**Truxton Academy Charter School**

**Annual Board Meeting**

**June 13, 2022**

Notice was provided on our website, www.truxtonacademy.org on Monday, June 6, 2022.

A quorum of 7 trustees out of 8 total number of trustees was present as follows:

**Members Present:** Stuart Young, Tom Brown, Sarah Stevens, Krysta Austen, Korinne L’Hommedieu, Dave Amberg, and Beth Klein.

**Members Absent:** Cindy Denkenberger

**Others present:** Patty Dawson, Sara Petit-McClure, Leaf Carmer, Kathie Arnold, and Matt McIntyre. Chelsea Lembo joined remotely.

President Stuart Young called the meeting to order at 7:02 pm.

**Pledge of Allegiance**

**Approval of Minutes**

Minutes for the Regular Meeting May 9, 2022 were presented. Having no objections, minutes were accepted as presented. Approved.

**Community Comments**

Sarah Stevens shared a “thank you” from the Cortland youth hockey for our donation in their program.

Kathie Arnold announced the Truxton Community Center annual meeting to be held on 6/21 at 7pm. All are welcome. They will be honoring Carl & Janie Hinkle as well as Jim Vanwagenen.

**School Report**

Report from Chelsea Lembo, our grade 4 teacher. Her students have been planting in the garden. Students first planned out the garden starting with 4 teams in small groups. The data analyst team – gathering necessary info from seed packets, instructions, germination time, etc. The landscaping company - drew out plots. The fence company – measured out and planned the fence. The greenhouse keepers – planned for planting. The teams eventually dissolved into the whole class again finalizing the project. They have been working with grade 2 students building support lattices, and will be weeding tomorrow. Students also participated in Ag-stravaganza at the fairgrounds. They met alpacas and a calf. Next year the school will plan to have their own info center for others to visit. Students have been working on short stories in ELA. They have been allowed more freedom in blocks of academic time, and it has been noticed that when they can choose when to write, they are more engaged. They have enjoyed sharing their stories with each other. They had a blast at Field days, even though they all got wet. Her students will be interviewing the HOS candidates this week. They have been formulating questions, learning how that will help pick a good fit for Truxton Academy, questions like “what is your favorite color” vs. “how would handle a certain situation”. This prompted one suggestion “do they even like kids?” Students also worked on choice boards which gave options on how they want to process the beginning to end of the school year. Some are creating board games; some are making a slide show. They are producing very thoughtful projects. Students are also looking forward to their hike on Thursday to Tinker’s Falls.

Korinne asked Chelsea about the students transition when she started. She shared that at first, they were hesitant as they had experienced a lot of change. She is confident that over the course of the year, they have learned to trust her and she is very happy to be staying with this class for grade 5 next year.

Sara Petit-McClure reported that assessments are still taking place. She will continue to share results as she has them. MAP growth will show how we have scored in Math at the end of year. She again reminded that they are normed on pre-covid data.

Krysta Austen asked about having materials available to our incoming students before they enter Kindergarten. Tom Brown agreed this would be a good idea and would be willing to help put together materials. Leaf Carmer mentioned what has been previously done with Mrs. Francis’s help. Krysta Austen offered to set up summer “get togethers” to share materials and encourage parents. After considering feasibility, we should be able to do this. Beth Klein suggested tracking students that have been noted coming in not as prepared, and to see how they have caught up by grade 2-3. Sara will look into this.

Leadership Council

Report attached. Committee acted to add Leaf Carmer, for an Admin/Operations perspective. The monthly survey will include the support team going forward.

Discussed hiring an Ag teacher, quarter time, replacing un-hired music position. The consensus is they do not need to be a certified teacher. Sara suggested we post both positions and see what we get for applicants, as that has been the challenge we face. Kathie offered the RLL committee to collaborate with the job description creation and oversight of this position.

Motion by Tom Brown, seconded by Krysta Austen to create a quarter time position of Rural Life Lab teacher, not to exceed the cost of the un-filled music teacher position. All in favor, none opposed. Motion carried.

A question was raised regarding the retirement plan time line, specifically the board’s commitment to matching NYS plan. Tom Brown stated that he could begin looking into options. Patty noted that the board’s plan has always been that this would be researched after our 5-year renewal. Beth suggested to start upping a little at a time now to meet teachers’ requests. Tom again stated that he would look into it.

Beth reported that her SUNY Cortland team will focus on Ag PBL and nature-based learning to help fulfill our Rural Life Lab vision.

**Board Committee Reports**

*Finance Committee*

Treasurer’s Report attached.

Korinne reported that our balance is currently $635k. Our dissolution fund has reached the required $75k. 2021-2022 actual spending vs. budget – YTD revenues are higher than budgeted, partly from school lunch reimbursement. Projecting $52k higher on income, actual expenses lower than what we had budgeted, total net balance fund $145,000, with 2% going to the fund balance reserve. This is partly due to open positions.

Finance Committee

Proposed 2022-2023 Budget Presentation - Summary and actual attached. Fund balance would be $108.00.

Motion by Beth Kelin, second by Dave Amberg, to approve the budget as presented. All in favor. None opposed. Motion carried.

*Personnel Committee*

Report attached. Action items require Executive session – will hold at end of meeting.

