

**Academy Adventures Midtown  
School Governing Board  
Meeting Minutes**

3025 N. Winstel Blvd., Tucson, AZ 85716

Meeting conducted via Zoom

**June 29, 2020 @ 11:00 AM**

**1. Call to Order, Role Call**

The meeting was called to order at 1:09 PM by Cathy Rex

Members Present: John T. Penczar (present via Zoom), Cathy Rex (present via Zoom), Carol Towner (present via Zoom)

Member Absent: Nikki Pitman

Public: Angela Towner, Earl Doran, David DeConcini, Gary Best, Megan Mycek Gilbert & Patricia Campbell (all present via Zoom)

**2. Approval of Meeting Minutes from June 12, 2020**

*Corrections need to be made to the Minutes:*

*Earl was in attendance by Zoom, not via telephone*

*Ed Ahead was the Board that approved the Consent Agreement*

***Motion by Ms. Cathy Rex/second by Mr. Jack Penczar - The Board unanimously voted to approve the minutes with the discussed corrections.***

*Nay Votes – 0; Yay Votes: Carol Towner, Jack Penczar & Cathy Rex*

**1) Review, Discuss and Approval Proposed FY21 Budget**

Board Members received a copy of the Proposed Budget to review and discuss any questions and/or recommend any changes. Questions presented by the Boards:

Request for an explanation between the Expenses and Budget and how many children the budget was based on. The budget was figured on 40 students, last year it was based on 70 students. When going through and doing the proposed Mr. Penczar made some errors in calculations that were pointed out by Board members. As he explained that is why we have a proposed budget so that changes could be made and discussed.

Budget is important to figure out state budget. The errors pointed out by the Boards will be corrected and reflected in the Adopted budget which will be discussed at the next meeting.

***No Motion by School Board Needed***

**3. Discuss and Approval Policies and Procedures**

Unlike larger districts, we do not have a whole book that is dedicated to Policies and Procedures because many do not apply with such a small district/school. However, as things change with the State, they are requiring more and more written policies and procedures. Mr. Penczar did some research and most of what he could find were very inappropriate for such as a small district/school.

The Superintendent does not want to be encumbered by large policies but have the ability to have some flexibility as needed.

Mr. Penczar acknowledges that we will need to put together additional Policies and Procedures to meet the states requirements. The manuals will be divided by the School Board, School and Ed Ahead Board. Mr. Penczar would like to include Policies and Procedures that are already in place such as the Student/Family Handbook and Administration Handbook for staff.

The Superintendent is asking the Boards to give him the ability to develop and assemble a comprehensive Policy and Procedure Manual that will meet the requirements of the state and reflect how the LEA will communicate with the state. To ensure that the information is correct, Mr. Penczar will work with lawyers to ensure that all Policies and Procedures are legal.

***Motion by Ms. Cathy Rex/second by Ms. Carol Towner - The Board unanimously direct the Superintendent to assemble and develop comprehensive Policy and Procedure manual to meet the requirements of the State of Arizona and to incorporate previously developed staff and student handbooks and any other policies already approved.***

*Nay Votes – 0; Yay Votes: Carol Towner & Cathy Rex; Jack Penczaar recused himself from the vote*

#### **4. Renewal of Board Approval for Superintendent**

Every year or so, the Ed Ahead gives the Superintendent approval for making decisions on behalf of the Board. The previous motions is as follows:

*Renewal of Board Approval for Superintendent, John Penczar, to act on behalf of the Ed Ahead, Inc. Board for all purposes in the conduct of the business of the corporation including but not limited to: The handling of money manners, personnel matters and the negotiating and signing of documents that obligate the corporation. The Board also further authorizes Mr. Penczar to act as its voice and signatory in all matters that come before the Academy Adventures Midtown Board and the Arizona State Board for Charter Schools.*

Mr. Penczar is requesting that some of the verbiage be changed, such as Superintendent and/or designee so that, for example, Angela has approval to work with the state regarding Attendance and Tricia has approval to work with the people at the National School Lunch Program.

Although the School Board does not vote on this matter, he wanted to make sure they were aware of the policy.

***No Motion by School Board Needed***

#### **5. Review and Approve the use of 301 Classroom Site Fund Monies**

Mr. Penczar discussed how 301 Classroom Site Fund monies are to be used (20/40/40). He would like to utilize some of the funds for bonuses to some of the staff and would like permission to carry money forward as needed.

***No Motion by School Board Needed***

**6. Set up Next Board Meeting**

Monday, July 13, 2020 @ 11:00 AM

**7. Call for Public Comment**

No public comment.

**8. Adjournment**

***Motion by Ms. Cathy Rex/second by Mr. Jack Penczar - The Board unanimously voted to adjourn at 11:53 AM.***

*Nay Votes – 0; Yay Votes: Carol Towner, Jack Penczar & Cathy Rex*