

**Dynamic Minds Academy Board of Directors Meeting Minutes**  
**6/15/2023 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, Amy Thornburg

- I. Call to Order
- II. Roll Call
- III. The Board approved the June 2023 Board Meeting Minutes (3-0)
- IV. 2023-2024 DMA Officer Elections
  - a. Joel Harris was elected Board President (3-0)
  - b. Michael Gilbert was elected Vice President (3-0)
  - c. Rachel Deaton was elected Treasurer (3-0)
- V. Approve the June 2023 Financials (3-0)
- VI. Accept July Personnel Report (3-0)
- VII. Samantha presented the enrollment numbers with current enrollment at 123. 10 students have paperwork complete and 66 are on the schedule to tour DMA.
- VIII. Adopt the TAG policy for the 2023-2024 School Year (3-0)
- IX. We reviewed the teacher and staff evaluation plan for the 2023-2024 school year
- X. Approved the engagement letter for Donovan CPA to perform the 2022-2023 financial audit. (3-0). Over the next few months, we will look to get quotes from other potential CPA firms to see if there would be a financial benefit to changing auditors for the 2023-2024 audit.
- XI. Adopted the Crisis Section for the Parent Handbook (3-0)
- XII. Discussed the status of the Charter Renewal
- XIII. Education One Report
- XIV. Public Input
- XV. Motion to adjourn (3-0)
- XVI. Next Meeting: 8/17/2023, 5:30 pm. In person with Teams support.

Attendees:

Joel, Mike, MaryLou, Rachel, Amy

Aaron, Kevin, Andrew Crum

July Board Meeting Minutes:

Approve unanimously

Financials:

Medicaid Reimbursements line had a negative amount, from THS

Money from Charter and Integration school grant showing

Approved unanimously

Personnel Report

Two moves to Biggs, agreeable moves.

Phone interview with a middle's teacher, no "open" positions but the need does exist.

Accepted unanimously

Enrollment summary

Enrollment continues to grow, increasing year over year

8 more incoming by the EOM, will be at 144

Board Member interest

Education One sent out an invite to their base, there is another person interested, but timing is not right for that person.

Another interested member, will be verifying with Samantha about the intake form, that it is still available.

Education One: Amanda Webb

Some metrics being updated in measuring schools

State and Federal academic performance, looking at third through fifth grade, focusing on I AM and ILearn information.

Removal of high school performance measurements

Local academic performance, using teacher effectiveness verbiage, as well as 6-12 grades using ExactPath

Reminder of the dashboard, link was provided

Updated on the renewal schedule

Public Input:

Rachel stated that there may be a Medicaid update that might cut some funding.

Move to adjourn, approved unanimously

## September 2023 Board Meeting

Board - Joel Harris, Michael Gilbert, Rachel Deaton, Amy Thornburg

DMA - Samantha Bandy, Kevin Davis, Aaron Wallace, Emily Gaskill

### August Minutes

Accepted unanimously

### Financials

THS had overbilled DMA, there were some issues discussed between the two. THS ultimately owed DMA and \$46K, check was cut, deposited and will be on September's sheet.

Accepted unanimously

### Personnel Report

DMA has lost 2 with another leaving soon, will be replacing soon. Adding one little's teacher soon as well. No current openings, but are looking to make one soon.

### Enrollment Report

128 currently, up from 124 last month, another that is re-enrolling.

8 that are home bound, will be counted with the Biggs. Is looking at 136 by special education count day, October 2.

### Handbook Revision

Moving flex time into PTO, easier to track and better overall

Accepted unanimously

### Calendar

Amending calendar for April 8<sup>th</sup>, 2024 will be a no staff/no school day. Public schools are doing the same thing, some are concerned about an influx of people that will be viewing, that traffic may be impacted.

Accepted unanimously

### Potential Board Member Discussion

Amy has created a one page informational content about the board, to be given to a potential board member. Suggested adding it to LinkedIn profiles of board members, teachers, etc, as a way to spread the news.

