



Board Meeting Minutes  
March 5, 2020 12:00 p.m.

**ATTENDING:**

Dr. Yanira Oliveras-Ortiz, Dr. Annamary Consalvo, Dr. Neil Gray, Dr. Wesley Hickey<sup>1</sup>, Ms. Angela Wright  
Dr. Jo Ann Simmons, Ms. Rachel Hawkins, Ms. Aimee Dennis, Ms. Jaclyn Pedersen, Ms. Jaema Krier, Ms. Christian Chesnut,  
Ms. Amber Martin

**OPENING:**

The board meeting of the UT Tyler University Academy was called to order at 12:06 p.m. by Dr. Oliveras-Ortiz on Thursday, March 5, 2020 in the UT Tyler Conference Room.

**1. Call to Order:**

Dr. Oliveras-Ortiz confirmed a quorum of Board members were present.

**2. Pledge:**

Pledge of Allegiance to the American Flag  
Pledge of Allegiance to the Texas Flag

**ACTION ITEMS:**

**3. Consent Agenda**

- Previous Minutes, January 16, 2020. Motion to approve with no changes except to add an "S" at the end of Dr. Oliveras-Ortiz's name in the future.  
1<sup>st</sup> motion: Ms. Wright, 2<sup>nd</sup> motion: Dr. Gray. Motion passed 4-0.

**4. Request Approval to File PD Calendar Waiver for 2020-2021**

- Dr. Simmons discussed the waiver is required by the state, if we want to take days off where staff will attend for PD, but students will not be in session.
  - The annual waiver allows to count days towards the 180 days students are required to attend because the staff are getting PD during that time. We are requesting 5 days to be utilized for the purposes of PD.
  - We will transition to a Leader in Me (LIM) campus which requires additional training to support our model. In the past, had to hire subs to meet our PD goals. With these additional days in the waiver, we do not need to fund subs for our PD.

1<sup>st</sup> motion: Dr. Consalvo, 2<sup>nd</sup> motion: Dr. Gray. Motion passed 4-0.

**5. Request Approval of 2020-2021 District Calendar**

- Dr. Simmons discussed how the calendar was developed by making comparisons between UT and the 3 largest school districts
  - Due to new requirements, pretty much impossible to align. Considered holidays, spring break, Christmas break, etc. When a large school district is closed and we are open, we have learned it impacts our attendance

1] Dr. Hickey was present; however, departed before he could sign in.

- 2020 first day of school will start on a Tuesday versus Monday after input from teachers and parents, much easier if we can do a 4-day week vs 5-day week. Potentially hold a back to school bash on that Monday.
- Aligned calendar with PD needs, bad weather days, and early release to be right before a holiday..other days are built around our data days
- Spring break aligns with UT and TISD
- Once approved, we will post on website and send to parents and turn into Region 7

1<sup>st</sup> motion: Dr. Gray, 2<sup>nd</sup> motion: Dr. Consalvo. Motion passed 4-0.

#### **6. Request Approval of 2020-2021 Board Meeting Calendar**

- Dr. Simmons stated that proposed board dates were strategically scheduled around holidays, University events, etc.
- Ms. Krier discussed, same structure as previous years. We skipped the 1<sup>st</sup> Thursday in Sept due to the Labor Day and the Conference. Same consideration for January, due to the holiday and our audit while completing before PEIMS. July was moved due to the July 4th holiday. This will also be posted on our website in the event parents want to attend.

1<sup>st</sup> motion: Ms. Wright, 2<sup>nd</sup> motion: Dr. Consalvo. Motion passed 4-0.

#### **7. Request Approval of Budget Amendments for 2019-2020**

- Ms. Chesnut discussed the budget amendments.
  - This First amendment is for the general fund. Decreased our fund balance by \$200K so that we can use those funds that we had previously planned to use on some maintenance projects and the vans [*vans were not purchased until this FY due to GM shutdown*]. Because we previously planned to use the \$200K in our fund balance and we didn't end up using it, all those expenses moved into this year instead of last year. On the expenditures, we are moving around salaries that are already budgeted, and expensed the \$200K for the vans and the maintenance projects.
  - Second amendment is for our non-governmental funds. Since we did not use all the funds on our grants, we used some of the funds for salaries, which we are pulling into the budget.
- Ms. Krier discussed that all three vans have been received, 2 are in service and 1 is pending registration.
- Ms. Krier reminded the board that more amendments will be required as the year progresses, but all amendments must be in place before 31 August.

