



**Minutes of the Board of Directors  
November 29, 2021**

The meeting was convened by Kelly Braverman at 4:05 P.M via Zoom. Roll call was taken, the following were present:

**Board:**

|                 |                  |
|-----------------|------------------|
| Kelly Braverman |                  |
| Bill Harris     | Madeline Priest  |
| Sarah Lofton    | Alex Simonton    |
| Mike Mason      | Matt Tait        |
| Michael North   | Aaron Williamson |

*Votes were taken by verbal role call for each topic requiring a vote. All Motions were carried unanimously by all board members in attendance.*

**Staff/Others:**

|   |                                     |
|---|-------------------------------------|
| Kelly Herron, USI Executive Director        | Jessica Parson, VAR-EL Principal    |
| Jessica Kohlmeyer, Director of Academics    | Bilen Mulugeta, VAR-MS Principal    |
| Janie Seivers, Director or Business Affairs | Chrystal Westerhaus, AMMS Principal |
| Sean Dunlavy, Director of Development       | Kandis Pearson, AMA Principal       |
| Lori Thompson, Indigo43                     | Laura Burton, USI Business Manager  |
| Amanda Meko, Greenwalt CPAs                 |                                     |

**Public Comments:**

**Connect To Purpose:**

Jessica Parson was excited to present Vision Academy’s first ever Canned Food Drive. Students were given different incentives to participate, including a pie in the face to a teacher! The drive was a great success as we exceeded our goal of 1000 cans.

**Approval of Minutes**

The September 27, 2021 Public Meeting minutes were presented.

**MOTION: Approve the minutes, as presented.**

**Bill Harris made the motion, Madeline Priest seconded. Motion carried.**



**Finance Committee Brief:**

**Financial Statement Summary  
For Period Ending October 31, 2021**

|                                    |           |  |                     |
|------------------------------------|-----------|--|---------------------|
| <b>Cash on Hand:</b>               | 2,456,168 | <b>Days Cash on Hand</b>                 |                     |
| <b>Investments:</b>                | 184,306   | <b>All Funds</b>                         | <b>Unrestricted</b> |
| <b>Total Funds Available:</b>      | 2,640,474 | <b>(OEI)</b>                             | <b>(Bond)</b>       |
| Restricted:                        | 370,749   | AMA: 79                                  | 78                  |
| Unrestricted                       | 2,269,725 | VAR: 69                                  | 67                  |
| <b>Accounts/Grants Receivable:</b> |           | AMMS: 57                                 | 60                  |
| Title I                            | 412,212   | USI: 346                                 | -11                 |
| Federal Special Ed                 | 68,616    | Consolidated: 73                         | 63                  |
| CARES/GEERS                        | 690,054   | Projected 6/30/21 DCOH:                  | 102                 |
| CSP                                | 28,444    | <b>Debt Service Coverage projection:</b> |                     |
| School Lunch                       | 270,335   | Projected for 6/30/22:                   | 1.31                |
| Other                              | 38,124    |  |                     |
|                                    | 1,507,784 |  |                     |
| <b>Net Operating Income:</b>       |           |  |                     |
| Avondale Meadows                   | 187,511   | Budgeted:                                | 11,375              |
| Vision Academy                     | 226,913   | Budgeted:                                | 20,413              |
| Avondale Meadows MS                | 9,188     | Budgeted:                                | (76,854)            |
| USI                                | (35,591)  | Budgeted:                                | (45,615)            |
| Consolidated                       | 388,020   |  | (90,681)            |

- REVENUE:**
- State Basic Support is reconciled to estimated ADM count x actual per pupil
  - Private Funding is behind budget
  - Federal Funding has finally caught up to budget. We finally received approval on grants that were pending.
- EXPENSES:**
- Staff Training is over budget due to timing
  - School lunch is over budget, but offset by federal funding
  - All other categories are within 10% of budget
- CASH TRANSFERS:**
- No transfers for Oct

**MOTION: Motion to accept the October 31, 2021 financials, as presented. Michael North made the motion, Matt Tait seconded. Motion carried.**

- Kelly Herron proposed a new policy allowing for a Paid Parental Leave for parents of newborns or adoption. The policy is to be implemented retroactive to July 1, 2021.

