



*Excell Academy*  
**Board Meeting**  
 Date: November 21, 2019

<u>Board Members:</u>		<u>Term. Beg/End</u>
John Allen	Chair, Community Rep.	July 2018/21
Oliver Spraggins	Vice Chair, Community Rep.	July 2019/22
Casey Morrissette	Treasurer, Community Rep.	July 2018/20
Katy Yelle	Secretary, Teacher Rep.	July 2017/20
Riki Baker	Teacher Rep.	July 2019/22
Edna Granger	Community Rep.	July 2018/21
Monica McGill	Parent Rep.	July 2017/20
Jartue Kroma	Teacher Rep.	July 2018/21
Keith Griffin	Community Rep.	July 2019/22

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**Attendance:**

- *Present Board Members-* John Allen, Oliver Spraggins, Monica McGill, Katy Yelle, Casey Morrissette, Keith Griffin, Jartue Kroma, Edna Granger
- *Ex-Officio-* Sabrina Williams
- *Guest Attendance-* Jaclyn May--Cushman & Wakefield, Thomas Anderson
- *Absent Board Members-* Riki Baker

**Approvals & Discussions:**

**I. Welcome**

A. **Call to order:** at 5:34 pm by Chair, John Allen

**Quorum:** Yes, 7 of 9 members present

B. **Consent Agenda--** October Meeting Minutes, November 13 Special Meeting Minutes

Revise October minutes revised (removal of I substituted Nichole)

Casey Morrissette motioned to accept the October and November minutes with changes, Keith Griffin seconded. All in favor, the motion passes unanimously.

**II. Financial Responsibility:**

A. **October Financial Statements**

Sabrina Williams discussed that we are reviewing the enrollment numbers. Currently there is a conflict between numbers being reported and those showing in the system. Question is regarding a 36 variance between actual and reported, the number of students at school is more than what is. There could be discrepancies as a result of MDE's new system. The budget will need to be adjusted if that is the case. There were a lot of new students this school year, and a lot of students who are no longer with the school. There are also issues with MDE updating to the new system. As a school we will be trying to be as close as we can.

The October Financials will be submitted at the next board meeting with Nichole giving the formal financial report. The board tabled further discussion until January.

### **III. Governance/Operations:**

#### **A. Building Update**

1. The board reviewed the accepting letter from MDE accepting Excell Academy's Review and Comment Submittal and accepts without further questions.

Katy Yelle made the motion to approve the accepting letter from MDE accepting Excell Academy's Review and Comment Submittal. Monica McGill seconded the motion. All in favor, the motion passes unanimously. Approve the accepting letter from the MDE accepting Excell Academy's Review and Comment submittal

2. The board reviewed the update from Jaclyn May of Cushman & Wakefield. Overall detailed construction documents will begin now and be completed mid-January to early February. The land purchase is still in progress with City Council. On 11/13 the planning commission approved recommended re-zoning of the building parcel to public institution. All board members and other supporters of Excell are encouraged to show support for the school and purchasing of the land at the November 25 City Council meeting. The bond offering memorandum is in the marketplace and closing will occur within the first two weeks of December. There will be an investor conference call tomorrow as well as site tours the first week of December.

#### **B. Executive Director Report**

1. Contractual Goal Report: Fall MAP & FAST data update  
Tom Anderson presented on the Fall MAP & FAST test data as well as reviewed last year's goals and results. Several board members asked questions to gather more information about the nature of the tests and how Excell compared to the test norms. Data was presented based on percentile ranges which the school uses to focus resources and determine student groupings for interventions. Board members were interested in how these numbers in the fall compared to previous years. Tom Anderson noted that the 7th and 8th grade students are performing at a particularly high level in the fall which may be a challenge for meeting their goals in the Spring. Board members were also interested in more information about the science program and the science MAP scores. This year is the second year the school has been taking the science MAP test. Sabrina Williams also mentioned how science has been an area the school struggles with historically and to address this the school brought on a full time science teacher. The MAP science test was introduced to better monitor student progress. Board members were also interested in pursuing partnership opportunities to support the science program, such as the 'KARE 11 Weather Minds' program.



