

# GOVERNING BOARD

## Meeting MINUTES

Location:	High Point Academy, Community Room ( <a href="#">Virtual Meeting Link</a> )
Date:	Date: September 19, 2024
Time:	6:00 – 8:00 PM

### ATTENDANCE

Board: Devaki Parma, Whitney Whitaker, Elise Topliss, Christina Castro

Other: Meredith Stolte, Sataira Douglas, Tiffany Askins, Shaleena Miller

### AGENDA DETAILS

**I. CALL TO ORDER - HPA Purpose Statement 6:00 PM - Devaki called meeting to order at 6:09 PM**

- A. Approve Agenda - Elise motioned to approve, Whitney seconded, motioned passed.
- B. Approve August Meeting Minutes - Elise motioned to approve, Whitney seconded, motioned passed.

**II. EXECUTIVE DIRECTOR REPORT 6:05 PM – 6:45 PM**

- A. CMAS Results
  - 1. Celebration/CSI Annual Performance Report
    - a) Board discussed celebrating growth results with full staff and with families when results are sent home
- B. Policy:
  - 1. Assessment Calendar
  - 2. Employee Handbook
  - 3. Seclusion and Restraint
- C. Enrollment
  - 1. Currently at 630 students
- D. Staffing
  - 1. Working to fill vacant roles

**III. COMMITTEES (Finance/SAC) 6:45 – 7:00 PM**

- A. Finance Committee update
  - 1. Update from Meredith
    - a) Headline: Ended last year strong, beginning this year strong. Staffing needs are the largest change, but implications are manageable. Considering hiring a new cleaning crew.
- B. Budget Review
  - 1. Budget - October: Resolution for Annual Audit (approve auditor), Assurance for

Financial Accreditation due to CSI, projections for October count, budget amendments

- C. Moody's Rating
  - 1. AA rating, trending to be AAA

**IV. BOARD BUSINESS 7:00 – 7:15PM**

- A. Recruitment
  - 1. Blast to parent community
  - 2. Aiming to recruit at least 1 board member by end of calendar year
- B. Director Oaths
  - 1. Director of Operations collecting and filing Oaths
- C. Board Elections
- D. Bylaws - attendance
- E. Board Inventory
  - 1. Devaki will distribute to Board members
- F. Board/Individual Assessment due to CSI September
  - 1. Devaki will distribute to Board members
- G. Charter School Board Governance Compliance training
- H. UIP - updates and approval if any
- I. ED Goals and mid year eval date set
- J. Emails/website updates - Need to decide which email domain board will use

**V. PUBLIC COMMENT 7:15 PM – 7:30 PM**

- A. No attendees for public comment

**VI. APPROVAL ITEMS 7:30 PM – 7:50 PM**

- A. School policy approvals - handbooks, etc.

**VII. NEXT MONTH DISCUSSION 7:50-7:55**

- A. ED Goals
- B. Hold time for candidate interviews

**VIII. ADJOURN 7:55 - 8:00 PM**

- A. Devaki motioned to adjourn, Elise seconded. Meeting ended.

**HPA Purpose Statement: At High Point Academy, we work in partnership with diverse families and the community to engage scholars in holistic, equitable, interdisciplinary, and dynamic learning, providing an environment where scholars are able to achieve more than they thought possible for themselves. We foster a culture of respect, collaboration, community, and curiosity to prepare our scholars to be life-long learners and responsible humans.**