

## **Pioneer Preparatory School: A Challenge Foundation Academy**

### **Minutes of the Meeting of the Board of Directors**

**Monday, January 23, 2017**

**Meeting was held at**            **Pioneer Preparatory School**  
**6510 West Clarendon Avenue**  
**Phoenix AZ 85033**

**Board Members Present:** Matt Sandoval, Cathy Pirrone,  
Shelley Baltodano, Jim Diaz, Travis Marderosian

**Absent Board Members:** Elva Hooker

**Also Present:** Jarret Sharp, Tisha Crisler

M Sandoval called the meeting to order at 5:04 PM after a quorum was established.

J Diaz moved to adopt the agenda as presented and the board minutes from December 5, 2016.

C Pirrone seconded the motion.

Motion carried unanimously.

Mission Statement read by Jarret Sharp.

#### PUBLIC COMMENTS

None

#### Directors Report

See Operations Report.

NWEA: strategic planning started before Winter Break.

Depth of Knowledge rubric being used. Requesting students recall information and go deeper to compare/contrast.

Teacher observation of colleagues that have strengths.

Purchased ATI/Galileo tool which closely aligns with AZ standards. Teachers can develop quizzes to assess learning and differentiate student learning approach.

Allows more targeting in tutoring, teacher can their effectiveness, assess learning and determine if students have mastered the material.

614 Students with 87 Waiting list

Sarah Messick attending Google summit at GCU. She has Google certification and has done some wonderful things with this training. She is networking at the event and will be sharing her knowledge with other teachers.

Intervention Update: every student involved in intervention program improved/grew

Facilities Update: School grounds are being monitored by a new landscape group. The former landscape service let the infrastructure decay. There is a great amount of work that needs to be done due to loss of vegetation, needed irrigation repairs, and control box replacement. We should see the water bill reduce after repairs.

#### Finance Report

See attached report for December 2016.

S Baltodano moved to approve the vouchers and financials as presented.

T Marderosian seconded the motion.

Motion carried unanimously.

#### Team CFA Update

2017 Conference- Montana, Big Sky Resort June 29-July 1

2017-2018 New Math and English standards, new AZ Merit pilot

#### Committee Reports

Culture Committee:

Character trait for this quarter- INTEGRITY. Teachers are instructing on this trait in the classroom. Lions of the month will be students recognized for going above and beyond in acting with integrity.

Book to movie club: 4-6<sup>th</sup> grade book club, read book then discuss and watch movie after completing book.

Shout out for students going above and beyond for kindness in morning announcement.

6<sup>th</sup> grade goes to BizTown

Born to be Safe Parent class: works with parents on safety plans and safe strategies for a variety of circumstances.

Parent English Class starting up again.

Book Fair this week.

#### Presentation of Culture Survey Results

6 questions asked of teachers in regard to the culture of the school

General requests for more support were noticed. Focus will be on improving staff culture and more support for teachers, including professional development.

#### Discussion of Revised Director Job Description

Evaluation Tool goals presented and discussed. Goals will be revisited in February meeting.

#### Discussion and Possible Approval of Opening a MidFirst Account

Requirement of Pioneer building refinance was to move school accounts to MidFirst Bank. Considerations for this request include:

Approval of Co-Signers on MidFirst Account

Co-Signers proposed are Jarret Sharp and Jim Diaz

Line of Credit and Credit Card with Established Limitations

Audit recommendation; establish a line of credit and use a credit card.

\$25,000 line of credit was recommended. There can be multiple cards with different maximum spending limits.

Discussed a second person with access to funds for emergency circumstances.

Creating Internal Account Controls

Discussed internal controls. Receipts attached for all purchases. Charges will be monitored by our accountant and 1 board member, as designated.

J Diaz moved to approve opening a MidFirst account per Mid First's direction.

T Marderosian seconded the motion.

Motion carried unanimously.

T Marderosian moved to approve J Sharp and J Diaz as co-signers on the MidFirst Bank account.

C Pirrone seconded the motion.

Motion carried unanimously.

T Marderosian moved to approve a \$25,000 credit limit on one card.

C Pirrone seconded the motion.

Motion carried unanimously.

Discussion and Possible Approval of Board Secretary Position and Secretary Stipend

J Sharp spends a significant amount of time on a variety of secretarial duties related to preparing for board meetings, posting board meeting notices, retrieving board reports from staff, loading meeting minutes, etc.

J Diaz moved to approve Secretary position and stipend.

T Marderosian seconded the motion.

Motion carried unanimously.

Discussion and Possible Action of Tree Pruning Bid

Monsoon season will likely tear out trees that are not pruned for the season. Last storm uprooted 1 tree. Recommendation from landscape service was to prune trees to prevent further loss.

J Diaz moved to approve bid for tree pruning by Southwest Property Services.

S Baltodano seconded the motion.

Motion carried unanimously.

Summary of Current Events, Future Meeting Dates, and Future Agenda Items

CFA luncheon at Pioneer on February 3, 2017 @ 12:30 PM

Next Board Meeting February 27, 2017 @ 5:00 PM

Report of facilities concerns by Jarret Sharp

Discussion on Culture Survey

Review progress of goals established in September 2016

NO EXECUTIVE SESSION

S Baltodano moved to adjourn the meeting.

C Pirrone seconded the motion.

Motion carried unanimously.

Meeting adjourned at 7:10 PM