**SAGE Academy School Board Meeting**

***SAGE MISSION STATEMENT:***

SAGE Academy seeks to develop a community of reflective lifelong learners while actively promoting compassion and understanding in a diverse world.

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| 1. **Meeting called to order by Board Chair – Candy Nayes** | | | | | | | | | | | Date / Time: Apr 20, 2020, 5:30 pm | | |
| 1. **Meeting Attendees** | | | | | | | | | | | | | |
| **Board Members** | | | | | | | | | | | | | |
|  | | ☒ | Candie Nayes, Chair | | | | ☒ | | | Joseph Norby-White | | | |
|  | | ☒ | Leslie Geist, Vice-Chair | | | | ☐ | | | Michael Hunter | | | |
|  | | ☒ | Dean Heller, Treasurer | | | | ☐ | | | Hollis Wilson | | | |
|  | | ☒ | Brenda Peterson, Secretary | | | | ☒ | | | Antonio Smith | | | |
|  | | **Ex-Officio Members** | | | | | | | | | | | |
|  | | ☒ | Cari-Ana Garcia Luna, Director | | | | | | | | | | |
|  | | **Staff and Guests** | | | | | | | | | | | |
|  | | Jennifer Borgerson - NEO | | | | | | Josh - Stenmark | | | | | |
|  | |  | | | | | | | | | | | |
|  | 1. **Community input** *(5 min / person)* | | | | | | | | | | | | |
|  | **Name** | | | | **Input** | | | | | | | | |
|  |  | | | | | | | | | | | | |
|  | 1. **Approval of Agenda** | | | Corrections made | | | | | None | | | |
|  | Board motion | | | | | Approve the agenda | | | |
|  | Board Member making motion | | | | | Leslie | | | |
|  | Board Member seconding | | | | | Joseph | | | |
|  | Discussion | | | | | None | | | |
|  | Motion approved? | | | | | ☒ Unanimously approved  ☐ Approved  Opposed:  ☐ Other: | | | |
|  | 1. **Conflict of interest** | | | None | | | | | | | | |
|  | 1. **Approval of Minutes**   **Board Meeting February 24, 2020** | | | Corrections made | | | | | Remove reference to October and November in Financial Reports. Correct dates are December 2019 and January 2020. | | | |
|  | Board motion | | | | | Approve minutes | | | |
|  | Board Member making motion | | | | | Dean | | | |
|  | Board Member seconding | | | | | Antonio | | | |
|  | Discussion | | | | | None | | | |
|  | Motion approved? | | | | | ☒ Unanimously approved  ☐ Approved  Opposed:  ☐ Other: | | | |
|  | 1. **Removal of Board Members (Candie Nayes, Chair)** | | | | | | | | | | | |
|  | Michael Hunter (attended meeting in September) and Hollis Wilson (attended meeting in November) have not been in contact and have not attended since.  Neither have checked in to Google accounts since August.  Per Board By-laws, require 90% attendance to Board meetings.  Motion to remove Michael Hunter from Board  Motion: Dean, Brenda 2nd: Unanimous  Motion to remove Hollis Wilson from Board  Motion: Dean, Brenda 2nd: Unanimous  Discussion: Quorum, currently has eight members, will have six after removal of the two members, so quorum will be four. | | | | | | | | | | | |
|  | 1. **Board Elections (Candie Nayes, Chair)** | | | | | | | | | | | |
|  | Elections August 19-20. Brenda and Candie terms are up this fall. New Board Members will be needed. Election committee will be Candie, Brenda, Leslie. | | | | | | | | | | | |
|  | 1. **Budget / Staff Salary Discussion (Cari-Ana Garcia Luna, Director)** | | | | | | | | | | | |
|  | Budget is based on enrollment. Due to the current state-wide school shut-down, no new applicants at this time.  Board discussed that due to the current uncertainty, assumption should be conservative.  Anticipate approximately 60 of the current students returning next year. The Board recognizes the difficulty of establishing and implementing distance learning. It is crucial to reward teachers, as possible.Discussed small raises for teachers with re-contracting, and consider additional raises once enrollment stabilizes. Cari-Ana will work with Josh to determine realistic solutions within the context of the budget. Re-contracting with teachers in early May. Updated budget will be presented at the next Board meeting. Budget will be revised during next school year, with reconsideration in August, based on enrollment for the next school year. This will be included in May teacher’s contracts. | | | | | | | | | | | |
|  | 1. **Next Year’s Calendar (Cari-Ana Garcia Luna, Director)** | | | | | | | | | | | |
