

Approved 1/24/18 JC

MINUTES  
VSWEA BOARD OF DIRECTORS MEETING  
WEDNESDAY DECEMBER 13th, 2017  
ENGLISH ROOM, DESERT MARIGOLD HIGH SCHOOL

MEMBERS PRESENT:

Jimmy Wahbeh - President      Dru Smith-Crain  
Clayton Hopkins - Treasurer      Jessica Jarrett  
Juli Curtin - Secretary

MEMBERS ABSENT:

Heather Huentelman

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

GUESTS:

Charlie Burkam - Executive Director      Laura Alvarado Coady      Amy Setsoafia  
Jamie Shaver - Finance Manager      Jennifer O'Connell  
Hellene Brodsky-Blake, Early Childhood Teacher, Journey School CA  
Donald Samson, Class Teacher, Mountain Song School, Colorado Springs, CO  
Linden Sturgis, Pedagogical Director, Desert Star Community School, Cornville, AZ

OPENING VERSE

Meeting was called to order at 6.35pm

INTRODUCTIONS - all present knew one another

MINUTES

MOTION to approve minutes from 11/15/17 Regular meeting - Jessica, 2nd - Dru, no discussion,  
VOTE: 5/0/0

PUBLIC COMMENT - none

BUDGET AND FINANCE - Jamie Shaver / Clayton Hopkins

Fiscal Nov 2017 numbers were distributed in advance for review.

Net Profit \$145,719.      \$107,437 to budget

Cash on hand \$102,548.      13 days unrestricted / 10 day restricted

Charter enrollment 320.      +6.5 to budget / -1 from last month.

Private Program Enrollment FTE 22.2.      No change from last month.

Tours have had strong attendance.

Cash flow projection from Clayton will be sent out within the week to Board members.

Recent audit report dated November 13th, 2017 was distributed, reviewed and discussed. There were no audit findings.

Financial Oversight Policies and Procedures - still a work in progress, the plan is to review at the January Meeting for a vote in February.

Progress Report on RFQ to come at January meeting.

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#### DIRECTORS' REPORT - Charlie Burkam

Report was distributed in advance for review. Reviewed in further detail and discussion at meeting. Topics covered - Alliance Membership and Service Mark Process / DMS Budget / Curriculum and Instruction / Student Support Services / High School / Operations / Business Operations.

There is active work to update our Retirement plan as our current plan is not compliant. Jennifer, Charlie and Jamie are working together on this. Charter Association recommends DMS goes with a 403b plan. Also considering the State Retirement plan.

Development update - Total Annual Giving \$31,594 thru November. Total Tax Credits \$4574 thru November. Tax Credit campaign has started and will continue through April 15th.

#### CONTRACT ENDORSEMENT

The Board reviewed Ajay Singh's resume for 5th grade Class teacher. The Board endorses Mr Singh as our new 5th grade Class teacher.

#### LONG RANGE PLAN

The current site plan and our priorities were reviewed and discussed.

Complete the basic high school needs.

Relocate Woodwork and Maintenance - NW corner of HS

Relocate Sports field to south to provide full-sized space

Multipurpose space for gymnasium and stage large enough for Eurythmy

Upcoming purchases -

Roof for Grade 5/6/7 / Shipping/Storage Container with Rollup Door / Tent - 30x40x10 with Sidewalls.

MOTION - to approve the purchase of the 30x40x10 tent for HS @ \$9352 from JB Mabb and Associates - Dru, 2nd - Jimmy, discussion occurred, VOTE: 5/0/0.

MOTION - to approve the purchase & installation of the metal roof repairs for the 5/6/7 grades classroom @ \$14,000 contractor Rowan Burkam - Jimmy, 2nd - Dru, discussion occurred.

Charlie Burkam was not present for the discussion or vote as to avoid a conflict of interest. No licensed contractors were available during the winter break, this is a time sensitive repair. Discussion occurred regarding our hiring process for future construction jobs to be discussed at a future meeting.

VOTE: 4/1/0

EC play structure will be installed over winter break.

Strategic Plan review was distributed by Clayton for review and discussion. This document will be uploaded onto the Google drive - Board folder

#### ANNOUNCEMENTS

January Board meeting 1/24/18 @ 6.30pm

Several field trips have and are occurring this week.

January discussion - Study - Core Principle #6 Collaborative Leadership

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MOTION - to adjourn meeting - Clayton, 2nd - Juli, no discussion, VOTE: 5/0/0

CLOSING VERSE

Meeting was adjourned at 8.35pm

Prepared by Juli Curtin 12/13/17

Edited by Juli Curtin 12/15/17