

Approved 8/21/19 JC

MINUTES
VSWEA BOARD OF DIRECTORS MEETING
WEDNESDAY, JULY 10TH, 2019
ENGLISH ROOM, DESERT MARIGOLD HIGH SCHOOL
6210 S 28th Street, Phoenix, Arizona

MEMBERS PRESENT:

Heather Huentelman – President	John Tanner
Juli Curtin – Secretary	John Elling
Clayton Hopkins – Treasurer - via phone	Gregory Schneider
Jessica Jarrett	

MEMBER ABSENT:

Sandra Lovelady-Sabbatini

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

GUESTS

Christie Kriegsfeld – Acting Executive Director
Helena Moriarty Carol Moriarty Jean Falconburg Harper Rose Lisa Maynard

OPENING VERSE:

Meeting was called to order at 6:37pm

INTRODUCTIONS

Board members introduced themselves and meeting protocol was reviewed.

MINUTES

MOTION – to approve minutes from 6/19/19 Regular Board meeting – Jessica, 2nd – John E., no discussion, VOTE: 6/0/1

YEA: H.Huentelman, J. Curtin, C. Hopkins, J.Jarrett, J. Tanner, J. Elling

ABSTAIN: G. Schneider

MOTION – to approve minutes from Budget meeting – Jessica – 2nd – John E., no discussion, VOTE: 6/0/1

YEA: H.Huentelman, J. Curtin, C. Hopkins, J.Jarrett, J. Tanner, J. Elling

ABSTAIN: G. Schneider

PUBLIC COMMENT

None at this time.

REPORTS

Acting Executive Director report – submitted in advance for review

Leadership and Development Council (LDC) 1st meeting was on July 1st, working through goals for the new school year.

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Each of the realms are working on their areas and will be reporting to the board soon, including goals for 2019-2020.

Job offers are occurring as we speak.
Michael Martin is traveling and not able to present a HS Admin update.

Getting ready for back to school meeting and orientation. Cultural sensitivity training is occurring for the staff.

Employee and Parent Handbook is being updated.

Enrollment update - received from Deana for the EC and Grades. Reviewed during meeting.

Questions regarding the low enrollment #'s in PlayGarden and Private Kindergarten.

We need a concerted effort to increase the enrollment via parenting newsletters, our website, FB and Instagram. Laura Heaney to handle this, per Christie.

We will need to closely watch our enrollment numbers, as we always do, for any potential budget revisions that may need to be made.

There were questions regarding the enrollment report numbers. Christie K to speak with Deana to get clarification regarding loss of students in 7th & 8th grades and increase of approximately 10 students per class in the 3 days since report was issued and meeting time.

Service Mark update - no update at this time. Clayton to forward out to the Board any updates he receives regarding this.

BUDGET AND FINANCE

MOTION - to adopt the 2019-2020 budget as presented - Jessica, 2nd - Clayton, discussion - concerns expressed around the current low private program enrollment numbers -
VOTE: 7/0/0

YEA: H.Huentelman, J. Curtin, C. Hopkins, J.Jarrett, J. Tanner, J. Elling, G.Schneider

Christie to immediately f/up with Deana regarding the enrollment number concerns in the private program, as well as, 7th and 8th grades questions that were expressed this evening and to report back to the Board.

Conversation occurred around adding new students to the 7th and 8th grade classes – including the philosophy of DMS teachers on the matter; how many students were enrolled in these classes at the end of last year, the impact to the budget, etc.

The Board has had the understanding that the 8th grade teacher was consulted prior to any new students being added to the 8th grade. It was conveyed by Miss Falconburg that this did not occur for her most recent 8th grade class. It was also communicated that Miss Kelsey was not consulted regarding student additions for the rising 8th grade class.

It was noted that Juli does not take verbatim minutes and to please keep this in mind when requesting conversation and/or information to be retained in the minutes.

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The Board is requesting that the Administration work to determine the best course of action in regards to adding, or not, new students to the rising 8th grade.

Discussion occurred around enrollment deadline for returning and new students.

Christie to get clarification on what is allowable in regards to setting a summer deadline for enrollment and report to the Board.

John Tanner left meeting at 7:52pm

Consider adding a student questionnaire and a placement test to the new student enrollment process.

Request for a regular monthly report including enrollment numbers, including comparative numbers.

Requested to receive an end of year assessment by the class teacher regarding class cap feedback to aid in more accurate budget projections.

John Tanner returned at 7:55pm

Aspire to provide clear financial documents to the Board starting with August, this will include year end close out data.

DISCUSSION AND POSSIBLE ACTION ON REFINANCING - Clayton

Documents were submitted in advance for review and discussion at meeting.

Discussed the pros and cons between RSF refi and MidFirst Bank refi at length.
Reviewed the RSF Covenants in detail.

The Board members all shared their thoughts regarding which refi offer they were in favor of.
It was recognized that the Board is grateful for the long standing relationship we've maintained with RSF Social Finance.

MOTION - to accept MidFirst Bank offer as presented - Jessica, 2nd - Gregory, no discussion,
VOTE: 7/0/0

YEA: : H.Huentelman, J. Curtin, C. Hopkins, J.Jarrett, J. Tanner, J. Eling, G.Schneider

BigSis - still in negotiations with them. Jessica Jarrett, Laura Heaney, Michelle Kratzer and Ben from BigSis to have an upcoming conference call. Jessica to report back to the Board with info.

BOARD PLANNING, POLICIES & DISCUSSIONS

Survey results of Board members and Acting Executive Director were reviewed.

How many goals should the Board have for this upcoming year?

The Board went around the room sharing their thoughts on the goals for the Board.

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All 7 goals were agreed upon for the 2019-2020 year.

Heather and Jessica to merge the previous 2018 Strategic Plan with the current goals discussed.

Reviewed the ED suggested goals for 2019-2020 year.

Christie gave her feedback on the survey results along with her personal rankings.

Goals 1-7 are manageable, goals 8-11 will take further consideration and possible additional support.

Christie will work with the LDC to solidify her goals for 2019-2020 and report back to the Board.

ANNOUNCEMENTS

Next Board meeting 8/21/19 @ 6:30pm - English room, DMHS.

Please review minutes in the next 24 hours and feedback to Juli as minutes will be posted on Friday morning.

MOTION - to adjourn meeting - Clayton, 2nd - Jessica, no discussion

VOTE: 7/0/0

YEA: H.Huentelman, J. Curtin, C. Hopkins, J.Jarrett, J. Tanner, J. Elling, G.Schneider

CLOSING VERSE

Meeting was adjourned at 8:47pm

Prepared by Juli Curtin 7/10/19

Edited by Juli Curtin 7/11/19