

**Dynamic Minds Academy Board of Directors Meeting Minutes**  
**7/15/2021 5:30 pm**

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**Type of Meeting:** Monthly Board of Directors Meeting

**Meeting Facilitator:** Joel Harris – President

**Attendees:**

**Board of Directors:** Mary Lou Hulseman; Michael Gilbert; Rachel Deaton; Joel Harris

**Others:** Emily Gaskill; Kevin Davis; Samantha Bandy; Julie Brant Gordon; La Meca Perkins-Knight; Emilie Strange

- I. Call to Order
- II. Roll Call
- III. The Board approved the June 2021 Board Meeting Minutes (4-0).
- IV. Board Office Elections were held
  - a. Joel Harris was elected to be President of the Board (3-0)
  - b. Michael Gilbert was elected to be Vice President of the Board (3-0)
  - c. Bruce Breeden was elected to be Treasurer of the Board (4-0)
- V. The June Financials were reviewed and approved (4-0). There is \$384k yet to spend on the CSP Grant by the end of September.
- VI. Accept June Personnel Report (4-0)
- VII. Samantha Bandy presented an update on enrollment and marketing. Current enrollment is 101. Samantha reports that there is new interest being expressed due to another center stopping accepting a particular insurance that THS does accept.

- VIII. The TAG Policy update was approved (4-0)
- IX. The Health Policy Revisions were approved (4-0)
- X. The Employee Handbook Revisions were approved (4-0)
- XI. The Parent Handbook Revisions were approved (4-0)
- XII. Samantha presented highlights from the DMA Evaluation Plan for the 2021-2022 school year
- XIII. Joshua Wolf presented input from a group of teachers on ideas for improving the work environment for the teachers. Several of these have been implemented in the new Employee Handbook Revisions
- XIV. Michael Gilbert made a proposal to add blurbs for the Board of Directors on the website. The current Board of Directors information is old on the website and needs to be updated. Douglas Downey and Barbara Maschino need to be removed and Michael Gilbert and Rachel Deaton need to be added.
- XV. Education One presented their report on DMA
- XVI. Public Input
- XVII. Motion to adjourn (3-0)
- XVIII. Next Meeting: 8/19/2021, 5:30 pm. In person with zoom support.

**Dynamic Minds Academy Board of Directors Meeting Minutes**  
**10/21/2021 5:30 pm**

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**Type of Meeting:** Monthly Board of Directors Meeting

**Meeting Facilitator:** Joel Harris – President

**Attendees:**

**Board of Directors:** Bruce Breeden; Rachel Deaton; Joel Harris; Mary Lou Hulseman

**Others:** Emily Gaskill; Kevin Davis; Samantha Bandy; Aaron Wallace; La Meca Perkins-Knight; Emilie Strange

- I. Call to Order
- II. Roll Call
- III. The Board approved the September 2021 Board Meeting Minutes (3-0).
- IV. The September Financials were reviewed and approved (3-0).
- V. Accept September Personnel Report (4-0).
- VI. Samantha Bandy presented an update on enrollment and marketing. The count as of the meeting is 106. There are 7 students in the process of enrolling and are anticipated as being enrolled prior to the December count. There is an opportunity for a facilities grant. Marketing efforts include setting up DMA as a business on Google so it shows in search results.
- VII. Bruce gave an update on the update of the lease documents. Julie provided a lease document and Bruce made some recommended changes, which had not been agreed upon by Julie yet. A motion was made for Bruce to finalize the lease

- document with Julie including the changes proposed by Bruce to bring to the next Board meeting for approval. The motion passed (4-0).
- VIII. Samantha gave a brief update on the movement of the web site and DMA Facebook site control to DMA. Michael helped Samantha set up the appropriate accounts so that DMA is ready to take control of the site. DMA is waiting on THS to transfer ownership.
  - IX. Joel distributed the Code of Ethics and Conflict of Interest Policies pointing out that the board is supposed to review and sign these annually. All members of the board recently signed the Conflict of Interest forms. The members of the board are supposed to sign and forward these to Joel before the next board meeting.
  - X. In anticipation of needing to add board members in the next year, Joel distributed a proposal for a board recruitment process for consideration. The board will vote on adopting this process at the next meeting.
  - XI. Education One presented their report on DMA. The school leader evaluation is due in December.
  - XII. Public Input
  - XIII. Motion to adjourn (4-0)
  - XIV. Next Meeting: 11/18/2021, 5:30 pm. In person with zoom support.