## Education One

Accountability updates were made, academics, approaching standard for attendance. First new site visit will be in October

Financials meets standards, with praise for items being turned in on time.

Organizational Performance, dashboard has been updated and will continue to show requirements. There are some areas that require improvement, some will be fulfilled with time.

Governing Board, Admin leadership, and Charter compliance are overall all at meets standards, with notes on specific areas that need updating.

The renewal visit went well, they will be discussing their findings, after their meeting in 2 weeks. Site visit on October 4<sup>th</sup>.

## Public Input

Potentially have a trunk or treat, looking toward end of the month

## October 2023 Meeting Minutes

### Attendees

Board - Michael Gilbert, MaryLou, Rachel Deaton, Amy Thornburg

DMA - Samantha Bandy, Aaron Wallace, Amanda Webb, Sabrina Disseeq

### Sept Minutes

Accepted unanimously

### Financials

DMA spent rest of grant, directed toward salaries

Using a projector, trying to save money

CSP Innovations, grants,

Accepted unanimously

### Personnel Report

2 new employees, starting soon

1 position filled for Instructional assistant

1 resignation

1 open position, littles

### Enrollment Update

Made it to count date, none lost, gained 2,

On Oct 2, count is 130, next count is 12/1, could have 137

Have 2 that are not being evaluated because of age

A few with paperwork complete, waiting

### Proposed changes to carline

Changes requested to existing wording, bringing in line to current experience

Proposed changes, would allow exceptions for specific circumstances

Timing on exiting car line is under consideration

Proposed having one DMA person responsible for fetching child, first come first served

Tabled, for later review

Proposed changes to teacher pay scale

Exceeded enrollment goal, bringing in line with new law, July 2023, starting salary has to be over \$50k

\$3358K on hand, cash flow, around \$400K, would like to disperse to teachers as salary

Those that were hired prior to school year, move up 3 levels, not retro active

Board search

Submitted one page to multiple non profit pages

no updates as of yet

School leader review

due by Dec 15th

Rachel will talk with Samantha after the board comments

Education One

quarterly financials due by November, leader review due by Dec

May be the first charter with a 15 year renewal

questions to Education One to validate

Amanda will follow up

Amy asked if press release would be acceptable

Public input

Asked about water bar

Providing refreshments for the staff

Additional locations

ABA funding is changing, not sure how this will affect the school

Board Members – Rachel, MaryLou, Amy, Michael, Joel

DMA – Samantha Bandy, Kevin Davis

Education One - Amanda Webb

October

Minutes approved unanimously

Financials Report

Question on transfer of funds, 46 K and 39 K

Was received into education fund, moved to operations and admin

Board asking for clarity on where the funds are being transferred to

Noted that in December we will see a bump from grants.

Approved Unanimously

Personnel Report

All spots have been filled

Samantha has hired 1 instructional assistant, 1 has left (but had a spare to fill in)  
promoted another.

Focused on Ratio in littles is 1:1 including RBT support.

1:2.5, 1:2.3, 1:1.5, total 1:2.85

Approved Unanimously

Enrollment Report

As of current, no withdrawals, 1 more to start, bringing count to 131.

Tours are still going, seems to be a long wait time between paperwork being completed and start dates.

#### Board Recruitment

4 queries have been received; of those 3 calls were made, 1 removed from contention.

It was asked if accepting a resume be preferable to form, some might feel less inclined to devote time to fill out a lengthy form.

#### Board retreat discussion

Time and place to be determined.

#### Education One

Attendance remains approaching standard.

Compliance meets standard.

DMA dash has been updated, does include lots of information, also items of deficiencies.

#### Public

December meeting? Will discuss if meeting needs to be held.

