we are working with ADI to finalized all processes and protocols. The plan is to have all financial data updated and transferred to the ADI system by December. Until then we are working with ADI to maintain our financial register, make payments, process payroll, and handle

state reimbursements and reporting. Starting 2022 we should be back on track with reviewing monthly financials.

- **Audit Report/Review Update** - The 2021 CMHS audit was due on Monday. Due to the delay of documentation from our previous financial consultant, the audit was not submitted by the deadline. ADI has stepped in to facilitate the completion and has assured us that the audit will be completed this week and submitted no later than next week. A special board meeting may need to be scheduled to review the 2021 audit.
- **Reimbursements** - CMHS has processed it's second round of state reimbursements. A total of \$30K has been accepted and will be paid out before the end of the month. The next round of reimbursements has begun and this will equal a total of \$80K. The plan is to have it completed before the winter break. Following this final round of reimbursements will begin to process ESSER II & III.
- **E-Rate** - It was discovered that an application for 2021 E-rate funding was not submitted. This has led to an increase in our phone and internet bill. Mitigation strategies are being implemented to minimize the cost. A new e-rate consultant will be contracted to apply for 2022 e-rate funds.
- **Great American 403(b) Contract Termination** - L. Perales moved have ITE/CMHS cancel the Great American (Annuity Investors Life Insurance Company) and AIA Contract (Group #GRP02 ) for our previous 403(b) retirement account. J. Hoyos 2nd. Unanimous approval.

## 5. CEO Report-L Perales

- **Covid19 Response Update** - CMHS was impacted by COVID cases in the student body. This led to three classrooms being closed. We worked with PCHD. They recommended that we look into the test to stay program. The test to stay is a pilot program is being used with small school sites. CMHS is doing pool testing every Wednesday across the whole system. We need to reach out to families to get permission from parents so their child can participate in the pool testing. There was a bit of pushback regarding providing contact tracing information. PCHD guided us through the legal channels to explain why we shared contact information with PCHD. Our parents have been very proactive regarding sharing close contact and infection information with the school.
- **2021 - 2022 Instructional Program Update - L. Valenzuela**
  - **School Instructional Progress Update** - CMHS is under CSI and we had to submit a data analysis plan to ADE. Our CSI specialist is now monitoring our plan. Our strongest group is our freshman class with respect to benchmark data. Upperclassmen are still in need of additional support. One strategy will be using data notebooks and data chats. We will also be doing specific professional development. The focus will be on PBL and Data analysis that will inform

instruction. Our biggest instructional focus will be in the area of active engagement. The strengths of the freshman is a reflection of our processes put in place this Summer. Scholars were interviewed and showed high levels of commitment.

- **Staffing**
  - **New Science Instructor** - A position has been offered to an instructor from Belize. She will be starting in January. She will be coming on board under a J1 Visa. As soon as the contract is negotiated, the contract will be presented to the board.
- **Strategic Planning Update - L. Perales**
  - **K-12 Marketing Workback Plan**
    - **Event Marketing & CoBranding** - The marketing efforts for the school have begun to focus on 9th & 10th grade enrollment. This is being done through online live events as well as on Google Ads. This has already resulted in four tours and testing sessions in the last two week. This effort will continue through the Fall, Winter, and Spring months.
    - **High School Ready Campaign** - The initial marketing campaign that is being piloted is focused on helping parents and students understand the best approach to transition and be ready for high school. This is reflected in our social media presence, ads, website, and local event participation.
  - **K-12 Preliminary Workback Plan** - CMHS & MAE are focused on the continuous improvement of our respective schools. After a training session last week in Nogales, a plan was established to focus on employee feedback as well as providing a quick win in the area of organizational response and improvement. These feedback sessions are being conducted without administration present who staff report to.
  - **K-20 Preliminary Workback Plan** - No significant progress has been made on the K20 Workback Plan.
  - **CMO/EMO** - The establishment of sample training modules are underway for the CMHS & MAE programs. These training will be animated and automated. Seed funding is being pursued to complete these modules.
    - **C3 Institute**
      - **C3 Training Modules**
      - **C3 SERC Professional Development**
- **Strategic Partnership**
  - **AZ Leads** - CMHS is at the table with MAE in discussion with a new organization that is facilitating conversations around school improvement for underserved populations. The possibilities of charter district partnerships and conversations have been proposed. As the conversations progress, reports will be provided to the respective boards of CMHS and MAE that will dictate direction and possibility.

- **General Dentistry for Kids** - A new partnership is developing with our K-5 program to do free dental work for our students. They will do it on campus if we can get ten or more students enrolled. They are also willing to drive down to Nogales to offer the same services. At the moment we are not offering the program to the high school because of issues that usually have come up regarding permission slip turn around. We will work to reach out to the parents of the high school to see if we can sign students up and offer the service to them.

## 6. Board Chair Report

- **Board Governance**

- **Board Growth Plan Revisit**

- **ITE Transition Board Discussion** - J. Hoyos and L. Perales are looking into our bylaws and policies to help facilitate the recruitment of new board members. The hopes are to open up recruitment in 2022.

- **Annual Board Giving** - The board is being asked to make their annual board donation to CMHS. Three potential programs have been identified that could use the support of the board's donation.

- **Potential Focus/Support Areas**

- **Changemaker Treats & Eats** - Funding to this program would be to help continue the food & life skills training that was provided to students last year. The main need is to purchase ingredients that students could prepare either in a class or in an after school setting with their parents or guardians.
- **Changemaker Charms** - Led by Ms. Micky, students have successfully started to make jewelry. This jewelry is now available on Etsy and all proceeds will go to continue this or other on campus programs. Funding for this program would go to bringing in expert trainers and jewelers who could help provide deeper knowledge to students about jewelry making and sales.
- **Changemaker Sports** - A GoFundMe campaign for \$2000 has been set up to help kick start our school's basketball program. To this point the campaign has raised a little over \$700. A generous donor may be stepping up to provide the rest of the funding, but we will have to wait and see. Funding for this program will help to pay for uniforms, the league registration fee, and to help stipend the new CMHS basketball coach (a CMHS alumni and current UA sophomore).

- **Next Board Meeting - Wednesday, December 15, 2021 at 5:30PM via Zoom**

- **Legislative Update**

- **CMHS/K20 Joint Resolution(s)** - None

**8. Executive Session - None**

**9. Adjourn - J. Hoyos adjourned meeting at 6:44PM**