

Approved 10/25/17

MINUTES
VSWEA BOARD OF DIRECTORS MEETING
WEDNESDAY SEPTEMBER 20TH, 2017
HIGH SCHOOL ENGLISH ROOM, DESERT MARIGOLD SCHOOL

MEMBERS PRESENT:

Jimmy Wahbeh - President. Chris Allen
Clayton Hopkins – Treasurer Jessica Jarrett
Juli Curtin - Secretary

MEMBERS ABSENT:

Dru Smith Crain Heather Huentelman Lorie Miller

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

GUESTS:

Charlie Burkam - Executive Director Brent Davis
Pax Piper - Director of Curriculum Amy Setsoafia
Jennifer O'Connell - Director of Operations. Colleen Pope Anthony Converti

OPENING VERSE

Meeting was called to order at 6.38pm

INTRODUCTIONS

Board members and Administration introduced themselves.

MOTION -

To approve minutes from Regular meeting 8/30/17 - Chris, 2nd - Clayton, no discussion, VOTE: 5/0/0

PUBLIC COMMENT

Brent Davis, parent of Early Childhood student, spoke about his concerns regarding our Garden in relation to it's state of overwhelm, neglect and mediocrity. He has spent 80 hours in the garden since the start of school.

Amy Setsoafia, parent of an EC student, spoke about a bullying incident involving her child and how it was handled. She still has concerns regarding how incidents such as this are handled and would like to know more.

BUDGET AND FINANCE - Clayton Hopkins

Fiscal August 2017 numbers were distributed in advance for review.

Net Profit \$176,685 / +\$30,273 to budget

Cash on hand \$174,105. 27 days unrestricted / 17 day restricted

Charter Enrollment 312.5 / -1 to budget / -2.5 from last month

Private Program Enrollment FTE 21 / - 8.4 to budget / +.6 from last month

Clayton and Jamie are working on a Cash Flow Sheet that will take our numbers out 6 months to a year.

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Charlie is working on conversations with Chase bank and Midwest bank regarding a credit line option for us.

Jennifer presented and discussed the Private Early Childhood current enrollment vs original budget numbers.

Chris exited the meeting at 7.07pm - quorum was lost.

Chris returned at 7.09pm - quorum regained.

Administration is further looking into marketing the Mixed Ages Kinder, as well as, what is preventing families from enrolling. Further discussion occurred. Administration will survey most recent families that chose not to enroll their children in 2017-2018 year as to why.

Jennifer presented Salary Structure - Points for Review - Salary Comparisons topic. Analysis of Teacher / Administrator salary compared to AZ Charter and AZ District salary averages, as well as, Hourly Staff Pay.

Administration will build in an increase in Hourly Staff Pay into next years budget, that we will review during our upcoming budget meetings.

DIRECTORS' REPORT - Charlie Burkam

Report was distributed in advance for review.

Topics covered - Service Mark Process / Curriculum & Instruction / High School / Student Support / Operations - HR / 301 Bonus / Benefits Private Tuition Remission / Development-Marketing-Communications / Enrollment / Budget & Finance

PLANNING

Proposed Executive Director Goals. 2017-2018

1. Service Mark Completion - Charlie meeting with the Alliance
2. Active Collaboration - Measures; few schedule clashes / few communication complaints / few complaints that reach the Board / number of join meetings increase / surveys / clarified procedures
3. Development Efforts - Measures: exceed prior years donation levels / tax credits & Bridge the gap fund / numbers of new Donors / Add new sources / analysis of impact of new 1/4 time position. Timeline January - June 2018
4. Discipline - Student Self-Regulation - Measures: data from high school on positive student interactions and interventions / grades teacher data on student self-regulation / formal "no place for hate" recognition from ADL / reductions of notices of concerns/disciplinary actions. Timeline - May - June 2018

Discussion around each of the goals occurred.

Board members are to get feedback to Heather in regards to the Executive Director Review process.

Clayton exited the meeting at 8.08pm - quorum was lost.

Clayton returned at 8.09pm - quorum regained.

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Discussion occurred again around gaps in acknowledgment of donations and the need to immediately implement a process to acknowledge all monetary and in-kind donations.

Jennifer reported on progress towards selection of a volunteer management software program, in consultation with Parent Counsel leadership, to facilitate volunteering, recording of volunteer hours, and to improve volunteer recognition.

The Board agreed with Administration that going forward - Monthly, Jamie will print a report of all community members that donated for that month. This list will be distributed to the Juli, then Juli will assign a different board member each month to write the Thank You letters. Administration will supply the verbiage for consistency sake.

ACTION ITEMS - Charlie Burkam / Jennifer O'Connell

Benefits Policy Additions -
Private program staff performance compensation - authorization

MOTION - to approve the private program salaried staff incentive as presented in Board Action Items document - Clayton, 2nd - Jessica, no discussion, VOTE: 5/0/0

Tuition Remissions for DMS staff - Early Childhood Private Program - discussion occurred.

MOTION - to approve the staff tuition remission for DMS Private early childhood programs as presented in Board Action Items document - Chris, 2nd - Clayton, discussion occurred regarding clarification of "staff children" vs a guardian or grandparent, VOTE: 5/0/0

ANNOUNCEMENTS

Board meeting - October 25th. 6.30pm
Parent Council coffee/parent morning Monday 25th. Parent Council social 9/29/17

MOTION -
To adjourn the meeting - Clayton, 2nd - Chris - no discussion, VOTE: 5/0/0

CLOSING VERSE

Meeting was adjourned at 9pm

Prepared by Juli Curtin 9/20/17
Edited by Juli Curtin 9/22/17
Edited by Juli Curtin 9/24/17