

**Minutes of  
Governing Board**

Pioneer Preparatory School: A Challenge Foundation Academy  
**Revised November 26, 2018**

Where: 6510 W. Clarendon Avenue, Phoenix Arizona 85033

When: **October 29th, 2018 at 5:00 pm**

**MEETING AGENDA**

A. Call to Order at 5:03

B. Roll Call

Rogelio—here

Cathy---here

Travis---here

Josh-----absent/out due to illness.

Josh is out with surgery---send a get-well card for him from the board. He will be home for two weeks.

Request made by Rogelio to change Item N to move up so they students can present earlier that what is on the agenda.

Motion made by Rogelio

Seconded by Travis

Motion passed

Cathy—aye

C. Consent Agenda - Rogelio Ruiz, Board President

a. Discussion and Consideration of Board Agenda - Rogelio Ruiz, Board President

Travis made the motion to accept the consent agenda item

Cathy seconded the motion

Motion passed

Cathy Aye

- b. Discussion and Consideration of Board Minutes- Rogelio Ruiz, Board President—board ask for a motion to approve.

Travis made the motion

Cathy seconded the motion

Motion passed 2-0

Cathy Aye

Travis Aye

- D. Mission Statement - volunteer called upon by Rogelio Ruiz, Board President—Laura had Sarah Messick and Fabian Prado do it in English and Spanish.

- E. Call for public comment - Rogelio Ruiz, Board President

No public comment currently.

- F. Moved from N. 4th Grade Spotlight- Sarah Messick & 4th grade team

Diego Bernal

Alyson Aispuro

Danna Meraz

Presented and read their reports that they are working on in the classroom.

- G. Governing Board October Strategic Report - Rogelio Ruiz, Board President

Strategic report for Laura and the school. Darryl is working on Facebook sponsors, and seven new kids will enroll for Wednesday. 96 perfect attendance for students. There was a second sink hole. Jimmy Scroggins is interested in sponsoring the basketball court. Increase Six more students for special education. Enrichment are going to study sink holes. Cornell notes are being done in 6<sup>th</sup> grade. Is there a waiting list and have they been called? Laura states that there are 34 on the waiting list. Letter went out regarding school grade and

question was asked about any student leaving. As of now, there are no students leaving at this time.

Compass learning has been an issue and the roll over is being worked on. Current data and current information is being requested by the school.

H. Discussion and possible action, 2017-2018 Pioneer Preparatory A-F Letter Grade (ADE Comprehensive Improvement Plan)- Rogelio Ruiz, Board President

Planning a strategic plan to improve instruction and proficiency in reading and math and improve our letter grade. Make a shift to work with the bubble kids. Teaching Reading Effectively is a PD and we are sending teams to get this very good training. 45-minute growth block and 120 minutes for reading. Teaching the same thing at the same time, common planning time, consistent new instruction. Who is the one that will help with the plan. Mary White will be working with the school. For the improvement plan, December 12 is when the improvement plan is due. Laura has been through this process before and is confident that things will change. Rogelio stated that he feels that the grade will come up with the change. If the staff has the support, they will be able to accomplish. Pioneer is better than a D, and Cathy is confident that this will happen.

I. Treasurer's Report Vouchers and Financials, Approvals - Cathy Pirrone, Board Treasurer

Vouchers for the month of September. Nothing terribly out of the ordinary. Cathy asked about why there was a transfer of 50,000 and 100,00 due to spending. The NSLP funds were received and now the budget is stable.

Motion to pass vouchers made by Rogelio

Seconded by Travis

Motion passed

Travis- aye

Cathy- aye

J. Discussion and possible action, Year to Date Budget Analysis- Cathy Pirrone, Board Treasurer

A couple of things came up doing the audit. Load with Mid First and have a budget surplus and make sure that you have the funds available to make the payments. 20% more incoming revenue.

1.17 regarding a waiver.

27 students short on the budget revenue. Funding is based on the 100-day average. They are pro-rated, and the school will get partial funding. Classroom site funds is coming in higher. Increase in funding. All our site stipends are expended. The funding is from equalization. Federally funded. Half of our classroom site bonuses have been expended. The next item that are classroom teacher related are expended. Those bonuses are not eligible for funding. There was a deficit last year that just was mentioned.

Water, maintenance, AC repaired, 25,000 over budget for, Projected deficit 225,000 for the end of the year. Pioneer can be in default in the loan and that must be addressed. Looking at current expenses and see what can be allocated. Increase revenue or reduce spending. Re-allocation of funds, AC has been very expensive, sink hole issues have caused funding. We need to have 60 kids to make up the deficit.

