

Approved 10/24/18

MINUTES
VSWEA BOARD OF DIRECTORS MEETING
WEDNESDAY, SEPTEMBER 26th, 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 - Interim Management Consultant
Jennifer O'Connell - Director of Operations Michael Martin - High School Administrator
Barb Cunningham Shana Hageman Lorie Miller Kim Baker April Sauer
Sandra Sabbatini Millie Harkins Kate Bentley Helena Moriarty Heather Whitmore
Debbie Allen Carol Moriarty Michelle Kratzer Katie Anderson Rachel Schmidt
John Pajunk Nina Prange Greg Brockhaus

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 8/29/19 Regular meeting - Heather, 2nd - Jessica, no discussion, VOTE: 7/0/0

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

PUBLIC COMMENT

Shana Hageman shared comments from various DMS students about what they love about our school and what they'd like to have improved.

April Sauer shared comments regarding the DMS Charter and what she learned by reading it.

Barb Cunningham shared thoughts and concerns that she has regarding the current state of DMS.

Kim Baker shared comments regarding grounds maintenance needs.

BUDGET & FINANCE

August fiscal financials were distributed in advance for review.

Net profit \$131,327. \$16,591 under budget

Cash on hand \$121,209. 16 days unrestricted. 12 days restricted.

Charter enrollment ADM 321. 5.5 above budget.

Private program FTE 18. 3.6 under budget.

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Professional and Technical Services is over budget YTD \$8619.

Steps need to be taken to reduce these expenditures further. PR expenses have been cut by 50% for the past 2 months. Need to determine how we will fill any gaps that may occur by reducing the reliance on outside support.

Suggest a review with Christie what a typical day looks like to determine where some areas can be reassigned or redirected.

Suggest that the Transition working group could assist in starting this review.

Does Christie have additional support to address the needs throughout the day - she feels through Admin, faculty and staff she has the appropriate support needed.

Question regarding the donation slide from the financial presentation and ensuring that we are recognizing all families that have donated this month.

Credit Card / Line of Credit update

Credit card application is ready to go with Midfirst. An account is also in process of being set up with Midfirst.

Line of credit is set up and ready with Midfirst.

Chase account needs a signature from Charlie, Jimmy is coordinating this.

Approval of the Crisis Mgmt Invoices

MOTION - to approve current invoices from Erik Bernstein and Deanna Radar through August 31st - Jessica - 2nd - Clayton, discussion, VOTE: 7/0/0

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

301 Bonuses

The 301 Committee (Heather Whitmore, Carol Moriarty, Debbie Allen, Millie Harkins, Christie Martin, Meghan Kelsey) submitted a memo to the Board in advance for review and also read the letter aloud at the meeting recommending a change to how calculations are determined for the current 2017/2018 year payout and the coming 2018/2019 year.

Recommendations are typically voted on in February for the next year.

Currently there isn't an appeals process available for faculty, the committee is requesting an appeal process for 2017/18 and requesting to alter the plan for 2018/19 school year.

Suggestion that the Board be the appeal group.

MOTION - that the board becomes the appeal group for the 2017/2018 301 teacher payout - Jessica, 2nd- Heather, no discussion, VOTE: 7/0/0

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

Jessica has volunteered to be the Board member that will work with the 301 Committee.

Managing Expenses

Previously discussed during the initial financial discussion.

REPORTS

Admin reports were distributed in advance for review.

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

Regarding hiring needed staff - ensuring that notices have gone out beyond our community – yes they have.

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Regarding the mold report and knowledge of how it affects the community, request that more information is shared with the community at the upcoming Town Hall. Swab testing is scheduled for Sept 29th.

Regarding Admin relocation - there aren't any substantial expenses projected. Feedback received from affected staff is currently being addressed.

Can parents contribute to some small supply needs within the classroom? Many classes are already doing this.

Request that Clayton looks into materials fees paid within the community.

Request that the ADM numbers shared on the report to the board is the same number being reported in schoolmaster.

Lesson plan repository is a much larger project than anticipated. Faculty and staff are currently working together on this project on a weekly basis.

Any update on the Service Mark? Not yet.

Any update on the emergency response plan? Charlie has submitted a memo to Christie and Jennifer, they are reviewing and determining the plan of action.

Question regarding status of sensitivity training.

Personnel policies are with faculty with plans to present next month.

Faculty Report

Submitted in advance for review. A lot of work went into the report. Request that Christie create a summary of the report that can be shared at a board meeting. Several items within the current report are personnel matters and cannot be shared in an open meeting. Christie indicated that each of the items have been addressed.

Concern of the time commitment and how it may be impacting the members of the Liaison Working Group.

Parent Council Report - none submitted.

Site Committee Report

Met this week, reviewed the "hot" list of needs. Parking lot is in need of repair, work to be done over fall break. Additionally reviewing list of needs that can be done during a Work day. Also looking at improvements to the work shop. Members each have items to research and report back to the committee. Long Range plan will need to be reviewed and reassessed again.

Suggestion that the site committee share with the community, possibly in a Town Hall setting, where the needs are in hopes that the community could help support.

Shade structure update - Jessica has submitted plan to the city, city is reviewing the plans, within 25 days we should receive response. Clayton is working on expediting the permit process.

Survey Report

Shared at the meeting.

Transition work group will pull out comments that are transition plan related and compile together.

Info can also be used for Long Range Planning.

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BOARD PLANNING, POLICIES & DISCUSSIONS

Discussion and possible action regarding a policy for overnight campus stays.

Need to look into what our insurance policy states in relation to overnight campus stays and are we compliant? Clayton will look into this.

MOTION - No individual is permitted to reside on a temporary or permanent basis on school property with the exception of school sanctioned events - Jessica, 2nd - Heather, no discussion, VOTE: 7/0/0

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

Transition Plan - Progress Report and Discussion

Report submitted in advance for review, additionally reviewed at the meeting.

Looking at possible dates for the board public relations training with Mr Bernstein.

Request to have a board member at the all staff meeting following the board meeting.

AZ. Corporation Commission - Statutory Agent Assignment and Discussion

Deanna is willing to be this person.

ANNOUNCEMENTS

Next Regular Board meeting - 10/24/18 English room 6.30pm

Ice Cream social / dinner fundraiser / clothing exchange this Friday 28th.

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

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

CLOSING VERSE

Meeting was adjourned at 8.55pm.

Prepared by Juli Curtin 9/26/18 / edited by JC 9/28/18