**Vista College Prep Board Meeting Minutes**

Date: January 29, 2014

Location: Vista College Prep, 816 S. 6th Avenue, Phoenix, AZ 85003

Board Members Present: Charles Mitchell, Cassie Breecher, Kelly McManus, Dawn Kennedy, and Irene Carroll

Board Members Absent: Katherine Cecala and Chris Dang

Staff Present: Julia Meyerson

The meeting was called to order by Charles Mitchell, Chair, at 5:41 p.m.

**Agenda Item – Minutes and Agenda**

Ms. McManus reviewed the minutes from previous meeting. Ms. Kennedy moved to approve minutes from last meeting; Ms. Breecher seconded. Motion carried.

The board reviewed the agenda for today. Ms. Kennedy moved to approve today's agenda; Ms. Breecher seconded. Motion carried.

**Agenda Item – Call to the Public**

Mr. Mitchell made a call to the public. No one made a comment.

**Agenda Item – Executive Director’s report**

Ms. Meyerson reviewed the Executive Director's report. The board changed the February meeting to February 24th, and the March meeting was moved to March 24th. KaBoom! day is March 28th, and we need to provide 100 volunteers. The board initiated a conversation about the long-term facility plan.

**Agenda Item – Academic Achievement Committee report**

Ms. McManus reviewed the academic dashboard, and the board discussed academic progress and opportunities to recognize the teachers.

**Agenda Item – Finance Committee report**

Ms. Meyerson presented the finance and operations dashboard.

Ms. Meyerson shared an opportunity to hire a VISTA volunteer through Hands On Greater Phoenix for April through April. The board discussed the opportunity. Ms. Kennedy moved to approve the expenditure for the VISTA volunteer. Ms. Breecher seconded the motion. The motion carried unanimously.

Ms. Meyerson shared the need to allow a $8,500 expenditure not in the budget for the KaBoom! playground. Ms. Kennedy moved to approve the expenditure for the KaBoom! fee; Ms. Breecher seconded the motion. The motion carried unanimously.

The conversation about the audit was tabled for the following meeting.

**Agenda Item – Development Committee**

Ms. Kennedy discussed the results of the tax credit campaign and discussed the need to continue engaging donors. The board discussed the next year's development goals and potential events.

**Agenda Items – Other Business**

Ms. Meyerson discussed the proposed language change for the Student and Family Handbook around kindergarten admittance. Ms. Kennedy moved that we change the language around kindergarten admittance to read, "Children are eligible for kindergarten if they are five years of age by August 31st. Children may also be considered for kindergarten through an early eligibility process if they will be five years of age between September 1st and December 31st". Ms. Breecher seconded the motion. The motion carried unanimously.

Ms. Meyerson shared draft changes to the Board Manual to our finance processes. Ms. Kennedy moved that we amend Board Manual as described, and Ms. Breecher seconded. The motion carried unanimously.

There being no further business to be transacted, and upon motion duly made, seconded, and approved, the meeting was adjourned at 7:07 p.m.

Dated and posted this 29th day of January, 2014.

Respectfully submitted,

Kelly McManus, Secretary