

**MINUTES  
VSWEA BOARD OF DIRECTORS  
REGULAR MEETING  
WEDNESDAY SEPTEMBER 23, 2020  
VIA ZOOM**

<https://us02web.zoom.us/j/86903787732?pwd=eTd5WEs0MS92aVJEbCtUdk0yaGF0Zz09>

**MEMBERS PRESENT:**

Matthew Walker – President (M.W.)	John Tanner (J.T.)
John Elling – Treasurer (J.E.)	April Sauer (A.S.)
Gregory Schneider – Secretary (G.S.)	Nathaniel Allen (N.A.)

**MEMBERS ABSENT: None**

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

**GUESTS**

Invitees of the Board:

- Christie Kriegsfeld (C.K.)
- Steve Pawlo (S.P.)

Members of the public present via Zoom/Registration through Google Forms:

- Barb Cunningham
- Carol Moriarty
- Colleen Pope
- Debbie Allen
- Heather Sullivan
- Helena Moriarty
- Jean Falconburg
- Jennifer Walker
- Jill Thomas
- JJ
- Kristen Ziegenbein
- Laura Heaney
- Megan
- Meghan Kelsey
- Sami Rank
- Steven Salinas

**OPENING VERSE / INTRODUCTIONS**

Meeting was called to order at 6:34 p.m. M.W. welcomed the public to the meeting. M.W. read the opening verse. The Board members introduced themselves. M.W. provided an overview of the agenda and a reminder regarding the limitations of open meeting laws.

## **BUDGET AND FINANCE**

### **Necessary Facilities Repairs**

M.W. invited S.P. and C.K. into the meeting. M.W. noted some of the repairs that had been contemplated at the August 26 meeting, including rekeying the doors and the septic system.

C.K. confirmed the door rekeying project will be completed by Friday.

M.W. further explained the other repairs/projects were the A/C repairs and the lawn mower, and thanked S.P. for obtaining competitive quotes for those projects. M.W. invited discussion regarding the A/C repairs.

S.P. explained how he obtained bids for the A/C repairs, including three companies, and provided the following details in response to questions from M.W., G.S., and J.T.

- Wolf: Replace what you have, gave two options - \$18,000 - \$23,000 to replace all three units.
- Magic Touch Mechanical – suggested removing one system, replacing with two larger systems, one to cover each room. \$18,000. They also provided a proposal for a ceiling mounted system that would eliminate ductwork, which would be \$25,000.
- Sonoran Air – Replace existing systems. \$17,500 – \$22,500 depending on SEER rating.
- Options for financing include half down, half when finished; could also explore financing.
- Life expectancy is 15-20 years, but replacement parts will likely be necessary starting in the 15+ year range.
- All companies offer one year of service on the systems, and the larger companies offer more emergency availability and discounts on service.
- Could possibly wait until 2021 to implement these fixes. Systems are running now and the weather is cooling.

M.W. inquired about S.P.'s preference. S.P. responded he preferred the Magic Touch proposal to reduce the number of systems to two.

S.P. explained the lawn mower quotes he received and provided the following details in response to questions from M.W., J.T., N.A.:

- School has about 13 acres of school, including 9 mowable acres. Currently use a piece of John Deere equipment that was gifted to the school. It is a standard ride-on mower that is built for an acre or less of land. The school's tractor is still working well, however, and is expected to continue operating well for now.
- Reached out to three vendors:
  - Bingham Equipment – Bobcat, zero turn 50" deck. Includes a state discount that amounts to \$1000, total price with tax of \$7300. Financing available – 0% for three years. Three-year warranty / parts & service.
  - Stotz Equipment – John Deere equipment, on the edge of residential/commercial grade. Has a unit with 60" deck, 24 HP, for \$7,400, including a discount. No financing available. One-year warranty / parts & service.
- This upgrade is more urgent because the mowing requirement is now almost year-round, and the current mower is in terrible shape, and it has been rebuilt nearly four times.