1<sup>st</sup> motion: Dr. Gray, 2<sup>nd</sup> motion: Ms. Wright. Motion passed 4-0.

#### **8. Request Approval of Superintendent Appointment to Region 7 Advisory Committee.**

- Dr. Simmons discussed that this is an approval that we must seek each year since we are a part of Region 7. They want the signature of the Superintendent so that we agree to participate in certain co-ops.

1<sup>st</sup> motion: Ms. Wright, 2<sup>nd</sup> motion: Dr. Gray. Motion passed 4-0.

### **INFORMATIONAL ITEMS**

#### **9. Superintendent Report**

- Financial Updates
  - Ms. Chestnut reported the current University Academy revenue vs. expenses. Also discussed all non-governmental funds
- District/Campus Enrollment and Attendance
  - Dr. Simmons discussed the Academy's higher retention across campuses.
    - Attendance is at 96%. District Total is 820 - Tyler: 319, Longview 265, Palestine 236. Attendance rate is fairly good considering students and teachers have been out sick.

- We educate our teachers and students in the event they are sick, they need to say home. Attendance committee meets with parents and students in the event too many days are missed
- Ms. Krier stated that we sent out a newsletter from TEA to help educate parents.
- 2020-2021 Admissions Timelines
  - Once we return from spring break, commitment letters will go out for every child that is currently enrolled in the district. Parents will have to commit on whether they are going to return or not.
  - Lottery will be held on April 3
  - This information is posted on the website for parents.
  - Ms. Wright asked about the follow-up to the parents that are on the waiting list.
    - Ms. Krier replied that parents will be notified if 1) they were accepted in the lottery and they have until 1 May to let us know if they accept the slot, 2) or they were not selected via the lottery and you are now on the waiting list. We are currently accepting applications until lottery. This year, we will have processes in place to keep parents notified. If someone does not respond in the allotted time, they must reapply and move to the bottom of the list. Dr. Simmons stated this is such a big deal that the State will be creating a unified application process across the state for all charter schools. Will track and send all data to the state. Want to make sure that the process is fair across the state. This process also ensures that charter schools are selecting students based on equal standards.
- Campus Updates
  - Dr. Simmons discussed that the expansion in Longview will not be expanding in the 20-21 school year due to timing. We will be looking to continue conversations on a Longview expansion in the fall, because the wait list in Longview is continuing to grow as well as across the district. Very optimistic that we will have the opportunity to expand, but it needs to be the right time.
  - We are projecting to offer a hot breakfast and hot lunch here in Tyler as a scratch kitchen offering. We will have a director of food service that will also be the cook/with assistance from others. All food will meet national guidelines. After this process for 1 year, we will explore additional options, such as pre-prepping food here and shipping to Longview and Palestine OR we could add a kitchen at Longview in the event they get the opportunity to expand. Numbers are growing so we need to find ways to feed our students.
  - STAAR testing is coming up before we meet again
  - Fencing is being installed in Tyler and Longview
  - Paint all inside of classrooms over the summer
  - The playground is going to be installed in Longview since we met the campaign goal and soon in Tyler. PTO agreed to match dollar for dollar for the campaign.
- Administrative Updates
  - Dr. Simmons stated that we plan to send out a survey to the parents to determine if they prefer a flat school supply fee versus a supply list. We are working through the details. Parents did not like the technology insurance, so this next year we are considering a supply fee combined with a technology fee.

#### **10. Motion for Adjournment:**

1<sup>st</sup> motion: Ms. Wright, 2<sup>nd</sup> motion: Dr. Consalvo  
Adjournment occurred at 12:48 p.m.



Board Meeting  
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