**Dynamic Minds Academy Board of Directors Meeting Minutes**  
**9/16/2021 5:30 pm**

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**Type of Meeting:** Monthly Board of Directors Meeting

**Meeting Facilitator:** Joel Harris – President

**Attendees:**

**Board of Directors:** Bruce Breeden; Rachel Deaton; Michael Gilbert;  
Joel Harris

**Others:** Emily Gaskill; Kevin Davis; Samantha Bandy; Julie Brant Gordon;  
Aaron Wallace; Emilie Strange

- I. Call to Order
- II. Roll Call
- III. The Board approved the August 2021 Board Meeting Minutes (4-0).
- IV. The August Financials were reviewed and approved (4-0).
- V. Accept August Personnel Report (4-0).
- VI. Samantha Bandy presented an update on enrollment and marketing. Samantha has provided a new format for the summary that displays enrollments as well as withdrawals and reasons for the withdrawals. From January 2021 through September 16, 2021, the DMA count began and ended at 105. Throughout the year there were 25 enrollments and 25 withdrawals.
- VII. Samantha presented historic retention data for the littles, middles, and bigs for the 2019-2020 school year, 2020-2021 school year and the year to date 2021-2022. Overall, there was 74.5% retention in the first year, 74.5% in the second year, and

97.33% so far this year. 74 students have been enrolled since the first year. Samantha presented enrollment goals of 115 students enrolled by December 1<sup>st</sup>; increase student retention to 85% by June 30, 2022; DMA will survey the 74 “base” student families for the reasons they return each year. Joel presented a Facebook discussion thread showing a current family’s frustration with social connections not being made at DMA. Several ideas were discussed for DMA to facilitate more connections.

- VIII. The board approved a TAG policy update (4-0)
- IX. Bruce and Julie gave a brief update on an update on the lease. Julie will reduce the discussions into a document for the board to approve.
- X. Michael and Julie gave a brief update on the movement of the web site and DMA Facebook site control to DMA. It is currently in the beginning stages. Michael will get with Julie to get the domain and hosting moved between now and the next meeting.
- XI. There will be a Board Retreat for board training and strategic discussion for DMA on September 25, 2021.
- XII. Education One presented their report on DMA. They introduced a board governance metric.
- XIII. Public Input
- XIV. Motion to adjourn (3-0)
- XV. Next Meeting: 10/21/2021, 5:30 pm. In person with zoom support.

**Dynamic Minds Academy Board of Directors Meeting Minutes**  
**11/18/2021 5:30 pm**

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**Type of Meeting:** Monthly Board of Directors Meeting

**Meeting Facilitator:** Joel Harris – President

**Attendees:**

**Board of Directors:** Bruce Breeden; Rachel Deaton; Michael Gilbert; Joel Harris; Mary Lou Hulseman

**Others:** Emily Gaskill; Kevin Davis; Samantha Bandy; Aaron Wallace; La Meca Perkins-Knight; Emilie Strange

- I. Call to Order
- II. Roll Call
- III. The Board approved the October 2021 Board Meeting Minutes (5-0).
- IV. The October Financials were reviewed and approved (5-0).
- V. Accept October Personnel Report (5-0).
- VI. Samantha Bandy presented an update on enrollment and marketing. The December count was projected to be 110. Samantha is engaged in several initiatives to increase awareness of DMA in the community.
- VII. The Board discussed an Attendance policy. After discussion the policy was tabled for some rewrites (5-0). It is anticipated that the policy will be forwarded to the board electronically and will be approved by electronic vote. (5-0).
- VIII. Samantha Bandy presented the updated DMA Staff survey results including comparisons to the June survey. All questions resulted in an increase in scores from the from the June survey.