## January 2024 Minutes

Board Members – MaryLou, Amy, Michael, Joel

DMA – Samantha Bandy, Kevin Davis

Education One - Amanda Webb

Move to elect Katie 2027

Approved Unanimously

## Financials

Found that extra 86K was being added, money from property taxes, just this year is funded, but may be permanent

Special education budget being increased as the enrollment increased

Money from books showing, textbook reimbursement

Approved Unanimously

## Personnel

No new hire, 1 term, not sure if being backfilled

in planning, talked with THS, 2 positions opened, teacher and floater

Approved Unanimously

## Enrollment

Were at 131, gained one lost one in December

Lost 2 since beginning of Jan, (1 graduated, 1 to home)

1 paperwork complete for Biggs, coming in February

Tours have been ongoing, not many transitions, goal of 142 by next count day

Middles has space concerns, Littles are looking for 4 more

## Video Policy

Sami talked with Alex, focuses on cameras, deterrence is key,

The Board's concern is keeping it from becoming an education record,

was told that it is not in play until a parent asks for the footage

Is still talking with THS about their liability

THS not ready to install yet, possibly February,

THS not yet asking for any monies for the cameras

Amy talks about the separation between THS and DMA, on the purpose of the cameras

Suggested that verbiage be added to differentiate the 2 entities

Will be located in the DMA/THS internal policy handbook

## Calendar

Had about 60% attendance on Dec 30-31, students will have 20 whole days off, 240 education days

Juneteenth not being recognized as a holiday yet

Will have Rachel review and vote next month

## Subcommittee

At the board retreat, discussed creating a Subcommittee specifically for DMA/THA expansion,

Invite DMA, THS, Education One, Kevin (as needed),

The point being to have communication with the board and public

Motion to form Subcommittee and place Amy as chair

Approved Unanimously

Mid-year ED review

Rachel brought up that the review for the ED was not as good as previous years

Previous year goals were softer, more day to day, current goals were more strategic but more difficult to attain/measure

Requested before next month's meeting, for board review

Attendance Rate

Question about what can be done?

excused absences are still absences, vacation or high medical needs

One suggestion, can a specific 180 days be selected?

2 that could be considered as "truant" but are working with both, 1 is situational, the other is behavioral

Comparison to traditional public school with special needs kids, are they measured the same

95% of 240, has to be the same as what is reported to the state,

looking at reporting 180, has been reporting 240, only reporting whole school day

Kevin, talk with DOE, talk about how it's measured, maybe by total days served / 180(240)

Mid-year data review

Asked by Education one, share more data with the board

Explained how the data was being measured, separated into L,M,B

Public Input

Board Members – MaryLou, Amy, Michael, Joel, Rachel

DMA – Samantha Bandy, Kevin Davis, Aaron

Education One - Amanda Webb

Previous Meeting Minutes

Approved unanimously

Financials

Some fees are showing because the state is wiring money instead of direct deposit.

Question that Medicaid Reimbursement shows at negative, probably a timing of when things are paid and received.

Question on certified salary, aids and assistance - deleted, showing on PML.

Possible that the numbering scheme has changed and needs to be updated.

Personnel Report

Filled instructional assistant, one position open.

Had a few phone interviews for open teacher position.

Approved Unanimously

Enrollment

1 new enrollment, maintained 130.

Updated form to show movement.

Still have a waitlist, tours and paperwork being filled out.

Website redesign is working out, many people have commented positively on it.

Goals

Sami revised goals and brought them more in line with what the board recommended, more concentration of retention and expansion

#### Video Policy

Accepted by THS, still being reviewed by DMA.

Board recommends emphasis on training for the staff, about how to reference items and what should not be broadcast.

