

Approved 9/26/18

MINUTES  
VSWEA BOARD OF DIRECTORS MEETING  
WEDNESDAY, AUGUST 29th, 2018  
ENGLISH ROOM, DESERT MARIGOLD HIGH SCHOOL

MEMBERS PRESENT

Jimmy Wahbeh - President      Heather Huentelman      Dru Smith Crain (via teleconference)  
Juli Curtin - Secretary      Jessica Jarrett  
Clayton Hopkins - Treasurer      Amy Setsoafia

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

GUESTS

Pax Piper - Director of Curriculum      Jennifer O'Connell - Director of Operations  
Christie Kriegsfeld - Interim Management Consultant  
Laura Alvarado Coady – Director of Student Support Services  
Jamie Shaver – Finance Manager  
Becky King    John Elling    John Pajunk    Peter Rennick    Andrew Darian    Kim Baker  
April Sauer    Michelle Kratzer    Barbara Cunningham    Maria Cardenas    Rachel Schmid  
Danielle Martinez    Gregory Schneider    Melissa Amezquita    Lan Arley    Valerie Schleigh  
Lorie Miller    Paula Cummings    Meghan Kelsey    Sandra Sabbatini

OPENING VERSE

Meeting was called to order at 6.36pm

INTRODUCTIONS

Board members introduced themselves and review of meeting procedure occurred.

MINUTES

MOTION - to approve minutes from 7/11/18 Regular meeting - Jessica, 2nd - Heather, no discussion, VOTE: 7/0/0

Yea - J. Wahbeh, J. Curtin, H. Huentelman, C. Hopkins, J. Jarrett, A. Setsoafia, D. Smith Crain

MOTION - to approve minutes from 7/21/18 Special meeting and 8/18/18 Regular meeting - Jessica, 2nd - Heather, no discussion, VOTE: 6/0/1

Yea - J. Wahbeh, J. Curtin, H. Huentelman, C. Hopkins, J. Jarrett, A. Setsoafia,  
Abstain - D. Smith Crain

PUBLIC COMMENT

Peter Rennick had a question regarding the community survey that was to be reported on at the last meeting and wasn't. Will this be brought back to a future agenda item? Also a question regarding the Board/Faculty retreat that has been noted on a past agenda and will this still occur?

April Sauer had comments/concerns in relation to Special Education Services and how it has related to her children's experiences.

Michelle Kratzer had comments/request regarding DMS providing child care for younger children beyond 3.30pm.

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Barb Cunningham shared concerns regarding decisions that were made over the summer, especially the change of position of Charlie Burkam.

Rachel Schmid shared comments in relation to how she feels about the current state of DMS and concerns regarding Charlie Burkam's change of position. She also voiced concerns about her own position.

Gregory Schneider shared comments regarding his positive experiences in relation to Student Support Services.

Danielle Martinez shared a request for Charlie Burkam and Gregory Lovelady to be brought back to campus.

#### BUDGET AND FINANCE

Fiscal July financials were distributed in advance for review.

Net profit \$91,772. \$12,522 to budget.

Cash on hand \$153,608. 20 days unrestricted. 17 days restricted.

Cash Flow Projection spreadsheet was distributed for review and discussion.

Crisis Mgmt (attorney/Christie Kriegsfeld/Erik Bernstein) expenses projected going forward and projected ending cash were reviewed. We need to work to reduce the crisis mgmt monthly cost to \$10,000 per month. Communication with Erik Bernstein was reduced by 1/2 in August compared to July.

Clayton will determine the best breakdown of a monthly budget for these expenses and inform the Board.

We need to stay closely on top of cash on hand number ongoing month to month.

Current enrollment numbers were reviewed and discussed.

36 withdrawals over the summer, same as last year.

Current K-12 ADM actual 322, budget is 315. Fairly strong wait lists in most grades.

Private program currently 21 students, budget is 25.4

Reminder of request to receive Exit Surveys from community members on an ongoing basis, also need Exit Surveys from over the summer.

Approval of Crisis Management invoice.

MOTION - to approve July invoice to Erik Bernstein Crisis Mgmt \$15,250 - Heather, 2nd - Jessica, discussion, VOTE: 7/0/0

Yea - J. Wahbeh, J. Curtin, H. Huentelman, C. Hopkins, J. Jarrett, A. Setsoafia, D. Smith Crain

Removal of Mr Burkam from Chase account and add new signature guarantor for credit card.

Concerns brought up regarding having a personal guarantor on the school credit card.

Jamie stated that she will look into Midfirst Bank and Desert Schools Credit Union as a different option.

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Jimmy has offered to become the interim guarantor on the Chase account until an alternative is secured.

Clayton expressed his concerns to Jimmy taking on that role, Jimmy noted this.