General discussion between M.W., N.A., and J.E. regarding strategy in addressing these repair expenses.

M.W. moved to approve expenditure of approximately \$7400 for purchasing a new Bobcat mower from Bingham Equipment utilizing financing at 0% for 3 years as described in the quote provided by Mr. Pawlo. N.A. second.

- N.A. asked whether we are able to get an exemption from retail tax.
- J.E. said we should have it.
- C.K. confirmed we do have a tax exemption certificate.
- S.P. stated he would present it to the vendor.
- J.T. clarified the procedure if S.P. cannot secure those terms.

Vote: Unanimous in favor (G.S., M.W., A.S., J.T., N.A., J.E.). **Motion passes.**

#### Enrollment Update

M.W. reported that our enrollment is 274, a little below planned. M.W. asked about any enrollment bump with the announcement to return to in-person?

C.K. noted that the work continues to improve enrollment, and two have been added since the last report (yesterday), but there has not been a huge bump.

M.W. asked about other efforts to increase enrollment that the Board would like to see?

G.S. asked about distributing a flyer/pamphlet to homes in the neighborhood advertising enrollment to the surrounding communities.

A.S./C.K. discussed flyers/pamphlets currently in existence and feasibility of turning that into a simple flyer that could be distributed again.

N.A. asked what current phone calls were based on.

C.K. clarified that it was based on wait lists and relationships the school has.

J.T. said he would like to see a goal for full enrollment in the grades and early childhood, and doubling of the high school size. Would like to consider marketing options to help boost enrollment.

M.W. and A.S. invited board member applicants and volunteers to assist in marketing.

#### 40th Day Attendance

M.W. thanked C.K. for her work in preparing for the 40th day and encouraging attendance, and the impact attendance on the 40th day has on school funding.

#### Student Council Funding

J.T. asked for clarification about which students were involved and who is involved.

APPROVED 10/7/2020

C.K. clarified that it involves the high school students and their efforts to raise funds for various events.

#### RSF Loan Issues

M.W. reported that RSF has asked for a considerable amount of information and there are several people working to provide that information.

J.E. reported that we have not yet supplied them with enrollment information because the format we provided it in they could not open. The one item we have not yet provided them is board member bios, so the sooner we can get board member resumes the better.

C.K. asked for anyone who has not submitted a resume to please send it.

A.S. reported that has arranged for a virtual site visit to occur with RSF on 10/20/2020.

M.W. reported that RSF agreed to extend the term of the existing loan for 30-45 days so that we can complete the process of providing RSF the information it needs. It gives us until about mid-November to wrap this process up.

G.S. moved to give M.W. the authority to sign the extension with RSF. J.E. second. No further discussion. Vote: Unanimous in favor (G.S., M.W., A.S., J.T., N.A., J.E.). **Motion passes.**

#### **COVID-19**

##### Covid Response Guidelines

M.W. invited discussion of the school's current policies and procedures regarding the COVID plans and response.

A.S. commented that it has been really helpful to be able to send links to these plans, thanked C.K. for her hard work in developing them, and believes they look great.

M.W. asked C.K. whether any substantive changes were necessary that require the Board's approval.

C.K. stated that no board approval necessary, but may try to incorporate existing content into a single comprehensive guide.

M.W. commented he would like the board to be notified of any positive cases of COVID-19.

C.K. agreed that is not currently present in the guidelines but will be happy to add it.

M.W. invited discussion about what the circumstances would be under which we would close the school in response to COVID-19 cases.

N.A. asked whether there are any policies and procedures that other schools have used.

No one was aware of any.

G.S. commented that state benchmarks for in person instruction and the definition of an outbreak are the only guidelines we have to go by.

Covid Dashboard / Plan for Negative Trends

M.W. discussed the previous motion that set conditions for reopening. M.W. noted that as of today, all benchmarks have been met and school is on track for reopening. New data is released tomorrow. If any of the benchmarks change, we may need to meet quickly.

