

Approved 12/12/18

MINUTES
VSWEA BOARD OF DIRECTORS
TUESDAY, NOVEMBER 20th, 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 present and a quorum was reached.

GUESTS

Christie Kriegsfeld - Acting Executive Director
John Tanner Gregory Schneider Shana Hageman April Sauer Chris Allen
Nathaniel Allen Debbie Allen Sandra Sabbatini Lovelady Bobi Harshfield
Kim Baker Jamie Converti John Elling

OPENING VERSE

The meeting was called to order at 6:39pm

INTRODUCTIONS

Board members introduced themselves and review of meeting procedures occurred.

MINUTES

To approve minutes from 10/24/18 Regular meeting - Heather, 2nd - Amy, 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

Michelle Kratzer shared information regarding symptoms related to mold exposure.

Kim Baker shared comments regarding her concerns of how the mold remediation has been handled as well as concerns with our septic system.

Shana Hageman shared comments regarding her concerns with mold exposure and her child.

April Sauer shared comments regarding concerns with mold exposure and her child.

BOARD MEMBERSHIP

Interview and possible action for Board Member Position - Mr. John Tanner, Mrs. Sandra Sabbatini Lovelady, Mr. John Elling, Mr. Gregory Schneider

The Board interviewed all 4 candidates in a panel style format due to multiple candidates applying. All candidates were asked the same/similar questions with each candidate rotating the order in answering.

MOTION - to vote on all 4 candidates who were interviewed – John Tanner, Sandra Sabbatini Lovelady, John Elling, Gregory Schneider - Jessica, 2nd - Heather, discussion,

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VOTE:

John Tanner - 7/0/0 Yea – J. Wahbeh, J. Curtin, H. Huentelman, C. Hopkins, J. Jarrett, A. Setsoafia, D. Smith Crain

Sandra Sabbatini Lovelady – 5/2/0 Yea - J. Wahbeh, H. Huentelman, C. Hopkins, J. Jarrett, D. Smith Crain No – A. Setsoafia, J. Curtin

John Elling – 6/1/0 Yea - J. Wahbeh, H. Huentelman, C. Hopkins, J. Jarrett, A. Setsoafia, D. Smith Crain No – J. Curtin

Gregory Schneider – 7/0/0 Yea – J. Wahbeh, J. Curtin, H. Huentelman, C. Hopkins, J. Jarrett, A. Setsoafia, D. Smith Crain

MOTION - to move the Board officer election to next on the agenda - Clayton - 2nd - Jessica, no discussion, VOTE: 7/0/0

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

BOARD ELECTIONS

Consideration and possible action for Officers Yearly Elections.

Consideration and possible action for Board Member term renewals

MOTION - Clayton nominates Juli Curtin as Board Secretary - 2nd - Heather, no discussion - VOTE: 6/0/1

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

Abstain – J. Curtin

MOTION - Jessica nominates Clayton Hopkins as Treasurer - 2nd - Jimmy, no discussion, VOTE: 6/0/1

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

Abstain - C. Hopkins

MOTION - Jimmy Wahbeh nominates Heather Huentelman as President, 2nd - Clayton, no discussion, VOTE: 6/0/1

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

Abstain - H. Huentelman

Heather asked Jimmy to stay on as a Board member at least until May as long as he is willing to serve as a mentor to Heather. Jimmy, agrees to serve.

MOTION - to renew Jimmy as a Board member - Heather, 2nd - Juli, no discussion, VOTE: 5/1/1

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

No – C. Hopkins / Abstain – J. Wahbeh

MOTION - to renew Dru Smith Crain as a Board member - 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

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BUDGET AND FINANCE

Fiscal October financials were distributed in advance for review.
Net profit YTD thru October -\$32,268. \$76,260 under budget
Cash on hand \$39,626. 4 days unrestricted / 0 days restricted
Charter Enrollment ADM 320. 4.5 above budget
Private program enrollment FTE 24.8. 0.6 under budget

Concerns regarding current negative balance of net profit were expressed.
Question regarding refinancing our line of credit and our other loans. Clayton is working on this information with a bidding process among a few institutions.
Jamie was unavailable due to an emergency and all finance information was with her. Clayton looking into improving the access to financial info that the Finance Mgr holds so that in the case of an emergency, we can obtain access. Can it be centrally located?
Info provided is 30 days + behind, Clayton would like to see improvements in this area.
RFP process is back on the table, it was put on hold over the summer, Clayton is working on this.
Clayton will also look into the Michael Crabtree loan and the specifics of the loan.

Approval of crisis Mgmt invoice.
\$1750 is the October invoice for Erik Bernstein, approval not needed at this amount.

REPORTS

Administration Reports - Business Operations, High School, Curriculum, Enrollment, Student Support Services.

Question regarding the request to consider lowering class caps in grades 1-4. This is a new request.

Heather has requested info regarding financial impact of lowering class caps.

Suggestion to consider this for the next budget year. This is an active conversation within the faculty, considering possibly 24-28 students per class.

Total Compensation Statements to go out with end of year payroll.

Letters of Intent to go out at the end of 2018 for 2019-2020 school year.

Personnel Policies - still needs revisions by Faculty before it can come to the Board.

Lesson plan repository - still in the works. This is a more challenging process than anticipated.

Bobi gave a status update and expressed concern about the uneven ground near the garden area. The area is not roped off. Discussion regarding finding a specialist to work on this? Christie to follow up on the best way to handle this.

Clayton to follow up on the packet of info regarding our Service Mark documentation from previous years.

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Faculty report

Holiday concert in the works. Concerns expressed regarding the scheduling of the winter music concert and the process to scheduling events. Christie to review.
Grades are due at end of term. Spiral Walk, Santa Lucia, Winter Faire all coming in the next few weeks.

Need clearer definition of the roles in Administration and the organizational structure.

Parent Council report

52 people attended Oct 7th Community Work Day. Best attendance to date.

\$172 raised at Fired Pie September fundraiser.

Request PC knows of concert dates in advance to aid in scheduling fundraising events.

Winter Faire ticket pre-order forms have gone out. Needy families receive more support on pre-orders.

BOARD PLANNING, POLICIES & DISCUSSIONS

Discussion and review of DMS Volunteer Policy

Inconsistencies were occurring regarding the requirement for fingerprint clearance cards with volunteers on campus. Best practices among charter schools and public schools were reviewed. There's an awareness that requiring fingerprint clearance cards could prevent some parents from volunteering due to the cost of obtaining a card. Parent Council is willing to work with Administration regarding a possible scholarship program to help parents if necessary.

Sandra exited the meeting at 9:25pm

Next we need to address volunteer drivers and the required information to be a driver, in addition, the process of tracking volunteer drivers.

Sandra returned at 9:28pm

MOTION - to approve the DMS Volunteer Policy as presented - Dru, 2nd - Jessica, discussion occurred, VOTE: 7/0/0

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

Discussion & review of the Bylaw revisions

To be tabled to December Board meeting.

ANNOUNCEMENTS

Next Regular Board meeting 12/12/18 @ 6:30pm

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MOTION - to adjourn meeting - Amy, 2nd - Heather, 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 9:35pm

Prepared by Juli Curtin 11/20/18

Edited by Juli Curtin 11/25/18 / 11/26/18 / 11/27/18