The question with the greatest increase had to do with recommending DMA as a place to work. The question with the lowest increase had to do with looking forward to coming to work.

- IX. The updated lease was reviewed and approved. Joel Harris executed the lease (5-0).
- X. Samantha and Michael indicated that the control of the website and Facebook has been transferred to DMA.
- XI. Joel Harris presented a proposed board recruitment process. The process was adopted (5-0). Michael Gilbert and Rachael Deaton will be board members on the subcommittee. We will invite participation from THS and DMA staff.
- XII. The board discussed the potential of a PTO organization. We have parents that want to be more involved in social events for the school and assisting support of teachers. It was observed that a PTO would need to be organized more than anticipated. Joel agreed to contact Education One regarding what other of their schools do for PTO organizations.
- XIII. Public Input
- XIV. Joel Harris moved to skip the December board meeting. Movement was adopted (5-0).
- XV. Motion to adjourn (5-0)
- XVI. Next Meeting: 1/20/2022, 5:30 pm. In person with zoom support.



**Dynamic Minds Academy Board of Directors Meeting Minutes**  
**11/18/2021 5:30 pm**

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**Type of Meeting:** Monthly Board of Directors Meeting

**Meeting Facilitator:** Joel Harris – President

**Attendees:**

**Board of Directors:** Bruce Breeden; Rachel Deaton; Michael Gilbert; Joel Harris; Mary Lou Hulseman

**Others:** Emily Gaskill; Kevin Davis; Samantha Bandy; Aaron Wallace; La Meca Perkins-Knight; Emilie Strange

- I. Call to Order
- II. Roll Call
- III. The Board approved the October 2021 Board Meeting Minutes (5-0).
- IV. The October Financials were reviewed and approved (5-0).
- V. Accept October Personnel Report (5-0).
- VI. Samantha Bandy presented an update on enrollment and marketing. The December count was projected to be 110. Samantha is engaged in several initiatives to increase awareness of DMA in the community.
- VII. The Board discussed an Attendance policy. After discussion the policy was tabled for some rewrites (5-0). It is anticipated that the policy will be forwarded to the board electronically and will be approved by electronic vote. (5-0).
- VIII. Samantha Bandy presented the updated DMA Staff survey results including comparisons to the June survey. All questions resulted in an increase in scores from the from the June survey.

The question with the greatest increase had to do with recommending DMA as a place to work. The question with the lowest increase had to do with looking forward to coming to work.

- IX. The updated lease was reviewed and approved. Joel Harris executed the lease (5-0).
- X. Samantha and Michael indicated that the control of the website and Facebook has been transferred to DMA.
- XI. Joel Harris presented a proposed board recruitment process. The process was adopted (5-0). Michael Gilbert and Rachael Deaton will be board members on the subcommittee. We will invite participation from THS and DMA staff.
- XII. The board discussed the potential of a PTO organization. We have parents that want to be more involved in social events for the school and assisting support of teachers. It was observed that a PTO would need to be organized more than anticipated. Joel agreed to contact Education One regarding what other of their schools do for PTO organizations.
- XIII. Public Input
- XIV. Joel Harris moved to skip the December board meeting. Movement was adopted (5-0).
- XV. Motion to adjourn (5-0)
- XVI. Next Meeting: 1/20/2022, 5:30 pm. In person with zoom support.

