

Approved 3/28/18

MINUTES
VSWEA BOARD OF DIRECTORS MEETING
FEBRUARY 21st, 2018
ENGLISH ROOM, DESERT MARIGOLD HIGH SCHOOL

MEMBERS PRESENT:

Juli Curtin - Secretary Jessica Jarrett
Clayton Hopkins - Treasurer Heather Huentelman

MEMBERS ABSENT:

Jimmy Wahbeh - President
Dru Smith Crain

The Treasurer and Secretary were present and a quorum was reached.

GUESTS:

Charlie Burkam - Executive Director Amy Setsoafia
Jennifer O'Connell - Director of Operations Anna Lara
Laura Alvarado-Coady - Student Support Services Director Lisa Kostoff
Pax Piper - Director of Curriculum

OPENING VERSE

Meeting was called to order at 6.33pm

INTRODUCTIONS

None needed. Due to Jimmy being out of town, Clayton will preside over the meeting.

MINUTES

MOTION - to approve minutes from 1/24/18 Regular meeting - Heather, 2nd - Juli, no discussion, VOTE:
3/0/1

PUBLIC COMMENT

None at this time.

CODE OF CONDUCT

Document was distributed and reviewed. Suggestion to update #1 to incorporate the Core Principles.

Item to be tabled to March meeting, edit version will be distributed to the Board in advance for review and comments prior to next meeting.

BUDGET & FINANCE - Clayton Hopkins

Fiscal January numbers were distributed in advance for review.
Net Profit \$147,106. \$54,076 to budget.
Cash on hand \$91,843. 11 days unrestricted / 8 days restricted
Charter Enrollment 316.5. +3 to budget / -3 from last month.
Private Program Enrollment (FTE) 24.8. 2.6 increase from Dec.

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RSF is holding a lien on our property, Charlie will follow up on this to allow us to pursue a line of credit application.

Fundraising Update - budget for Annual Giving is \$32,000, Actual thru Jan \$37,424.

Anonymous family has offered a gift match up to \$3500 for new outdoor learning and shaded porch area.

Tax Credits budget is \$45,000, actual thru Jan \$13,202, ultimate goal \$50,000.

Question around employee who was spearheading the fundraising and fund development and is no longer with DMS - what were the results of the work and what's the plan going forward? Jennifer has continued to manage this area in light of the absence of this employee.

Budget process flow chart was reviewed in detail. 1st Draft budget will come to the Board in April.

DIRECTORS' REPORT - Charlie Burkam

Report was distributed in advance for review. Topics covered - DMS Budget & Finance / Enrollment / Fundraising update / Alliance Membership & Service Mark Process / Staffing / High School / Student Support Services / Operations - School Lunch Survey & Retirement Savings Update

Estimated that the final approval of the Service Mark will come on April 1st.

There is a potential of 1-3 positions that will need to be replaced in the new school year.

It is required that the Board give approval of the final Retirement Savings plan for employees. This will be presented once all documents are complete and ready to present.

RV in parking lot is in process of being moved off property.

PERSONNEL POLICIES

301 Performance Pay Policy amendment - final action.

MOTION - to approve 301 Performance-Based Compensation revisions as presented - Heather, 2nd - Jessica, no discussion, VOTE: 4/0/0

Policy Revision Overview - recent adjustments - the document was sent out late, Board to review and be prepared to address at March meeting.

EMERGENCY RESPONSE PLAN - Charlie Burkam

Reviewed and discussed ERP Posting Procedures.

Emergency Response Plan awareness will become a part of the enrollment and re-enrollment process.

Suggested that a 2nd copy of the DMS Emergency Response Plan be kept in the HS office for back up. Suggested that this plan is reviewed and updated on an annual basis.

Admin and Ed Council are looking at the timing and grades that are appropriate to hold lock down drills. Fire drills are conducted monthly.

Suggested that we acknowledge in our ERP that we are not required to follow the District school guidelines, but how comprehensive our plan is.

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BOARD STUDY

Information regarding licensed contractors was presented and discussion occurred.

LONG RANGE PLAN - Clayton Hopkins

Reviewed working document for strategic planning. Clayton has made a few updates based on discussion at last month's meeting. Discussion around the 4 Smart Objectives and determining a timeline guide for achievement, ie. Specifically Classroom Expansion and Build multipurpose facility/complex.

CORE PRINCIPLES #6

Collaborative leadership - suggestions were presented on how best to facilitate an open channel of communication with the Faculty and Staff to gather input and discussion occurred. Further discussion needs to occur on this topic.

ANNOUNCEMENTS

Medieval Games next week.

Silent Auction is April 2-13.

Spring Musical March 8-9 at KROC center.

Spring Instrumental Concert - March 7

Mad hatter Tea Party - Feb 25th

Community work day March 24th

MOTION - to adjourn meeting - Heather, 2nd - Jessica, no discussion, VOTE: 4/0/0

CLOSING VERSE - meeting was adjourned at 8.48pm

Prepared by Juli Curtin 2/21/18