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Calibre Academy, Inc. Governing Board

Board Meeting Minutes

February 1, 2023

I. Call to order

Shannon Smith called to order the regular meeting of **Calibre Academy, Inc. Governing Board** at **4:30 p.m.** on **February 1, 2023** at **ThrivePoint High School Grover, 4744 W. Grovers Avenue, Glendale, AZ 85308**

II. Roll call

Kelly Marble conducted the roll call. The following board members attended the board meeting: Danell Stephenson, Julita Deddo, and Shannon Smith were present. Board member Kelly Hicks was not in attendance. All board members called into the meeting via Google Meets. The public was also able to attend the meeting via the call in number at 443-598-2677 PIN: 157 353 475#. Roland Canotal, Cory Cavanah, Rebeca Venegas and Lindsay Perez also attended.

III. Open Issues

None discussed at this time.

IV. New Business

Approval of Minutes from Last Meeting

Kelly Marble asked the board members if they received a copy of the October 13, 2022 Board Meeting Minutes for their review. All of the board members acknowledged receipt of the September 22, 2022 board meeting minutes.

Shannon Smith made the motion to approve the minutes.

Danell Stephenson seconded the motion to approve the minutes.

Shannon Smith, Julita Deddo and Danell Stephenson voted in favor of the motion to approve the minutes.

Approval of the Gifted Scope Sequence

Kelly Marble asked the board members if they all received a copy of the Gifted Scope Sequence and all members acknowledged having received the Gifted Scope Sequence.

Shannon Smith made the motion to approve the Gifted Scope Sequence.

Danell Stephenson seconded the motion to approve the Gifted Scope Sequence.

Danell Stephenson, Julita Deddo and Shannon Smith voted in favor of the motion to approve the Gifted Scope Sequence.

Approval of the SPED Policy and Procedures

Kelly Marble asked the board members if they all received the SPED Policy and Procedures and all members acknowledged having received the SPED Policy and Procedures. Lindsay Perez explained that Calibre is in cycle year 1 for state monitoring with the Arizona state of education. Lindsay went on to explain to the board members that our current policies were just a template and not individualized so Lindsay met with Rebeca Venegas and Sharon Kaplan to go over the policies and individualize them. Kelly Marble asked the board if they had any questions and they did not. Shannon Smith explained that this is the first year that Lindsay Perez and her team have worked with Calibre and Shannon also let the board know that Lindsay and her team have worked with ThrivePoint for a couple of years. Shannon Smith let the board know how much we appreciate all that Lindsay's team as done for us that that we love working with them.

Shannon Smith made the motion to approve the SPED Policy and Procedures.

Danell Stephenson seconded the motion to approve the SPED Policy Procedures.

Danell Stephenson, Julita Deddo and Shannon Smith voted in favor of the motion to approve the SPED Policy and Procedures

Approval of the 2023/2024 Calendar

Kelly Marble asked the board members if they all a copy of the 2023/2024 draft calendar and all members acknowledged having received the 2023/2024 draft calendar. Kelly Marble asked the board members if they had any questions regarding the calendar and they did not.

Shannon Smith made the motion to approve the 2023/2024 Draft Calendar.

Danell Stephenson seconded the motion to approve the 2023/2024 Draft Calendar.

Danell Stephenson, Julita Deddo and Shannon Smith voted in favor of the motion to approve the 2023/2024 Draft Calendar.

Approval of the Check Detail July 2022 – December 2022

Kelly Marble asked the board members if they all received the Check Detail for July 2022 to December 2022 and all members acknowledged having received the Check Detail for July 2022 to December 2022. Roland Canotal explained that the check detail is a list of checks that CBO has paid on our behalf. Roland let the board member know that all of the invoices have been reviewed and can provide documentation at the board's request. Kelly Marble ask the board members if they had any questions and they did not. Shannon Smith did thank CBO for all of the work they do on our behalf.

Danell Stephenson made the motion to approve the Check Detail for July 2022 to December 2022.

Shannon Smith seconded the motion to approve the Check Detail for July 2022 to December 2022.