# Dynamic Minds Academy Board of Directors Meeting Minutes

## 1/20/2022 5:30 pm

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**Type of Meeting:** Monthly Board of Directors Meeting

**Meeting Facilitator:** Joel Harris – President

**Attendees:**

**Board of Directors:** Bruce Breeden; Rachel Deaton; Joel Harris; Mary Lou Hulseman

**Others:** Emily Gaskill; Kevin Davis; Samantha Bandy; La Meca Perkins-Knight; Emilie Strange; Kasey; KB

- I. Call to Order
- II. Roll Call
- III. The Board approved the November 2021 Board Meeting Minutes (4-0).
- IV. The November and December Financials were reviewed and approved (4-0).
- V. Accept November Personnel Report (4-0).
- VI. Samantha Bandy presented an update on enrollment and marketing. The December count was ended up at 106. There are 10 students graduating. 9 students are in the queue waiting to begin. Reduction in Force discussions are starting. The Board will potentially need an executive session on any plan that the DMA administrative team puts together. Samantha will contact John Terrie regarding notice that DMA needs to provide to teachers if a RIF is required. The administrative team intends to distribute intent to return forms for next school year. There is no anticipation of a RIF prior to the end of the school year.
- VII. Samantha presented an update on COVID policies.

- VIII. Accepted the School Leader Evaluation (4-0)
- IX. The Board Recruitment Process was discussed.
- X. Education One Report
- XI. Public Input
- XII. Motion to adjourn (4-0)
- XIII. Next Meeting: 2/17/2022, 5:30 pm. In person with zoom support.

**Dynamic Minds Academy Board of Directors Meeting Minutes**  
**2/17/2022 5:30 pm**

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**Type of Meeting:** Monthly Board of Directors Meeting

**Meeting Facilitator:** Joel Harris – President

**Attendees:**

**Board of Directors:** Bruce Breeden; Rachel Deaton; Michael Gilbert; Joel Harris; Mary Lou Hulseman

**Others:** Emily Gaskill; Kevin Davis; Samantha Bandy; Julie Brant Gordon; Aaron Wallace; La Meca Perkins-Knight; Emilie Strange; Lauren Bangs; Momi; Branch Gordon; KB

- I. Call to Order
- II. Roll Call
- III. The Board approved the January 2022 Board Meeting Minutes (5-0).
- IV. The January Financials were reviewed and approved (5-0).
- V. Accept January Personnel Report (5-0).
- VI. Samantha Bandy presented an update on enrollment and marketing. The January count was 106. This was also the official February count. There are ten students awaiting admission.
- VII. The 2022-2023 school year calendar was adopted (5-0)
- VIII. Samantha presented a proposed computer use policy. There were two changes suggested by the board. The board adopted a motion that the proposed policy be provided to the parents and request comments from them for final approval at the March board meeting. (5-0)
- IX. After a security incident in the school, it was determined that DMA needs formalized technology management. Samantha received three proposals. A decision was not made on which proposal to pursue. Branch Gordon on behalf of The Hope Source (one of the proposals) told us that there is an imminent problem in the network from some of the Windows computers. The board offered a short-term effort for Branch to review the Windows based DMA computers at \$20/hour for up to 50 hours. (4-0). The board will review the offers for technology management services.
- X. Samantha presented an overview of the staffing needs for DMA given a continued count of 106. With those assumptions, DMA will need to reduce the teacher headcount. The teachers have a deadline of March 1 to provide intent to return forms to the administration. After the March 1<sup>st</sup> deadline, Samantha will notify the board if we need to schedule an Executive session to discuss how a reduction can be handled.
- XI. Education One Report – the Board self-assessment is due in April

- XII. Public Input – it was suggested that the individual members of the board participate in walk throughs like what Education One does on a regular basis. It was suggested that the board members could go through individually rather than in groups.
- XIII. Motion to adjourn (4-0)
- XIV. Next Meeting: 3/17/2022, 5:30 pm. In person with zoom support.