MOTION - to remove Mr Burkam and assign Jimmy Wahbeh as guarantor for Chase account - Jessica, 2nd - Heather, discussion, VOTE: 6/1/0

Yea - J. Wahbeh, J. Curtin, H. Huentelman, J. Jarrett, A. Setsoafia, D. Smith Crain

Nay - C. Hopkins

Midfirst Bank recommends that we open a small account to aid in smooth processing of transactions due to our line of credit

MOTION - to open a Midfirst checking account with same signers on current Chase account - Clayton, 2nd - Heather, discussion, VOTE: 7/0/0

Yea - J. Wahbeh, J. Curtin, H. Huentelman, C. Hopkins, J. Jarrett, A. Setsoafia, D. Smith Crain

## REPORTS

Admin reports were distributed in advance for review from the following areas -

Business Operations / High School / Curriculum / Enrollment / Student Support Services

Request to receive the air quality test results. All rooms have passed the requirements.

Has complete compensation package communication gone out to staff yet? September 22nd is the projected goal for FT salaried faculty member.

*Requested that the Board receives a timeline of when each group will receive their compensation package communication.*

Discussion around the new format of the Admin reports - its content, matters relating specifically to the Board, etc. The Board overall felt that the reporting was more thorough and clear with good information shared.

*Request for open communication from the Board in relation to the format and content.*  
*Suggestion to share these reports with all Staff, possibly on the shared drive.*

Lesson plan committee is in effect and working together sharing plans and ideas. Pax confirmed that the lesson plan repository is in the works.

Heather exited the meeting at 7.48pm

Dru exited the meeting at 7.48pm

Faculty report - no report submitted. Jean and John - Faculty/Board liaisons

Office hours - Mondays 3.30-4pm / Thursdays 2.10-3pm and by Appointment.

*Faculty report requested to be received the day before the meeting.*

Heather returned at 7.50pm

Parent council report - no report submitted.

Dru returned at 8.01pm

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## ENDORSEMENTS

Review and endorsement of new hires.

MOTION - to endorse the following new FT faculty - Narsingh Khalsa - 1st grade, Sarah Williamson - 2nd grade, Meghan Kelsey - 7th grade, and David Hanson - HS English - Heather, 2nd - Clayton, discussion that we will look into this endorsement policy for future - VOTE: 7/0/0  
Yea - J. Wahbeh, J. Curtin, H. Huentelman, C. Hopkins, J. Jarrett, A. Setsoafia, D. Smith Crain

Faculty would like to provide input to future changes of personnel policy and procedures. Christie is currently reviewing this policy. She will also provide a copy of the policies that Deanna reviewed and returned to board to faculty for their comments/suggestions.

## BOARD PLANNING AND DISCUSSIONS

Succession Plan - progress report and discussion.

Heather, Clayton and Dru are part of the working group. Ongoing meetings are occurring with key people in the process and ongoing meetings still happening. On target with meetings during the first 45 days.

Admin Council requests to have a retreat with the Board. Consider John Pajunk to facilitate. A poll will go out to the Board and Admin with available days and times, preferably a weekend day.

AZ Corporation Commission - Statutory Agent Assignment and discussion.

Peter Rennick is currently assigned as statutory agent. We will discuss who is the best person to fulfill this role and bring back to September meeting. Clayton to follow up with Deanna Rader.

Board Development and Training in Public Relation

Public Relation 2 hour training for the Board would occur in two separate groups.

Training = \$2000 total cost. Board members have each committed to donate funds to cover this cost. Purpose is to train Board members on how to handle their role within the community as parents / board members.

\$1700 remains in Board Development restricted donation fund to be used for future retreats and further board development.

2018-2019 Board and Budget meetings

The finance mgr and faculty starts the process of building the budget in January.

April 3rd as first Budget meeting. May 1st Budget meeting. June 5th Budget meeting.

Possibility that some future Board meetings would occur on a Saturday to help facilitate Dru's participation.

Bylaw Review - board makeup and membership

Jimmy and Dru currently make up this working group. Jessica is volunteering to join the working group. Christie also willing to support this working group from a legal standpoint.

Need to look at new board membership timing vs election timing.

Need to look at the board makeup and diversity of its members.

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How to better attract new board members that are from the outside the parent community.

Feel free to provide feedback for updates to the working group.

Goal is to present recommended updates to the October Board meeting.

#### BOARD MEMBERSHIP

Interview and possible action with Ms Maria Cardenas for a Board Member Position.

MOTION - to interview Maria Cardenas as potential board member - Dru, 2nd - Juli, discussion occurred regarding concerns with adding a new board member at the present time and does it make more sense to hold off on voting new members to November when elections occur.

VOTE: 6/0/1

Yea - J. Wahbeh, J. Curtin, H. Huentelman, C. Hopkins, J. Jarrett, D. Smith Crain

Abstain - A. Setsoafia

Interview occurred.

Discussion around voting on a new member at this time.

The Board will look at the process going forward regarding voting on new members.

#### ANNOUNCEMENTS

Sept 10th Open Meeting Law training 4.30pm - 6pm.

Next Regular Board meeting 9/26/18 @ 6.30pm

MOTION - to adjourn meeting - Heather, 2nd - Clayton, no discussion, VOTE: 7/0/0

Yea - J. Wahbeh, J. Curtin, H. Huentelman, C. Hopkins, J. Jarrett, A. Setsoafia, D. Smith Crain

#### CLOSING VERSE

Meeting was adjourned at 9.32pm

Prepared by Juli Curtin 8/29/18

Edited by Juli Curtin 9/1/18 & 9/3/18