OPENING:
The 5th meeting of the UTPB STEM ACADEMY was called to order at 12:14 P.M. on November 6, 2014 on the campus of UTPB, 4901 University Blvd, Odessa, TX, in room 4221 by Dr. Juli Ratheal.

PRESENT:
Dr. Juli Ratheal, Dr. Louis Trueba, Dr. Roy Hurst, Dr. Yolanda Salgado, Dr. Kevin Badgett, Dr. Tracie Gibson, Brandon Batte and Karey Grametbaur.

1. Call to Order – Confirm Quorum is Present:
Quorum was met.

2. Pledge:
Pledge of Allegiance to the American Flag led by Davis Seybert Student Council Representative.
Pledge of Allegiance to the Texas Flag led by Tye Sikes Student Council Representative.

3. Public Forum:
None

ACTION ITEMS:

4. A request for motion was made by Dr. Ratheal to approve minutes from the October Board Meeting. Dr. Salgado motioned to approve and seconded by Dr. Trueba.

5. Dr. Seybert presented her proposal for the STEM Academy to use PDAS for teachers’ evaluations similar to those used by other school district in the area. Dr. Seybert would evaluate the teachers throughout the year with accumulative events, a walk through, one formal and a summative conference at the end of the year. Dr. Seybert will be the appraiser and Dr. Badgett will be the secondary backup appraiser. Motion to approve was made by Dr. Hurst and seconded by Dr. Salgado.

BOARD INFORMATION

6. Academic Report
a. Dr. Seybert explained that we are now midway through the 2\textsuperscript{nd} grade reporting cycle and have all programs implemented. The Academy had its first Open House for parents, and explained our grading process to the parents. Our report card rates every single skill and TEK. The grading scale is 0 to 5, 5 being achieved advance mastery and a 0 needs complete reteach. If a student withdraws from the STEM Academy their grade will be transitioned back to the traditional grade system. The students’ grade book has been opened for the parents’ access.

b. Dr. Seybert reported most teachers have complete the 2\textsuperscript{nd} PBL and launched their 3\textsuperscript{rd} PBL. Before each PBL there is a pre-test and after each BPL there is a post-test, teachers are seeing lots of growth.

c. Dr. Seybert noted that the Academy has a 97% attendance rate with the exception of a few days. She addressed individually with students and parents those having an attendance problem.

7. Financial Report

a. Lindsey Campbell handed a Financial Data Report to board members (see attached) she reiterated that the University still has not completed the People Soft conversion, and that the totals are just estimated until the programs are up and functioning. She reported 3 ADA deposits totally $500,970.00 and $44,195.08 in expenses and estimated salary for September and October to be $216,000 making total estimated expenses through 10/31/14 to be $ 260,195.08. Dr. Ratheal gave an explanation on the consultation fees and the services provided by the UT Tyler Ingenuity Center.

b. Lindsey Campbell stated that the Academy is incurring a lot of one-time expenses with the purchase of necessary item needed to operate the Academy. Dr. Ratheal explained that the University is currently providing the physical plant services, custodial and utilities, but the STEM Academy may be billed for these in the future.

c. Lindsey Campbell explained that the total expenses are a little over 50% of what was brought in from the foundation allotment. The ADA will be approximately $178,000.00 each month.

8. Superintendent’s Report
a. Dr. Badgett asked if anyone had anything they would like to share. Dr. Seybert stated she had no further information.

b. Dr. Badgett asked Dr. Ratheal to respond on the TEA visit. Dr. Ratheal stated that because the People Soft conversion was not completed we did not have a lot of financial information for the auditors. TEA stated that most Charter Schools have financial difficulties in the first couple of years and were very pleased that the STEM Academy is extremely financially sound due to the 1.8 million dollars from the Permanent University Fund. TEA provided us with lots of compliance rules and regulation and also suggested we consider joining Kermit ISD and Wink ISD in a Special Education Coop. This would give the Academy access to Diagnosticians and other specialist that might be need. The Academy would only pay for the percent of students needing services. They further recommended that we have our Special Education folder audited by the Education Service Center and provide us with information need in the folders.

c. Dr. Ratheal stated the Academy has a position posted for a Special Education Diagnostician and would hire a Diagnostician for the remainder of the year since they are unable to join the Coop until next year. Dr. Ratheal informed the Board that they have several Teachers and Dr. Badgett that have Special Education certification.

d. Dr. Badgett distributed the TEA Annual Governance Reporting Form to the board officers and board members. These forms are the Charter School’s tracking system. Dr. Badgett asked that they complete the forms by November 28th so that he could submit by December 1st and no later than December 15th. He stated he would provide a signature page for board member signature at the December board meeting and then file on location at the school.

e. Dr. Badgett reported that board training will be next Tuesday, November 11th at 7:30 a.m. in Mesa Building room 4206. Dr. Wes Hickey from University of Texas Tyler will be here to conduct the training. Two hours of on line training was made available to board members in a packet provided at an earlier board meeting. Dr. Ratheal asked Dr. Badgett to provide the agenda to everyone when it becomes available.

f. Administrative Update
   None
ADJOURNMENT:

There were no additional comments or discussion so a motion was made by Dr. Trueba to adjourn seconded by Dr. Salgado. The meeting was adjourned at 1:10 p.m.

Next meeting:

TBD

Minutes submitted by: Kathy Holloway