**Dynamic Minds Academy Board of Directors Meeting Minutes**  
**3/17/2022 5:30 pm**

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**Type of Meeting:** Monthly Board of Directors Meeting

**Meeting Facilitator:** Michael Gilbert – Vice President

**Attendees:**

**Board of Directors:** Michael Gilbert; Joel Harris; Mary Lou Hulseman

Others: Emily Gaskill; Kevin Davis; Samantha Bandy;

- I. Call to Order
- II. Roll Call
- III. The Board approved the February 2022 Board Meeting Minutes (3-0).
- IV. The February Financials were reviewed and approved (3-0).
- V. Accept February Personnel Report (3-0).
- VI. Samantha Bandy presented an update on enrollment and marketing. The February count was 105. There are eight students awaiting admission.
- VII. Samantha Bandy presented the Student acceptable use policy for computers after giving opportunity for input from the families. The use policy was adopted (3-0).
- VIII. Samantha Bandy presented an updated Staff acceptable use policy for computers and devices. The use policy was adopted (3-0).
- IX. Samantha Bandy presented a sample invoice from The Hope Source for providing network and computer support. She described for us how things have been going with Branch Gordon and Aaron Wallace working together to since the previous board meeting. The working relationship seems to be positive and we will be billed on an ad hoc basis going forward.
- X. The Board was asked to provide filled in DMA Board Self-Assessments to Joel by 3/20/2022.
- XI. Education One Report – Emily provided input on the updated dashboard.
- XII. Public Input
- XIII. Motion to adjourn (3-0)
- XIV. Next Meeting: 4/21/2022, 5:30 pm. In person with zoom support.

**Dynamic Minds Academy Board of Directors Meeting Minutes**  
**4/21/2022 5:30 pm**

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**Type of Meeting:** Monthly Board of Directors Meeting

**Meeting Facilitator:** Joel Harris - President

**Attendees:**

**Board of Directors:** Michael Gilbert; Joel Harris; Mary Lou Hulseman

Others: Emily Gaskill; Kevin Davis; Samantha Bandy; Aaron Wallace; Emilie Strange

- I. Call to Order
- II. Roll Call
- III. The Board approved the March 2022 Board Meeting Minutes pending any attendee changes provided by Michael—there were no changes to be made (3-0).
- IV. The March Financials will be reviewed with the April financials in May due to the tax season stressing the accountants.
- V. Accept February Personnel Report (3-0).
- VI. Samantha Bandy presented an update on enrollment and marketing. The count as of the meeting was 102. In July there are expected to have 9 graduates and 4 withdrawals. There are 17 in enrollment queue and 8 tours scheduled, however capacity for therapy is the limiting factor. Marketing is starting on Facebook and Google to target Bigs.
- VII. Due to enrollment levels, Samantha Bandy presented a proposal to change the personnel level to accommodate the lower enrollment than budgeted. The proposal was approved (3-0).
- VIII. The 2022-2023 Teacher Pay Scale was reviewed and approved (3-0).
- IX. The 2022-2023 DMA Budget was reviewed and approved (3-0).
- X. The DMA Board Self-Assessment was provided to Education One in April. In future meetings, including a proposed Board retreat, items that were marked “Does not meet” will be added to agendas.
- XI. Education One Report – Emily provided input on the updated dashboard.
- XII. Public Input
- XIII. Motion to adjourn (3-0)
- XIV. Next Meeting: 5/19/2022, 5:30 pm. In person with zoom support.



**Dynamic Minds Academy Board of Directors Meeting Minutes**  
**5/19/2022 5:30 pm**

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**Type of Meeting:** Monthly Board of Directors Meeting