**MOTION: Motion to accept the Paid Parental Leave Policy (see Appendix A). Madeline Priest made the motion, Sarah Lofton seconded. Motion carried.**

- Janie Seivers presented the Open Enrollment insurance options and premiums for 2022. There are no changes to the plans or to the premium amounts staff will be required to pay. The company did see an increase of 5.9% while the budget reflected 15%. USI will absorb the increase and will not be passing it on to the employees.

**Governance Committee Brief:**

- In January, the governance committee will begin working on the slate of officers for upcoming year.
- The committee continues to look for potential board members focusing on HR, Public Relations, and Marketing.

**Development Committee:**

- Celebrating Philanthropy Week. Our community unites one week each year in supporting our students and schools. Philanthropy Week began last week and ends with a big celebration on GivingTuesday **(Tuesday, November 30<sup>th</sup>.)** Our goal is to encourage 100 donors to participate in hopes of raising \$10,000 for programs and students that assist students.
- Cornerstone Society plaques are displayed in the main entrance to each of our schools. There are currently 66 Cornerstone Society members.
- During our 2021 *Building Minds...Changing lives* event, patrons were given an opportunity to support students with a gift of \$2,500 and name a college for a classroom of their choice at Vision Academy at



Riverside. Six donors participated and three have already visited their classroom. For example, Alex Choi & family adopted the 7/8 ELA classroom and named the classroom for Harvard. Alex will be visiting his classroom on December 2.

- On November 17, Rose Mays hosted “Breakfast in Riverside” at Vision Academy. Rose and six community leaders learned out the school and students before touring the school. The following is a picture from the breakfast.

**Academic Committee:**

- Our 3<sup>rd</sup> graders will begin taking IREAD assessments within the next two weeks. Teachers have been preparing by adding addition interventions for those students in need.
- Grades 3-8 will also be taking a mock ILEARN assessment in preparation for real test in April.
- The first session of tutoring is wrapping up as we close out the first semester.

**School Dashboards**

|   |
|---|
| <p><u>AMA</u><br/> <i>High: After the most recent walk-thru of the building, we were able to identify the need to help our students regulate their emotions. We held a PD session to help our teachers understand and implement new practices to help our students. We are already seeing our students put the helps into practice.</i></p> |
| <p><u>AMMS</u><br/> <i>High: Our attendance is at 94.7%! This has not come easily but it is good to see the fruit of our efforts!</i></p>   |
| <p><u>VAR-MS</u><br/> <i>High: We are seeing our restorative practices begin to work as we are starting to see the effects in our suspension rates!</i></p>   |
| <p><u>VAR-EL</u><br/> <i>High: Even with continued turnover, we have been able to remain fully staffed with highly qualified teachers!</i></p>  |

The Board meeting moved into an Executive Session at 4:55 p.m., the subject matter was Ind. Code (5-14-3-4(b)(9))

“To discuss a job performance evaluation of individual employees.”

No votes were taken at the Executive Session, the meeting dismissed at 5:15 p.m.

ATTEST:   
Matt Tait, Board Secretary

02/24/2022  
Date



## Appendix A

### **Paid Parental Leave Policy**

The administration of USI believes that parental leave for the birth or adoption of a child is necessary for employee self-care, work-life balance, and our retention efforts. Though under no obligation to provide parental leave, USI provides paid parental leaves of absence to all eligible staff members in accordance with applicable federal and state law.

For purposes of this policy, “parental leave” shall mean leave taken to bond with a newborn or placement of an adopted child.

#### Eligibility Requirements and Lengths of Leave

Pursuant to the terms of this policy, full-time staff members who have been employed by USI on a full-time basis for twelve (12) consecutive months are entitled to take the following paid parental leave:

- Up to two (2) weeks of paid bonding leave for parents to bond with their newborn or adopted child.

