

Minutes of Board Meeting

May 19, 2020

6 p.m.

The meeting was held via ZOOM video chat. Board members in attendance were Steve Earley, Adil Khan, Melissa Devlin, Trish Buchanan, Elizabeth Kerns, Jill Haladay, Michael Peeples, Luke Markham, Chandra Frederick and Mike Brossart. Staff members present included Deborah Sulsona, Cindi Parker-Pearson, Stacy Williams-Myers, Mary Holjes and John Burton.

Approval of Minutes

Chandra Frederick chaired the meeting and called it to order at 6:02 p.m. Adil Khan moved to approve the minutes of the April 21, 2020 Board meeting. Mike Brossart seconded the motion and it passed unanimously.

PUBLIC COMMENT

None (The public notice stated to contact John Burton for Zoom information)

Parents Report

Mary has completed the annual yearbook and it should be here this summer. We will contact parents once we have them and will set up a pick up process similar to how parents pick up the student packets.

Financial Report

Mike Brossart presented the financial report for the 10 months ending April 30, 2020. We are trending well with a net increase of \$215,015 compared to a net increase of \$265,868 last fiscal year. Total revenue is about \$124k higher than last year at this time. We need a large surplus to cover the month of June when we do not receive FTE funds. We are still projecting a net increase over expenses for year-end (before depreciation).

We received just under \$650,000 from the Payroll Protection Program (PPP) in the form of a loan. We opened an account with Citizens Bank & Trust since they helped us apply for the loan and to keep track of eligible transactions. Deborah Sulsona is tracking all expenses with the hopes of using all of it for expenses eligible for forgiveness. Mike Brossart suggested we open another separate bank account to hold funds transferred from the PPP account so that we have the funds for any repayment that could be required. We should move forward with the assumption to repay the loan. Steve Earley made the motion to open a new bank account for PPP funds that are transferred. Mike seconded the motion and it passed unanimously.

Development Report

We have been increasing our Facebook presence as well as informing donors of how we are continuing to serve our kids during the COVID-19 shutdown through an email blast and impact letter. We received a grant from GiveWell Community Foundation in the amount of \$3,000 to be used for strategic or succession planning and have a donor who is willing to provide funding for student or staff technology needs for next school year. One grantor asked if we needed the grant we had requested to “keep our doors open.” This may be a trend from

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some donors. Stacy sent out a donor survey and included the results in the board packet for board members to review. We have some donors offering in-kind donations such as ceiling tiles from Jason Welling's company and many things from Horne Construction.

Principal's Report

The last student packet pickup was last week. The last day of school is Thursday, May 28. We decided to have a drive-thru graduation on Monday, May 18 at the Lakeland campus for all 55 graduates. It was postponed due to rain to Thursday, May 21, 2020. Staff will be outside (and apart) with signs and balloons to wave as graduates and their families drive by. The graduates will receive their diploma and tassel at the end of the parade. The graduates are divided into two groups with Group 1 being held from 5-6 p.m. and Group 2 from 6-7 p.m.

Staff will arrive a little earlier and Cindi will announce our Teacher of the Year and Support Employee of the Year. Lakeland teacher, Grace Doran, is retiring after 10 years with us and we will recognize her as well.

Cindi and the ESE Coordinators have been working on classroom placement and where to put new students from the waiting list so that we can begin our enrollment process. Cindi will also be completing the annual Safe Schools assessment for all three campuses.

Executive Director's Report

We had our United Way CIT virtual visit for our Birth to Three program in April. Thank you to Chandra Frederick for her involvement. We are optimistic that our allocation will not be drastically cut however, there is concern about United Way's focus on basic needs during the COVID crisis. We will find out our allocation amount on July 1, 2020.

Committee Reports

The Nominating Committee plans to bring the following term renewals as a motion for approval.

3-year term

Karli Hughes

Adil Khan

Trish Buchanan

2-year term

Jill Haladay

Jason Welling

Elizabeth Kerns

1-year term

Melissa Devlin

Luke Markham seconded the motion and it passed unanimously.

The Nominating Committee brings the following slate of officers as a motion for approval.

President – Luke Markham

1st Vice President – Mike Brossart

2nd Vice President – Trish Buchanan

Secretary – Karli Hughes

Treasurer – Elizabeth Kerns

Adil Khan seconded the motion and it passed unanimously.

The Nominating Committee brings the following new board members as a motion for approval. Danease Horne and Matt Hinton. Trish Buchanan seconded the motion and it passed unanimously.

Unfinished Business

All board members need to complete the Conflict of Interest form that Deborah Sulsona e-mailed a several weeks ago and return it to Deborah. Also, if Deborah has emailed you regarding your governance training, please complete ASAP. We will begin our annual audit soon.

New Business

None

The meeting was adjourned at 6:36 pm.

Respectfully submitted,

Deborah Sulsona
Administrative Services Manager