



COLLEGE PREP *Harmony* ELEMENTARY SCHOOL

**MINUTES OF PUBLIC MEETING OF THE BOARD OF DIRECTORS OF
EAGLE COLLEGE PREP HARMONY L.L.C.**

Date and Time: Wednesday, November 16, 2016 from 3:00 – 3:30 PM

**Location: EAGLE College Prep Maryvale
3950 N. 53rd Ave., Phoenix, AZ 85031**

Roll Call

The meeting was called to order at 3:08 PM.

Board Members Present:

Matt Fryberger, Chairperson
Susan Rojas, Secretary
Tristan Savedra, Vice-Chairperson (via phone)

Excused:

Staff Present

Sarka White, Harmony Principal
Cindy LePert, Director of Operations
Steve Inman, Regional Executive Director, Open Sky Education
Zeus Rodriguez, Director of Advancement, OpenSky Education
Chelsea Indra, National Asst Controller, OpenSky Education
Randy Niemann, Chief Operating Officer, OpenSky Education

Pledge of Allegiance

Moment of Silence

Call to the Public

No members of the public were present.

Approval of Previous Minutes

The September 21, 2016 meeting minutes were sent out via email to Board members prior to the meeting for review and approval. Hearing no objection to the drafted minutes, they were approved via consent.

Principal Report

Principal Sarka provided a handout with the highlights of the Principal's Report for EAGLE Harmony. She walked the board through the key areas of the matrix – Education, Culture, Operations, and Human Capital. Highlights as follows:

- Education: the Admin Team is working to strengthen the team through the Character Formation Project, working on intervention programs by use of NWEA, MAP and Galileo data, and focusing on professional development.
- Culture: goal is to increase parent participation, parent-teacher conferences were well attended at 98%.
- Operations: the team is monitoring expenses closely and received a substantial donation from Arizona Office Furniture which was much appreciated.

- Human Resources: Harmony is looking to add two full time teachers and one Educational Assistant to the team.

Regional Staff Report

Mr. Inman presented the Regional Report for tonight's Board Meeting. Efforts for the Fall of 2016 have focused on the following areas for our EAGLE Schools in Arizona:

- Educational
 - The Character Formation Project (CFP) team continues to enhance the platform
 - New messaging capabilities, Planning guides, & Weekly tips
 - Mini-lessons continue to be provided for adults to grow in their character
 - National Director of Training & Implementation is working directly with site leaders to assist with enhancing the CFP's success
 - Teachers and site leaders are receiving ongoing professional development through The Center for Student Achievement (through the Arizona Charter Schools Association) and their Quality Schools Program
 - Teacher sessions compliment the use of academic data
 - Leader sessions are aimed at augmenting observation & feedback efforts
- Cultural
 - Leaders (including both Principals and Deans) are currently reviewing our internal and external communications plans
 - A specific area of focus includes processes for times of crisis
- Operations
 - The FY16 Audits for the EAGLE Schools just concluded
 - In addition to the financial statements, the team will be reviewing the results to make necessary changes and improve overall performance with an aim to improve effectiveness, enhance efficiency, and achieve excellence
 - School Operations Managers and our Assistant School Controller will be attending the Charter Schools Association's Business Summit this week (11/16-17)
 - Our Director of Advancement has held numerous meetings with a variety of community members as we seek to build-out Regional & School Boards
- People
 - Recruitment efforts are ongoing in this very challenging job market
 - Our Director of Advancement is meeting with teacher preparation programs
 - Our national team has added a new recruiter
 - Our People Development Team is planning our annual Principal's Summit (January)
 - Provides an opportunity for principals across the network to come together to build skills, solve challenges together, and plan for the upcoming year

FY2016 Annual Financial Reports (AFR) Amendment

Prior to this meeting, a copy of the Amended FY2016 AFR for EAGLE Harmony was provided to Board members for review. Chelsea Indra highlighted the changes to the FY2016 AFR and responded to questions from the Board.

Mr. Savedra motioned to approve the Amended FY2016 Annual Financial Report for EAGLE Harmony as presented to the Board. Ms. Rojas seconded the motion. A vote was called, all board members were in favor, the motion carries. Board members and appropriate Staff signed the cover sheet of the Amended AFR following the motion to approve.

FY 2016 Audited Financial Statements

The audit has been completed for the FY2016 Financial Statements for EAGLE Harmony, a copy of the audit report was provided to Board members prior to the meeting. Chelsea Indra reviewed the findings with the Board and answered questions. The highlights of LCQ findings include:

- For 1 of 3 governing board members, the fingerprint clearance card was not up-to-date as of the date of testing. The fingerprint clearance card was updated in September 2016.
- The School is not in good standing with the Arizona Corporation Commission because a statutory agent has not been assigned. A new agent has been selected and is awaiting approval with the State of Arizona.
- For 1 of 5 withdrawals tested, the withdrawal date in the computerized attendance system of April 15, 2016 did not agree to the last day of attendance per the withdrawal form, which was March 31, 2016.

Communication Media

Mr. Fryberger asked Principal Sarka about the forms of communication the staff and teachers use to communicate with families. The goal is increased communication while maintaining as much consistency as possible with the communication that goes out to families for example; Class Dojo, newsletter, email blast, and others.

Board Policy Development – Board Members' Roles in Family & Staff Concerns

Mr. Fryberger updated the Board that there are some upcoming changes expected in the role the Board takes with parent and staff interaction. In response to recent events at EAGLE South Mountain, an attorney was consulted to assist the Board and EAGLE South Mountain team, as a result of this process there is discussion that the Board's role in conflict resolution with parents and staff as done in the past will need to change. This will be a significant shift in the current culture and role of the Board. Discussion by the Board included questions and recommendations to seek a second opinion regarding the attorney's direction.

Survey Planning

Principal Sarka stated that her goal is to get a parent, staff, and student survey out early Spring. Mr. Fryberger advised that the Board is available to help review the questions.

Board Development & Term Review

Currently Board members are on the same terms for serving since the EAGLE Harmony LLC was finalized. In January at the annual business meeting the terms may be adjusted so that they have staggered end dates, also, as new members are brought on to serve they will have different end dates which will help with staggering the terms to ensure continuity in the Board.

Next Meeting and Adjournment

The next meeting will be the January Annual Business Meeting, it will be scheduled for January 18th, time and location to be determined.

A general consent motion was made to adjourn the meeting. Hearing no objections, the meeting was adjourned at 3:36 pm.

EAGLE College Prep Harmony
Board of Directors

A handwritten signature in black ink that reads "Susa Rojas". The signature is written in a cursive style.

Dated this 21st day of November 2016