Parental leave may begin on the day of the birth or placement of the child with the staff member. Parental leave must be concluded no later than twelve (12) weeks after the birth or placement of the child with the staff member. In situations where both parents are employed by USI, USI reserves the right to require that their parental leaves run non-concurrently.

#### Requests for Parental Leaves of Absence

A staff member seeking parental leave for the birth or adoption of his or her child must submit a written request in advance to the Human Resources office. While exact dates of birth or placement for adoption may not be foreseeable, generally the expectation of a birth or adoption is known in advance. Therefore, staff members who anticipate such events should request parental leave at least thirty (30) days in advance of the birth or placement of an adopted child so eligibility can be determined, and plans can be made to cover operational needs during the absence. Where thirty (30) days advance notice is not possible, the staff member must give as much advance notice as possible under the circumstances.

Paid Parental Leave will run concurrently with FMLA. An employee on Paid Parental Leave, who meets the eligibility requirements of FMLA, will be placed on FMLA leave at the start of the Paid Parental Leave. If the employee meets FMLA eligibility during Paid Parental Leave, they will be placed on FMLA at that time.

The Human Resources office will approve all requests for parental leave in a manner fully consistent with USI’s policies.

#### Compensation and Benefits During Leave

Paid Parental leave covered under this policy will be paid at 100% of a staff member’s regular rate of pay, as of the day leave commences. For pregnant employees recovering from childbirth, payment will run concurrently with Short Term Disability and will be paid from a combination of Short Term Disability and USI’s normal payroll practices.

Any additional time off not covered by this policy will only be provided in accordance with applicable federal and state law and will require the staff member to apply accrued PTO, if any, up to the amount equaling 100 percent of the staff member’s regular rate of pay per workday.

## Document History

SignNow E-Signature Audit Log

All dates expressed in MM/DD/YYYY (US)

**Document name:** 02 Minutes 112921.docx  
**Document created:** 02/24/2022 20:27:37  
**Document pages:** 4  
**Document ID:** 7bc6ed9f1b9d490f99913dcbc033419483efba99  
**Document Sent:** 02/24/2022 20:28:26 UTC  
**Document Status:** Signed  
 02/24/2022 20:55:05UTC

**Sender:** jseivers@avondalemeadowsacademy.org  
**Signers:** tait.matt@gmail.com  
**CC:**

| Client                  | Event                 | By                                  | Server Time                | Client Time                | IP Address     |
|-------------------------|-----------------------|-------------------------------------|----------------------------|----------------------------|----------------|
| SignNow Web Application | Uploaded the Document | jseivers@avondalemeadowsacademy.org | 02/24/2022 20:27:37 pm UTC | 02/24/2022 20:27:35 pm UTC | 165.138.107.18 |
| SignNow Web Application | Viewed the Document   | jseivers@avondalemeadowsacademy.org | 02/24/2022 20:27:43 pm UTC | 02/24/2022 20:27:42 pm UTC | 165.138.107.18 |
| SignNow Web Application | Document Saved        | jseivers@avondalemeadowsacademy.org | 02/24/2022 20:28:22 pm UTC | 02/24/2022 20:28:21 pm UTC | 165.138.107.18 |
| SignNow Web Application | Viewed the Document   | tait.matt@gmail.com                 | 02/24/2022 20:54:11 pm UTC | 02/24/2022 20:54:11 pm UTC | 99.6.0.209     |
| SignNow Web Application | Signed the Document   | tait.matt@gmail.com                 | 02/24/2022 20:55:05 pm UTC | 02/24/2022 20:55:04 pm UTC | 99.6.0.209     |
| SignNow Web Application | Added a Text          | tait.matt@gmail.com                 | 02/24/2022 20:55:05 pm UTC | 02/24/2022 20:55:04 pm UTC | 99.6.0.209     |
| SignNow Web Application | Document Saved        | tait.matt@gmail.com                 | 02/24/2022 20:55:05 pm UTC | 02/24/2022 20:55:04 pm UTC | 99.6.0.209     |