*Facilities Committee*

No report submitted. Organizing room move for next year. Volunteers are welcome.

*Curriculum Committee*

No report submitted. Beth Klein reported that the committee is looking at student math issues. Teachers will be reaching out to McGraw Elementary whose students have been showing great improvement for possible collaboration. Sara Petit-McClure and Jenny Hull are connecting with DREAM Academy regarding their processes as well.

*Marketing Committee*

No report submitted. Patty reported that the Cortland County Dairy Parade was a great success with Truxton Academy winning Best Overall Float! The students were so happy!

**Special Committee Reports**

*Nutrition Committee*

No report submitted. Sara reported that we are able to get additional funding to offset expenses due to supply chain issues. It can be applied to minimally or unprocessed foods and we were allocated $20k. Kudos! This will work great for us as our milk, beef, and veggies are locally sourced.

*Professional Advisory Committee*

No report submitted. Jenny reported a summer program with SUNY ESF is in the works 4 days a week here and at Heiberg Forest. They are strongly encouraging students with deficiencies to participate.

*Transportation Committee*

No Report submitted.

*Educational Excellence Committee (Fundraising Committee)*

No report submitted. Dave reported an update on the dog biscuit fundraiser. Victor has established a way for this to be a sustainable fundraiser. They will be reviewing with Jenny Hull again on collaborating again with the after-school group.

*Rural Life Lab Committee (formerly Agriculture Committee)*

No report submitted. Kathie Arnold reported that the barn blueprints have finally been received. They had to request a few changes regarding snow load standards for NYS. Hoping to get revisions back soon so we can get sent to NYSED ASAP!

*Head of School Search Committee*

Report attached. Tom reported that after several meetings, and multiple interviews, the committee’s goal is to present finalists by June 28, 2022.

Stuart moved to approve reports as given. With no objections, reports are approved.

**Old Business**

The Executive Committee met and reviewed information pertaining to NYS Open Meeting Law changes. The committee recommends the Board go with Option 1: Return to the pre-pandemic rules for virtual meetings. The committee feels it is too challenging to meet the necessary requirements for remote board participation with our current technology. This issue can be revisited and amended at a later date when improvements can be made. The committee does recommend that we plan to live stream the meetings ASAP to the public to grow and improve engagement. It is also recommended to replace Zoom with Google meetings for remote access when needed.

Motion by Korinne L’Hommedieu, second by Tom Brown to retroactively approve returning to pre-pandemic rules for virtual meetings as of June 8, 2022. All in favor, none opposed. Motion carried.

Patty requested Committee Chairs review the attached list and to share any updated information for the 2022-2023 school year.

Stuart reported on the resignation of longtime volunteer Victor Siegle. Victor has played an integral role in the startup and success thus far of Truxton Academy and will be sorely missed. He has offered assistance in the transition of areas he oversaw such as Finalsite and marketing, The Keela fundraising software and his role on the Finance Committee with cost comparison and analysis.

**New Business**

Board Members with term expirations on June 14, 2022 are Korinne L’Hommedieu, Krysta Austen & Tom Brown.

Motion by Beth Klein, seconded by Sarah Stevens, to nominate Krysta Austen, Tom Brown and Korinne L’Hommedieu for another 3-year term expiring on June 14, 2025 as a Board of Trustee Member for Truxton Academy. Stuart Young moved the slate forward. Having no objections, Motion carried.

Board President Stuart Young, appointed Patty Dawson as Recording Secretary for another one-year term with no objections.

Reminders: Voting of officers for the 2022-2023 school year will be at our next regular meeting on July 11, 2022.

There will be a Special meeting of the Board of Trustees tentatively scheduled for Monday, June 27, 2022 at 7pm in the gymnasium at Truxton Academy, 6337 Academy Street, Truxton, NY 13158 to meet final candidates for the position of Head of School, pending final candidate selection and availability.

**School Events**

June 14 – Kindergarten and First graders Field Lesson to Tinker’s Falls

June 15 – 2, 3 & 4 graders Field Lesson to Tinker’s Falls

June 15– Kindergarten Graduation 5:30pm

June 20– No school Juneteenth Observation

June 23 – Last day of school for students

June 24- PD for teachers & Truxton Academy Team Luncheon 2pm

Motion to enter executive session to discuss specific persons salary and employment at 8:40pm by Korinne L’Hommedieu, second by Krysta Austen. All in favor. Motion carried.

Motion by Tom Brown, second by Beth Klein to exit executive session at 9:03pm. All in favor. Motion carried.

Motion by Tom Brown, seconded by Dave Amberg, to approve Ashley Riehlman for FT School Nutrition Program Director as of August 12, 2022. Also, to approve Crystal Lyon as .25 Teacher of the Arts, Raina Barber as FT 3 & 4 grade Teaching Assistant, and Laurie MacPherson as F/T Teaching Assistant effective August 17, 2022. All in favor, none opposed. Motion carried.

**Adjournment**

Motion to adjourn by Korinne L’Hommedieu, second by Sarah Stevens. All in favor. Motion carried. Meeting adjourned at 9:04pm.

Respectfully Submitted,

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Patty Dawson, Recording Secretary