**Meeting Facilitator:** Joel Harris - President

**Attendees:**

**Board of Directors:** Bruce Breedon; Michael Gilbert; Joel Harris; Mary Lou Hulseman

Others: Emily Gaskill; Kevin Davis; Samantha Bandy; La Meca Perkins-Knight

- I. Call to Order
- II. Roll Call
- III. The Board approved the April 2022 Board Meeting Minutes (4-0).
- IV. Approve the March and April 2022 Financials (5-0)
- V. Accept Personnel Report (5-0).
- VI. Samantha Bandy presented an update on enrollment and marketing. The count as of the meeting was 101. Forecast 2022-2023 enrollment is 111 based on the current wait list and tours.
- VII. Evaluations are due for School Leader in June. It was proposed and agreed that the evaluation should be updated to focus less on the scores and more on setting goals for the next year, with the understanding that the set goals would be the standards by which to measure the School Leader in future evaluations. Joel will update the form and forward to the board and Samantha to fill in before the next meeting. Bruce and Joel will review with Samantha. Reviews will be set up for Indiana Charters and The Hope Source after the School Leader evaluation is performed.
- VIII. Over the summer, there should be a Board retreat. Board members are asked to review their schedules to find a Saturday morning that can be used for a retreat.
- IX. Board elections will be held in June. Bruce is rolling off the board after this election. Rachel Deaton's seat will be up for election.
- X. Education One Report – Emily provided input on the updated dashboard.
- XI. Public Input
- XII. Bruce moved to open the meeting for board members only. A brief discussion was held.
- XIII. Motion to adjourn (4-0)
- XIV. Next Meeting: 6/16/2022, 5:30 pm. In person with zoom support.

**Dynamic Minds Academy Board of Directors Meeting Minutes**  
**6/16/2022 5:30 pm**

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**Type of Meeting:** Monthly Board of Directors Meeting

**Meeting Facilitator:** Joel Harris - President

**Attendees:**

**Board of Directors:** Bruce Breeden; Rachel Deaton; Joel Harris; Mary Lou Hulseman

Others: Emily Gaskill; Samantha Bandy; La Meca Perkins-Knight; Aaron Wallace

- I. Call to Order
- II. Roll Call
- III. The Board approved the May 2022 Board Meeting Minutes (3-0).
- IV. Rachel Deaton was nominated for a second term as a Board Member. She was reelected (3-0). Bruce Breeden's term will expire on June 30, 2022.
- V. The Board discussed the Board Member Search process. Samantha was going to put a notice on the Facebook page and Joel will get the questionnaire from the previous search and distribute it to the board for review at the next board meeting.
- VI. Approve the May 2022 Financials (3-0)
- VII. Accept Personnel Report (4-0).
- VIII. Samantha Bandy presented a proposal that with the resignations on the administrative staff that she would like to add a Instructional Assistant to the staffing levels and use the budget saved to implement a 6% across the board salary increase. This was validated that it would not have a detrimental effect on the overall budget for the 2022-2023 year. A motion was made to implement the salary increase and approved (4-0).
- IX. Samantha Bandy presented an update on enrollment and marketing. The count as of the meeting was 99. Forecast 2022-2023 enrollment is 112 based on the current wait list and tours.
- X. Samantha Bandy presented changes to the Staff Handbooks. These were approved after changes are made to the discipline section to include option to terminate on red violation without warnings (4-0).
- XI. Samantha Bandy presented changes to the Student Handbook and these were approved (4-0).
- XII. Bruce Breeden needed to leave the meeting and provided some comments and a final proposal to give Julie Gordon the title of Founding Member of Dynamic Minds Academy. After discussion the motion was tabled until after the Board Retreat (3-0).
- XIII. The School Leader Evaluation was approved after sharing the goals that were created for the next year. (3-0).
- XIV. Joel will provide forms for reviewing The Hope Source and Indiana Charters based on their contracts and Samantha will provide input on these two forms. Joel will

participate in the reviews for both The Hope Source and Indiana Charters. Mary Lou or Michael will join Joel on The Hope Source review and Rachel will join Joel on the Indiana Charters evaluation.

- XV. The Board Retreat will be on Saturday August 6<sup>th</sup>, 2022.
- XVI. Education One Report – the annual review will be presented before the next meeting
- XVII. Public Input – La Meca gave her appreciation for the work that Samantha has done.
- XVIII. Motion to adjourn (3-0)
- XIX. Next Meeting: 7/21/2022, 5:30 pm. In person with zoom support.