2. Internal Monitoring Report IV. 1D & E  
Sabrina Williams reported on 1D & 1E together because they were both financially related. Compliance was reported in both areas with the board in agreement.

**C. Officer Elections**

The board reviewed the Officer Election ballot. The board discussed the Secretary position due to the lack of having an interested candidate. The board questioned whether it should review the qualifications for the officer positions to have greater eligibility among board members (i.e. to allow people with less time on the board to run for certain positions). The board also discussed looking to recruit potential board members that would have the qualifications and interest in the Secretary position. Monica McGill volunteered to run for the Secretary position provided she had support from Candace Dunbar as the Clerk.

The board elected the following officers: John Allen, Chair; Oliver Spraggins, Vice-Chair; Casey Morrisette, Treasurer; and Monica McGill, Secretary.

**D. Policy D-Executive Committee Roles**

Edna Granger reviewed the policy. Casey Morrisette asked for clarification on the Board Chair and speaking on behalf of the board or through an appointment. The board discussed the Treasurer position and how a particular position may not necessarily be doing the work but rather ensures that the work is done. The board packet did not include the version with the Vice Chair description which was updated when this policy was last reviewed.

**E. Set Strategic Goals**

John Allen suggested that the discussion be tabled for the January meeting. Monica McGill made the motion to table the Strategic Goals for the January meeting, Edna Granger 2nd the motion. All in favor, the motion passes unanimously.

**F. Election Planning**

The board discussed the upcoming board member election. There are currently 3 board members up for re-election, two of which are interested in running for re-election to the board. The Elections Sub-Committee consists of Candace Dunbar, Monica McGill and Katy Yelle. The board discussed looking for new board members with secretary skills, fundraising, and grant writing. Board members will work with the Elections Sub-Committee to facilitate the application process.

**IV. Ambassadorship & Development Committee Report:**

Discussed the Give the Max campaign which raised \$770. It is an ongoing campaign for funding the playground. The board discussed what the funding needs were for the playground. It was mentioned that there is interest in 3 separate playgrounds (daycare, younger kids, and older kids as well as sports courts). The board also asked about previous funding campaigns such as the Beating the Odds Challenge from Mr. Balvin. John Allen expressed interest in reaching out to local companies and sports teams and the need for a school 'Fact Sheet' to help communicate the successes at the school. Monica McGill is currently looking into creating a brochure that can be used for this purpose. Sabrina Williams also informed the board that she is interested in hiring a licensed fundraiser who can help support the school and requested that the Ambassadorship Committee assist with interviewing candidates. Since the position had not been budgeted for, the Finance Committee will review the budget and determine an acceptable range for a potential contract. Then the Ambassadorship Committee will interview potential contractors and submit a final recommendation to the Executive Committee who will give final approval. Board members with interview questions should submit to the Ambassadorship & Development Committee.

John Allen made the motion that the Executive Committee has the authority to approve the contract with the fundraiser position. Casey Morrissette 2nd the motion. All in favor, the motion passes unanimously

**V. Director Monitoring and Evaluation Committee Report:**

The committee will be meeting and finalizing the evaluation standards and goals to be presented at the next meeting.

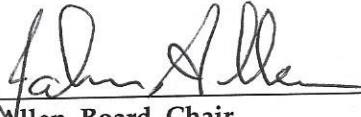
**Adjournment:**

- **Meeting adjourned at 7:41 pm.**

John Allen made the motion to adjourn the meeting at 7:41 pm, Edna Granger seconded the motion. Motion passes unanimously.

- **Confirmation of date and time of next meeting:**

Scheduled Meeting, 5:30pm Thursday, January 23, 2020

  
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John Allen, Board Chair

1-29-2020  
Date