Danell Stephenson, Julita Deddo and Shannon Smith voted in favor of the motion to approve the Check Detail for July 2022 to December 2022.

Approval of the One-Time 2022 Employee Bonuses for Retention/Performance

Kelly Marble asked the board members if they all received a copy of the One-Time 2022 Employee Bonuses for Retention/Performance and all members acknowledged having received the One-Time 2022 Employee Bonuses for Retention/Performance. Roland Canotal explained that in September of 2022 all of the teachers were awarded bonuses for their work performance especially for the additional work to address the learning laws from the COVID 19 pandemic.

We are recommending that the board members retroactively approve these bonuses using the ESSER funds. Kelly Marble asked the board if they had any questions. Danell Stephenson wanted to know what the requirements were for the teachers to receive this bonus. Shannon Smith explained that Rebeca and Sharon put together the criteria bases on the number of years of service in their roles along with getting satisfactory reviews. Rebeca Venegas further explained that they also took into consideration if they went above and beyond what they are supposed to be doing and their test scores.

Shannon Smith made the motion to approve the One-Time 2022 Employee Bonuses for Retention/Performance.

Danell Stephenson seconded the motion to approve the One-Time 2022 Employee Bonuses for Retention/Performance.

Danell Stephenson, Julita Deddo and Shannon Smith voted in favor of the motion to approve the One-Time 2022 Employee Bonuses for Retention/Performance.

Approval of the Safe Return to in Person Learning Plan

Kelly Marble asked the board members if they received a copy of the Safe Return to in Person Learning Plan. All board members acknowledged receiving the Safe Return to in Person Learning Plan. Roland explained that there were no changes form the last Safe Return to in Person Learning Plan that the board approved. Roland let the board know that every 6 months the plan needs to be reviewed. Kelly Marble asked the board if they had any questions and they did not.

Shannon Smith made the motion to approve the Safe Return to in Person Learning Plan.

Danell Stephenson seconded the motion to approve the Safe Return to in Person Learning Plan.

Danell Stephenson, Shannon Smith and Julita Deddo voted in favor of the motion to approve the Safe Return to in Person Learning Plan.

Approval of the Contract Comparability Analysis

Kelly Marble asked the board members if they all received the Contract Comparability Analysis and all members acknowledged having received the Contract Comparability Analysis. Cory Cavanah explained that as part of the annual audit they needed to come up with a comparability study for the services provided by Learning Matters, which include curriculum, learning management system and all the management and business services needs that are part of the Learning Matters contract. Along with the audit, we were asked to come up with a comparable study to show how Learning Matters fees compare to other vendors. Cory also is asking the board to approve bringing back the comparability study each year. Kelly Marble asked the board members if they had any questions and they did not.

Danell Stephenson made the motion to approve the Contract Comparability Analysis.

Julita Deddo seconded the motion to approve the Contract Comparability Analysis.

Danell Stephenson and Julita Deddo voted in favor of the motion to approve the Contract Comparability Analysis. Shannon Smith did not vote.

Approval of the LMEG January 2023 Invoice

Kelly Marble asked the board members if they all received a copy of the LMEG January 2023 Invoice and all members acknowledged having received LMEG January 2023 Invoice. Cory Cavanah explained that per the contract with Learning Matters the fees adjust every semester and we just wanted to be totally transparent with the board and bring forth what those revised invoices are based on some enrollment growth that Calibre's had. If there is no growth change then the invoice stays the same. Kelly Marble asked the board members if they had any questions and they did not.

Danell Stephenson made the motion to approve the LMEG January 2023 Invoice.

Julita Deddo seconded the motion to approve the LMEG January 2023 Invoice.

Danell Stephenson and Julita Deddo voted in favor of the motion to approve the LMEG January 2023 Invoice. Shannon Smith did not vote.

Agenda Item for Discussion:

- **December 2022 Financial Summary**
- **Actuals to Budget**
- **Balance Sheet**

V. Adjournment

Shannon Smith adjourned the meeting at 4:55 p.m.

Minutes submitted by: Kelly Marble