

Board Meeting Minutes
June 18, 2019 7 pm

Attendance:

Trustees: Valerie Neslen, Kassi Capener, Sharon Fairbourn

Officers: Ricki Loveland, Rhetta

Visitors: Dorothy Dobson, Paige Curl,

Director: Jamie McKay

Public Comment: None

7:05 pm Called to Order

- Welcome and Mission Statement – Sharon
 - EL Education prepares kids for the future, for real world.

7:09 pm – Minutes

- Action: May 16, 2019 board meeting minutes. Sharon Fairbourn motions to approve the May 16, 2019 minutes. Kassi Capener seconds the motion. Passes unanimously.

7:10 pm – Public Comment

- No public comment

7:10 pm – Finance

- Budget Review – Matt & Finance Committee
- FY19
 - Ratios – outstanding all year long, over 1 million in reserves. Expected to put 3% away each year, this year is 4%. Cash flow – steady throughout year.
 - Red Apple wants to explore credit enhancement program for lower interest rate for 30 years because our interest rate has increased after 5 years. Interest rates are low right now. We may want to consider using reserves for building enhancements while we are refinancing

- FY20
 - 450 student enrollment, increased funding about 180k.
 - Salaries – difference is in raises
 - Health Benefits - 7% increase
 - New line item to split out Adventure from fieldwork.
 - Facility Mortgage Payment – difference in interest rate
 - Operating Margin, 3%.
 - Very initial budget with very conservative expense estimates.
 - Add 10k to Digital Teaching & Learning

7:30 pm - Business Items

- **Policies**
 - Suspension and Expulsion policy - Sharon emailed most updated one at beginning of meeting. This is a state model policy. Jamie is interested in a more clear policy and will work on it.
 - Wellness Policy - not voted on in 2019 because there were not enough people at meeting. So, will try again in the fall of 2020.
 - Library & Computer Use Policy – was it updated in 2019 by front office? Sharon will check with Debbie.
 - Fieldwork & Overnight Policy - the “transportation” section needs to be revised. Sharon will make changes and bring back.
 - Fundraising – on website is not the most updated. Kassi to work on getting the most updated to Sharon.
- **Board Background Check Review**
 - Celeste to get fingerprint background check as board liaison.
 - Valerie, Kassi, & Sharon need to check to see if they have done it within the last 3 years.
- **Board Meeting Schedule** – Reviewed
- **Board Retreat** – September 20, Valerie & Kassi to plan.
- **Finance Committee** – Tuesdays at 9 am the week of board meeting. Chad, Michael, Valerie, Kassi are interested in attending for now.

8:00 pm Training /Ratify Board Members & Terms

- Heather Gardner, resigning from board.
- Valerie Neslen resigning as vice chair and acting chair
- Kassi Capener resigning as treasurer
- Corrine Keller returning as secretary
- Valerie, nominating Amber Edelman, Dorothy Dobson, Michael Engh, Mindy Johnson, Ricki Loveland as trustees.
- Valerie nominating Chad Painter, Michael Flynn, and Paige Curl as officers.

8:30 pm – Action Items

- **ACTION:** FY19 Fiscal Year Budget, Kassi motions, to approve FY19 budget as presented tonight. Sharon seconds the motion.
- **ACTION:** FY20 Fiscal Year Budget, Sharon motions to approve FY20 budget with addition of 10k to Digital Teaching & Learning grant. Kassi seconds the motion.
- **ACTION:** Sharon motions to accept the trustee nominations as presented by Valerie as Amber Edelman, Dorothy Dobson, Michael Engh, Mindy Johnson, Ricki Loveland. Kassi seconds the motion.
- **ACTION:** Michael motions to accept the board officer nominations as presented by Valerie as Chad Painter, Michael Flynn, and Paige Curl. Ricki seconds the motion.
- **ACTION:** Ricki Loveland motions to accept the board trustee officer nominations as presented by Valerie as Amber Edelman – chair, Mindy Johnson – vice chair, Michael Engh – treasurer, Corrine Keller – secretary, Dorothy Dobson – accountability officer. Dorothy Dobson seconds the motion.
- **ACTION:** Ratify Audit Committee - Sharon motions that the following trustees/officers be on the finance and audit committees, Michael Engh, Amber Edelman, Valerie Neslen, and Kassi Capener.
- **ACTION:** POP Fundraisers - Sharon motions to approve POP fundraisers as outlined in Celeste's fundraiser forms with product fundraiser and uniform sales objective being teacher appreciation and POP expenses. Other fundraiser purposes will be determined and approved before being communicated with families. Also, adding dates to used uniform summer sales. Save the date communication can be sent out. Dorothy seconds motion.
 - Product fundraisers

- Primary.com/Used Uniforms - POP expenses/teacher appr.
- Amazon - POP expenses/teacher appr.
- Box Tops – POP expenses/teacher appr.
- Smiths - POP expenses/teacher appr.
- Homecoming Fun Run
- Spring Family Fundraiser/Mega Celebration

- DISCUSSION - What are we fundraising for next year? We want to make sure families see results. Let's get dates set. Celeste will continue working with Jamie on what to fundraise for and discuss in August before communicating with families. If POP wants to fundraise for a large project where the school makes up the difference, then work closely with Jamie and board. Per Jamie, community projectors are a priority for teachers. Celeste to present to her POP board.

- Product fundraisers are for teacher appreciation and POP expenses.

- **ACTION:** Peach Days Float – Kassi motions to approve peach days float as outlined in the Celeste's request for approval with the condition that POP works closely with Jamie in designing the float. Michael seconds the motion.

- Review/Ratify Committees – stay as organized for now, no motion.

9:15 pm – Closed Session

- **ACTION:** Dorothy motions that we move into closed executive session to discuss character, professional competence, or physical or mental health of an individual.

9:30 pm – Re-open Session

- **ACTION:** Ricki motions that we move out of closed session. Dorothy seconds motion.

- **ACTION:** Director Employment Agreement/Ratify Director - Michael motions to approve Jamie's employee agreement, salary, and bonus discussed in closed session. Dorothy seconds motion.

9:40 pm – Director's Report

- Staffing
 - Theresa Lee is not returning next year. Jamie is considering options.
 - Need one middle school aide.

- Enrollment
 - 455; 5 offers out
- Student Achievement
- Charter Agreement Goals
 - Student Attendance Rate; goal/94% and ours is 86%. A lot more certified letters for more than 10-day absences.
 - Jamie is working with DCFS as a partner to help families. Reading about it. Looking at celebrating attendance.
 - Within year enrollment rate – goal – 87%, 2019 - 90%
 - Year-to-year reenrollment rate – goal – 80%, 2019 - 84%
 - Service Learning – 100%
 - Great Thinkers – 100%
 - Empower Children – 100%
- Professional Development
 - EL Education contract review
 - EL Natl Conference; Trustee Board members should plan to attend within first two years of becoming trustee. It is in Atlanta over Fall Break.
 - EL 101; Voyage hosting EL 101 for UT cohort. We have four teachers attending;
 - Implementation Score – 111
 - Staff Retreat – Aug 11–13; Pineview Reservoir; board members invited
- Public Relations
 - Chamber Movie Nights – 15 sec video
 - Walker Movie Theater – 90 sec

10:10 – Adjourn; Sharon motions we adjourn. Dorothy seconds the motion.