G.S. commented that many recently reported cases are the result of newly counted antigen tests that relate to cases from months ago, so discounting some of the recent numbers suggests that we should still be on track for reopening.

School Readiness for In-Person Learning

M.W. asked C.K. if she needed anything from the Board in advance of reopening for in person instruction.

C.K. reported no further action was needed from the board. For those electing to return to in-person instruction, there is a form to fill out that will be emailed. For those who do not fill it out, there will be one available at drop off. She urged patience as in-person instruction begins.

**BOARD PROCEDURES**

Approval of Minutes

M.W. moved for approval of minutes of regular session of 9/9/2020 meeting.

Vote: Yea (J.T., M.W., A.S.) abstaining (G.S., J.E., N.A.). **Motion passes.**

M.W. moved for approval of minutes of executive session of 9/9/2020 meeting.

Vote: Yea (J.T., M.W., A.S.) abstaining (G.S., J.E., N.A.). **Motion passes.**

Board Calendar / Upcoming Activities / Events / Deadlines

A.S. noted the letter went out regarding applications to Board and encouraged applications.

Liz Bevin is scheduled to come to our meeting on October 7.

RSF's virtual site visit will occur on 10/20.

Applicant interviews will occur on November 4.

M.W. provided additional encouragement and reminders regarding the board application deadline.

M.W. moved to enter executive session to discuss and consider employment or resignation of one of the employees or appointees of the school and for C.K. to join in that session. N.A.

APPROVED 10/7/2020

second. No further discussion. Vote: Unanimous in favor (J.T., G.S., M.W., A.S., J.E., N.A.).  
**Motion passes.**

M.W. explained logistics of executive session.

Executive session began at 8:05 p.m.

### **EXECUTIVE SESSION**

The minutes of the Executive Session are confidential and are maintained separately pursuant to A.R.S. §§ 38-431.01 and 38-431.03.

Executive session ended at 9:43 p.m.

A brief recess was taken.

Regular meeting resumed at 9:53 p.m. J.T. left the meeting. J.T. returned to the meeting at approximately 9:58 p.m.

### **EXECUTIVE DIRECTOR**

M.W. discussed the job description for the role based on his review of other executive director job descriptions, and sought any input on proposed changes.

N.A. said he believed the changes were substantive and necessary.

G.S. agreed.

A.S. stated she sent her thoughts to M.W. separately by email.

M.W. moved to use and adopt the newly revised job description circulated earlier today. A.S. second. No further discussion. Vote: Unanimous in favor (J.T., G.S., M.W., A.S., J.E., N.A.).  
**Motion passes.**

M.W. brought up the advisory panel process. As originally approved, it would involve two faculty members, two board members, and two parents. M.W. would appoint board members and the other advisors would be solicited. We sent that solicitation, and September 19 was the deadline. Two faculty members expressed interest. No parents expressed interest.

M.W. thus suggested removing the parents from the advisory panel and to form the advisory panel with two board members and two faculty members, note that some of the board members are also school parents as well.

M.W. moved to revise the advisory panel makeup for the executive director search to include just two faculty members and two board members and in all other respects to remain as proposed and approved by the board. G.S. second.

- A.S. questioned whether we would still seek anonymous feedback regarding the two faculty members.

APPROVED 10/7/2020

- M.W. confirmed it was the case but the mechanics still need to be worked out.

Vote: Unanimous in favor (J.T., G.S., M.W., A.S., J.E., N.A.). **Motion passes.**

**CLOSING VERSE**

M.W. – move to adjourn, G.S. second. No discussion. Vote: Unanimous in favor (J.T., G.S., M.W., A.S., J.E., N.A.). **Motion passes.**

Meeting was adjourned at 10:03 p.m.

Prepared by G.S. on 9/23/2020.