

MINUTES
BOARD OF GOVERNORS REGULAR MEETING
The Academy of Tucson
December 6, 2021

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| 10720 E. 22nd. Street, Tucson, AZ 85748 Room 202 |
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- I. **Call to Order:** Mr. Howard C. Stewart, Jr. called the meeting to order at 5:00 PM.
- II. **Roll Call: Present:** Board Members, Mr. Howard C. Stewart Jr. Mr. Ivan English, Kirsten Stephens, Mrs. Marolyn Pierson and Dr. George Sokol and Mrs. Wendi Allardice, HS Principal and Ms. Bennie Gemello, Business Manager and Ms. Holly Halstead, Marketing & Recruitment Director. Guest: Yvonne Kaufman
- III. **Pledge of Allegiance:** Mr. Howard C. Stewart led.
- IV. **Approval of Minutes:** Mr. Howard C. Stewart, Jr. requested a motion to approve the corrected minutes for the board meeting held on November 1, 2021. Dr. George Sokol moved and Mrs. Kirsten Stephens seconded. Motion carried unanimously.
- V. **Approval of Agenda:** Mr. Howard C. Stewart, Jr. requested a motion to approve the agenda. Mr. Ivan English moved and Mrs. Kirsten Stephens seconded. Motion carried unanimously.
- VI. **Call to the Public/Oral and Written Petitions: None**
- VII. **ACTION ITEMS:** None.
- VIII. **Administrative Reports:**
 - a. **Board President, Mr. Howard C. Stewart Jr.:** Presented the board with a copy of our 990, Return of Organization Exempt Form Income Tax 2020.
 - b. **Superintendent, Mrs. Wendi Allardice**
 - i. **COVID update:** We have had additional cases on each campus that have required isolation (positive test). There was not any community transmission in the classes involved. We have also had students on each campus who have had to quarantine due to close contact. Our cleaning protocols and frequency are working and keeping our schools open. We have reiterated to parents to check students for symptoms and keep their child home if necessary.
 - ii. **Elementary School:**

Breakfast with Santa is scheduled for Saturday, December 4th and the expected turnout is 200 people. This coincides with the BOGO (buy one get one) Book Fair. Playground equipment is in! Although we had to shut down part of the playground to allow for installation, the students were excited to watch the progress every day. We continue to look for a music teacher/writing interventionist. The current after school activities and clubs will be assessed at the end of the semester and those with high turnout will be launched again in the Spring.

iii. **Middle School:**

We have hired a long-term substitute for the 6th grade science and social studies position vacated in mid-October. She has signed a contract to finish the school year. Math intervention with the help of professional development by math specialists has made a positive impact on our teachers with their new math curriculum.

iv. **High School:**

We have filled the vacant math position with a certified math teacher. She is working with the administration to finish out the semester and develop a plan for success in the Spring. She has experience teaching at both the middle school and high school level. The high school will be having short One-Act plays performed on Tuesday and Wednesday, December 7th and 8th. The combined MS and HS music concert will take place at Tanque Verde Lutheran Church on Friday, December 10th at 6:30pm.

c. **Business Manager, Ms. Bennie Gemello**

- i. All bank reconciliations completed
- ii. Current with accounts payable and accounts receivables.
- iii. Our grants are ongoing.
- iv. John C. Todd II will file our 990 for 2020.
- v. Performance pay will be paid 12/15/21.
- vi. We are expanding our account codes to identify each schools expense. This is to adhere to the School Level report for ADE.
- vii. Our 40th Day enrollment numbers were uploaded to the state for Kinder through 5th Grade = 190/172.5 (Kinder @.5FTE), 6th through 8th Grade = 179, 9th through 12th Grade = 179 total 548. The population report as of 11/30/21: K-5 = 188, 6th through 8th Grade = 180, and 9th through 12th Grade = 174 total 542.

d. **Marketing & Recruitment Director, Ms. Holly Halstead**

- i. Open Houses from 4:00 to 6:00 PM at all schools scheduled for the first Tuesday of the Month except for January (will be the second Tuesday) 1/11, 2/1, 3/1, 4/5 and 5/3.

- ii. Contacting schools, preschools, day cares etc to advertise for our open houses. I am also sending out mailers and advertising online.
- iii. On 12/7/21 delivered a presentation at La Paloma Lakeside for their seventh and eighth graders.
- iv. Scheduled presentations with DaVinci, Lehman and Legacy schools.
- v. Researched advertising with Tucson Lifestyle, Desert Lear, and Vail Style. Vail Style's Advertisement space cost starts at \$395 for 1/8 of a page for one month. Waiting to hear from Desert Leaf and Tucson Lifestyle for their rates.
- vi. Creating a newsletter to give out at our Open Houses.

IX. Consent Agenda: Expense Vouchers #5 and Payroll Vouchers #9 and #10. Mrs. Kirsten Stephens moved and Mr. Ivan English seconded. Motion carried unanimously.

X. Board Remarks: Mrs. Kirsten Stephens indicated that Raytheon is using Benevity for their charitable contributions. Giving Tuesday Raytheon will match the gift 2x. She will be contributing her Tax credit to the Academy through this venue. Thursday, December 9, 2021 Mrs. Stephens and her Rotary club will come by the Elementary School and provide dictionaries to our students.

Mr. Howard C. Stewart Jr. changed the next meeting to January 10, 2022 at 5:00PM.

XII. Adjournment: Mr. Howard C. Stewart, Jr. adjourned the meeting at 6:00PM. The next meeting will be Monday, January 10, 2022 at 5:00 pm.

December 6, 2021

Bennie Gemello, Business Manager

Date Board Approved