Information will be added to handbook about the cameras

Motion to table, approved

#### Calendar

Added 2 more days to make up for various other days, like snow days, facilities issues, etc,

Rachel comments that days should be more inline to other school calendars so families are not impacted

Joel asked about what triggers a snow day, looking for agreement between THS and DMA

Tabled till next month

#### Charter Facility Grant

\$86K, probably the only year that DMA will be able, need to be spent on facilities

#### Subcommittee Discussion

A pause on IN Senate 173, may impact charters in Marrion county, non-budget year, may be tabled, may meet next month,

#### Education One

Performance, no changes from last month

Board Governance Self assessment due April 15th

Public Input

529 can be rolled into an ABLE account, without penalty

Board Members - Joel, MaryLou, Kaite, Amy, Mike, Rachel

DMA - Samantha, Kevin, Emily (ed1) Aaron Wallace

February meetings minutes approved

## Financials

Joel, looking at balance, asked about PayPal

Samantha stated it was payments for before/aftercare,

83K facilities grant, by EOM Next

Financials Approved Unanimously

## Personnel

2 starting in April, 1 becoming a teacher with ABA

Personnel Approved Unanimously

## Enrollment

Still doing tours and 14 paperwork filled out

1 withdrawn, going virtual, 1 enrolled

Influx on or about June third, about every 3 weeks, trying to coincide with THS training class

Trying to have 148 by October

## Calendar

Move to adopt, approved unanimously

Student Health and Safety policy update

removing 5 day isolation

Approved unanimously

Staff Health and Safety policy update

removing 5 day isolation

Approved unanimously

Subcommittee Updates

Recruiting

Asking for small budget to post some messages to attract new members

Relavent use, no need for board approval

Amy is talking with the Lily family school of philanthropy, is going to post a message on their message board about recruiting

Expansion

Met with Julie in early march, THS looking to expand across Craig St, possibly moving High School or some middles

looking at about 30% population to move, a slow ramp up not a big bang approach

Samantha and Kevin have worked to look at funding, will be continuing to work with Julie

Will be checking in with THS on a regular basis, as the land is sought for purchase

## Board Specific Items

Self assessment due April 15th

Rachel will be performing Samantha's yearly review

## Education 1

All categories "Meets Standard" except Attendance (92%) and Days Cash (44.4 out of 60)

Site visit was pleasant, happy to see changes being implemented

Deficiency report indicates things that have been brought up but are being  
addressed in a timely manner

## Public Input

Medicaid shortage, waivers may be impacted

Craig St south of 96th street being closed, questions about how to get to school

## **April 2024 Dynamic Minds Academy Board Minutes**

Board – Joel, Mike, Amy, Katie

DMA – Samantha, Aaron

Education1 – Amanda Web

March minutes approved

### **Financials**

Delayed due to tax season, will be provided next month

### **Personnel**

1 openings, 1 transition

Approved

### **Enrollment**

Steady at 130, has had some transitions to public school

6 graduating, 8 withdrawing,

116 returning, 14 on waitlist, THS has a new training class of 4 that are incoming

Look at outgoing interview/form on a yearly basis, looking for trends, etc

Majority, are in for the long term, some re stating that they are in for a set amount of time

Can DMA assist in the social aspect, overtime, bonus

### **PTO**

Concern about staff using all of their PTO, looking to add some verbiage to incentivize showing up, and rewarding those that are.

Adding in option to cash in PTO, carryover, etc

Adds bonus for instructional assistants

Can split the cash out and carryover

Seemingly in line with surrounding school districts, especially considering the extended school year

Addendum added to specify when the time can be cashed out, and when it would be paid out.

Approved Unanimously

#### Teacher Pay Scale

New law requiring first year teacher pay no less than \$50K

Working to compete, moving bands to be competitive, even though the law is not applied for chartered schools

Approved Unanimously

#### Instructional Assistants Pay Scale

1 dollar was added to each of the tiers, tops out at \$25/hour

Approved unanimously

#### Admin Team Pay Scale

Trying to stay in line with public scales, Katie said that it was in line with her searching, which was recent

Trying to keep the admin team in line with the teacher increase, these numbers are being used in the budget, will use some of the surplus,

Carryover currently looking at around \$600K, next year would be in the \$250K range.