|  | Calendar will need to be approved in June, but plans were presented for discussion. Plan to continue with the four-day week. Students and teachers have appreciated the four day week, improved work completion, decreased student issues, less chronic absence, such as students being out for a week or more. | | | | | | | | | | | |
|  | 1. **Routine Board Business & Reports (Candie Nayes, Chair)** | | | | | | | | | | | |
|  | **1. Director Reports and other School Business (Cari-Ana Garcia Luna, Director)** | | | | | | | | | | | |
|  | Director Report reviewed | | | | | | | | | | | |
|  | **2. Marketing / Enrollment Report (Cari-Ana Garcia Luna, Director)** | | | | | | | | | | | |
|  | Marketing / Enrollment Report was reviewed | | | | | | | | | | | |
|  | **3. Business Manager Report (Cari-Ana Garcia Luna, Director)** | | | | | | | | | | | |
|  | **Contracts to approve**  **Lunch program bids: Premier** | | | | | | | | | | | |
|  | *Board motion* | | | | | Antonio moves to approve Premier  Dean seconds  Unanimously approved. | | | | | | |
|  | **Donations to approve**  **None** | | | | | | | | | | | |
|  | *Board motion* | | | | | N/A | | | | | | |
|  | **Financial Reports (February, March 2020) (Cari-Ana Garcia Luna, Director)**  Reviewed Financial reports, check register | | | | | | | | | | | |
|  | *Board motion* | | | | | Approve financial reports and check register | | | | | | |
|  | *Board Member making motion* | | | | | Dean | | | | | | |
|  | *Board Member seconding* | | | | | Joseph | | | | | | |
|  | *Discussion* | | | | | None | | | | | | |
|  | *Motion approved?* | | | | | ☒ Unanimously approved  ☐ Approved  Opposed:  ☐ Other: | | | | | | |
|  | **4. State of the Board (Candie Nayes, Chair)** | | | | | | | | | | | |
|  | **SAGE Executive Committee Meeting,** March 23, 2020  Executive Committee Members in attendance: Dean Heller, Leslie Geist, Brenda Peterson  Other Board Members in attendance: Antonio Smith, Joseph Norby-White  Reviewed Distance Learning Plan. All agreed Plan addresses all aspects and meets requirements.  Concerns regarding implementation were discussed. Leslie confirmed that all students have access and have participated in the online learning that started last week. Paper copies have been provided to students that prefer paper; however, all students have online access as well. Leslie and Joseph also confirmed that all outside providers (e.g., speech therapist, occupational therapist) are able to provide services online. Concerns regarding lunches were also addressed. Lunches will continue to be provided to students in need and can be picked up or will be delivered by staff weekly.  **SAGE Director Incentive Committee Meeting,** March 23, 2020  Director Incentive Committee Meeting Members in attendance: Dean Heller, Joseph Norby-White  Other Board Members in attendance: Leslie Geist, Brenda Peterson, Antonio Smith  Evaluation format will be similar to last year’s Director review  Dean is working on development of a draft. He will contact Cari-Ana for information regarding staff performance incentives for consistency in process. Dean has reached out to NEO for guidance as well.  Committee plans to meet again in May to make recommendations at the June Board meeting  Fundraising Committee | | | | | | | | | | | |
|  | 1. **Announcements / Thank You Notes** | | | | | | | | | | | |
|  | Citizens United Community Video Chat at 3:00 pm every Wednesday. Upcoming topics: 4/22 COVID-19 and Big Brothers/Big Sisters. Antonio will send info to Cari-Ana.  Thank yous for Bus Drivers  Thank you to all staff, Heather | | | | | | | | | | | |
|  | **K. Future Board agenda items** | | | | | | | | | | | |
|  | 1. Recommendation for Performance Incentive Plan 2. Director Performance Review 3. Budget to approve 4. Calendar to approve 5. Contracts to approve | | | | | | | | | | | |
|  | **Meeting reflection** | | | | | | | | | | | |
|  | **M. Meeting adjournment** | | | | | | | | | | | |
| *Board motion* | | | | | | Adjourn meeting | | | | | |
| *Board Member making motion* | | | | | | Dean | | | | | |
| *Board Member seconding* | | | | | | Antonio | | | | | |
| *Discussion* | | | | | | None | | | | | |
| *Motion approved?* | | | | | | ☒ Unanimously approved  ☐ Approved  Opposed:  ☐ Other: | | | | | |
| **Meeting adjourned at : 7:18 pm.** | | | | | | | | | | | |