K. Discussion and possible action, Loan Covenant/Debt Service Coverage Ratio- Cathy Pirrone, Board Treasurer.

We need to cut spending and get things going in the right direction. We will need to continue to look at it. Discussion and possible action, Prop 301 Carryout Funds- Cathy Pirrone, Board Treasurer

Carryover balance also known as Prop 301 funds approved by the voters. 20% base level salaries, 40% used for merit based and only for classroom teachers. 40 % support salary increased, class size reduction, Funds for teacher development, teacher liability insurance. Went back to the beginning and how did we get carryover balance. 400,000 is the carryover balance. The auditors were upset that there was so much money. EQ can be moved to the third budget on the 1013. Does not add to the deficit. 28,000 moved 10 the 1013 bucket. 77,000 totals. Revenue neutral suggestion for 2019. Take from equalization to classroom site funds. Knocks off another 50,000. 25,000 in PD that can be taken out of 1013. Which will take us 249,000 for Prop 301. 25,000 for PD. All regulated by the Department of Revenue. There is more scrutiny for charter schools than. There are funds that are available for the second half of the year.

Travis made the motion to accept the recommendation  
Seconded by Cathy

Travis---aye  
Cathy---aye

- a. Carryover funds and proposed plan to reduce balances

Bonuses and stipends for grant funds can be done. Budget line items that are not identified cannot be paid out as there are no funds in those line items.

- L. Discussion and possible action, Bonuses and Stipends- Cathy Pirrone, Board Treasurer

Cathy makes a motion that all stipends and bonuses come to the board  
Seconded by Travis

Motion carried

Cathy—aye  
Travis--aye

- M. Health and Wellness Team Report- Darryl Bess, Community Outreach Coordinator

Fitbit for staff. Healthy eating for the staff. Committee for fitness Friday for the kiddos K-6. Army and Navy are coming to participate. Staff and community hike is in the planning stage.

- N. Update on Food Services contract and financial drawdowns- Laura Wilson, Director

The reimbursement came through and the audit was closed. Food services contract with a provisional 2 grant that will provide breakfast and lunch and dinner to go two times a week. Breakfast in the classroom. Very excited and very organized and ready to roll December 3.

O. Team CFA Report- Cathy Pirrone, Treasurer, Team CFA Board Representative

Cathy will no longer be the CFA represent. Tony Best asked to speak for a minute to give thanks to Cathy and present a plaque to thank her for her service as the rep.

P. Discussion and possible action to add Matt Sandoval as Board Member-Team CFA Representative - Rogelio Ruiz, Board President.

CFA representative will be James Sandoval and he said a few words and he said that he enjoys the work of the board. He appreciates the opportunity.

Motion to accept Matt Sandoval as Board Member-Team CFA Representative by Travis

Cathy seconded

Travis—aye

Cathy---aye

Q. Discussion and possible action to add Stephanie Wheatcraft as Board Member- Rogelio Ruiz, Board President

Recommendation to have Stephanie to join the Pioneer Board. She introduced herself and is glad to become a board member. This is her first year to be at a charter school. She is passionate about kids. Will recuse herself when there is a conflict of interest.

Motion to approve

Travis made the motion

Cathy seconded

Travis—aye

Cathy--aye

R. Discussion and possible action to approve STEPS Policies and Procedures Revisions for 2018-19- Eddi Hoedebeck, Student Services

Cathy made the motion

Travis Seconded

Motion carried 4-0

Travis-aye

Stephanie-aye

Cathy-aye

Matt-aye

S. Upcoming events and important dates- Laura Wilson, Director

See calendar notes, mini assemblies, crisis training, Team of 8 to get trained. November 5--- Science on Wheels, Cheerleaders will be there.

November 26, 2018 will be the next meeting

Meeting ended at 6:20

T. Adjourn Regular Session – Rogelio Ruiz, President

Travis made a motion to adjourn regular session

Cathy seconded

Motion carried

Travis—aye

Cathy—aye

Matt—aye

Stephanie--aye

Matt made the motion to go into Executive Session

Cathy seconded

Travis-aye

Cathy-aye

Stephanie-aye

Matt-aye

Executive Meeting adjourned at 7:28  
November 26, 2018 will be the next meeting at 5:00.

ALL ITEMS ON THE AGENDA ARE OPEN FOR DISCUSSION AND POSSIBLE ACTION