Approved Unanimously

#### Sub Committee

Board recruitment

Have posted on charitable advisors,

Expansion

No update, in THS hands, waiting on Julie to respond

#### School leader evaluation

Rachel is spearheading, Joel will send out some documents, due June 15<sup>th</sup>

#### Education1

Currently meeting standard on all areas except high academic achievement

Showing that there are some areas of deficiency, but not alarming,

Looking for actions to be taken by Q4

Trine Pals still going, students are appreciative

#### Public Input

Mini board retreat suggested  
Will send out dates and location ideas

May 16, 2024

Board – Joel, Mike, Katie, Rachel, and MaryLou  
DMA – Samantha and Aaron, Kevin Davis  
Education1 – Amanda Webb

#### Personnel

New littles teacher coming in, currently moving  
Lost a littles teacher, left for personal reasons  
Looking for IA for Biggs or floating

Accepted unanimously

#### Enrollment

Still at 130,  
Projection for October, looking at 131 at count day  
Tours constantly ongoing,

#### Financials

Little more added to revenue side, many services listed,  
New, therapeutic education director, shared with THS, using grant money to cover some of the costs  
Change to Indeed, charging a daily fee instead, is reviewing  
Talking with Julie about the sub-lease, maybe an increase in rent, increased to \$40k/month  
Lease ends at the end of June, is waiting for THS to review and present  
Discussion about THS adding costs, Samantha is looking at budgeting for the expansion, believes that a \$150K year to year is possible.

Accepted Unanimously

#### Sub-committee

Expansion  
No updates

Board Recruiting  
2 responses, reviewing, may not be a good fit

#### School Leader Evaluation

Was sent to Education1 this week,  
Will ensure that the board has a copy

#### Education1

Increase in Instruction, currently meeting standard  
Small increase in attendance, approaching standard

Organizational at meets standard

FSOE excursion, Trine students were excited about hearing from Aaron and seeing school again  
Annual review upcoming, mini leadership seminar

#### Public Input

Rachel was in DC, supporting the Autism Cares Act,  
Talk about supporting it and reaching out to leaders for support  
Talk about some loans, Samantha is aware

## **June 2024 Dynamic Minds Academy Board Minutes**

Board – Rachel, Joel, Amanda, Micheal, Mary Lou, Katie

DMA – Samantha

THS- Julie

Education One – Amanda Web

Guests – Kevin

A quorum was established.

May's Board Meeting Minutes were approved.

### **Board Recruitment Subcommittee Report**

An update was provided regarding two board candidates. The consensus was to move forward with both candidates.

### **Bylaw Change**

A bylaw update was proposed which would limit the number of relatives to two members of the board, and the family related board members would be recusing their voting rights if a conflict of interest was established. A motion was made to accept the bylaw change, and it was approved.

### **Board of Director Election**

A motion was made to elect Blair Dawson and Amanda Scott to the board July 1, 2024 for three year term. The motion was accepted.

### **Financials**

A motion was made to accept the May 2024 financials and it was accepted.

### **Personnel**

A motion was made to accept the May 2024 personnel report and it was accepted.

### **Enrollment**

Current enrollment is at 127. Projected to be at 138 by October 2024 but could be as high as 149.

A question was asked about the definition of the waitlist. The waitlist is defined as families who have completed paperwork and THS is doing assessments. Student retention data was reviewed.

### **Operational**

The sublease with THS was discussed. A motion was made to approve DMA to execute the lease and it was accepted.

The annual Teacher Appreciation Grant policy was discussed with no changes made.

The board discussed the accounting firm which would be retained for the annual audit of the financials. The board agreed to review and approve the final decision on the firm via email by July 15, 2024.

#### Expansion Subcommittee

Sami provided an update regarding the targeted land for the expansion. It was shared that a second CSP grant could be granted with a waiver process.

#### Education One

Showing that there are some areas of deficiency, but not alarming and a slight increase toward approaching standard on those areas of deficiency.

#### Public Input

None noted.