

Approved 11/15/17

MINUTES  
VSWEA BOARD OF DIRECTORS MEETING  
WEDNESDAY OCTOBER 25TH, 2017  
HIGH SCHOOL ENGLISH ROOM, DESERT MARIGOLD SCHOOL

MEMBERS PRESENT:

Jimmy Wahbeh - President.	Chris Allen
Clayton Hopkins – Treasurer	Jessica Jarrett
Dru Smith Crain	Heather Huentelman via phone

MEMBERS ABSENT:

Lorie Miller  
Juli Curtin - Secretary

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

GUESTS:

Charlie Burkam - Executive Director	Sophie McCurley
Jennifer O’Connell - Director of Operations	Amy Setsoafia
Anthony Converti	

OPENING VERSE

Meeting was called to order at 6.31pm

INTRODUCTIONS

Board members and Administration introduced themselves.

MOTION -

To approve minutes from Regular meeting 9/20/17 - Clayton, 2nd - Chris, no discussion, VOTE: 4/0/2

PUBLIC COMMENT

No comments

BUDGET AND FINANCE - Clayton Hopkins

Fiscal September 2017 numbers were distributed in advance for review.  
Net Profit \$135,241 / +\$60,799 to budget  
Cash on hand \$135,456. 17 days unrestricted / 12 day restricted  
Charter Enrollment 312.5 / +7.5 to budget / +8.5 from last month  
Private Program Enrollment FTE 21 / - 8.4 to budget / 0 from last month

*Going to discuss whether or not to adjust private enrolment budget next meeting*

Clayton and Jamie are working on a Cash Flow Sheet that will take our numbers out 6 months to a year.  
Not yet done due to Jamie’s time restrictions due to audit.

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RFP for audit to be sent out sometime this week by Clayton.

AFR is financial performance for fiscal year ending 6/30/17. State required to report expenses and revenues. Will have to resubmit if audit shows something different.

Charlie is working on conversations with Midfirst Bank regarding a line of credit and other services that they offer but not ready to bring to board yet. Further discussion occurred. Clayton and Charlie to discuss further off-line since Board does not have to approve bank change.

*From last month: 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. - Not yet done*

Thank you notes were sent out by Jimmy for donations received in 2017 through end of September 2017

#### Fundraising Update

Jennifer reported that \$11,506 has been received in the Annual Giving Campaign in the past two weeks, bringing the total for the year to \$13,662. This surge came after the fundraising survey that was sent to the community. There was also an Early Childhood play yard matching grant that was a focusing point.

#### DIRECTORS' REPORT - Charlie Burkam

Report was distributed in advance for review.

Topics covered - Service Mark Process / Curriculum & Instruction / B Letter Grade / Operations

#### Service Mark Process

Charlie updated the Board and he expects the site visit to happen in December to enable a decision in January. Any preparation for Board members will come back at the November meeting and Core Principle #6 is the primary area where Board activity falls. Dru summarized the preliminary Action Points agreed upon at the Education Council for the self-study: fully implement curriculum planning and evaluation; review and evaluation in all areas including leadership bodies, complete curriculum mapping, and curriculum enhancement through establishing a Waldorf Remedial position for the grades, define and staff a full music and movement program throughout the school, and add high school guidance. This will be spelled out in more detail within the Self-Study.

*Everyone will have access to the full report after it is submitted, which should be before the end of the month to stay on schedule.* In the discussion, it was indicated that with the new membership process, the Alliance membership fees may increase from \$10 to \$15 per pupil.

#### PLANNING

Replacement of metalwork shop to be started with storage unit and advanced to multiuse space (metalwork, glass blowing, storage, possible 4<sup>th</sup> HS classroom) by January.

Awareness of nearby development and its impact on DMS (i.e. additional enrollment, possible 2<sup>nd</sup> track, need for traffic control) and how we will move forward with this development.

The Self-study for the Alliance Membership process has served as the initial step for a full review of the Long Range Plan. Document attached.

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#### ACTION ITEMS

MOTION - to give administration authority to submit necessary documentation to proceed to full Alliance membership and apply for service mark – Jimmy, 2<sup>nd</sup> – Heather, discussion (fees may go up \$5 per pupil), VOTE: 6/0/0

Discussion on VSWEA contract with the Alliance for VSWEA to provide director level staff to support and coordinate the Alliance Path to Membership process. Charlie will talk directly with Alliance and VSWEA will not be involved in contract. Charlie to provide copy of contract for full disclosure to VSWEA and any conflicts of interest.

#### ANNOUNCEMENTS

Board meeting - November 15<sup>th</sup>. 6.30pm

Halloween Carnival & Chili Cook-off

Dia de las Muertos

Lantern Walk

#### MOTION -

To adjourn the meeting - Dru, 2<sup>nd</sup> - Clayton - no discussion, VOTE: 6/0/0

#### CLOSING VERSE

Meeting was adjourned at 9pm

Prepared by Jessica Jarrett 10/25/17

Edited by Juli Curtin 10/29/17