

APPROVED 11/04/2020

MINUTES
VSWEA BOARD OF DIRECTORS
REGULAR MEETING
WEDNESDAY OCTOBER 21, 2020
VIA ZOOM

<https://us02web.zoom.us/j/81450064438?pwd=a29ScVpIYzF5MEICcEpQYTNTQ0NRQT09>

MEMBERS PRESENT:

John Elling – Treasurer (J.E.)

John Tanner (J.T.)

Gregory Schneider – Secretary (G.S.)

April Sauer (A.S.)

Nathaniel Allen (N.A.)

MEMBERS ABSENT: None

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

GUESTS

Invitees of the Board:

- Christie Kriegsfeld (C.K.)
- Priscilla Garza (P.G.)
- Heather Sullivan (H.S.)

Members of the public present via Zoom/Registration through Google Forms:

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- Adeline Carrera
- Barb
- Becky King
- Chrisharshfield
- Colleen Pope
- Dan Franks
- Danielle Martinez
- Deb
- Deborrah Allen
- Helena Moriarty
- Jill Thomas
- JJ
- Kim Baker
- Kristen Ziegenbein
- Laura Heaney
- M S
- Megan Young
- Michelle Kratzer
- Poo
- Riva Figueroa
- Sarah Williamson
- Susan Kerr
- W

OPENING VERSE / INTRODUCTIONS

Meeting was called to order at 6:38 p.m. G.S. welcomed the public to the meeting. G.S. read the opening verse. The Board members introduced themselves.

PERMANENT EXECUTIVE DIRECTOR

Permanent ED Search

G.S. asked A.S. and N.A. to provide status on the Advisory Panel for the permanent executive director search.

A.S. reported that for the parents the following were recommended:

- Kim Baker
- Myriah Mhoon

For the faculty and staff the following were recommended:

- Deb Pawlo
- Carol Moriarty

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G.S. move to approve the appointment of Kim Baker, Myriah Moon, Deb Pawlo, and Carol Moriarty to advisory panel. J.T. second. No further discussion. Vote: Unanimous in favor (J.T., G.S., A.S., J.E., N.A.). **Motion passes.**

A.S. reported that the Board has received 109 applications for the Executive Director position. There is not a specific timeline, but the thought is to meet this week if possible with the advisory panel to plan, start looking at resumes, and hit the ground running.

INTERIM EXECUTIVE DIRECTOR

G.S. move to enter executive session to interview candidate for interim executive director position and for the board to discuss her candidacy. A.S. second. Vote: Unanimous in favor (J.T., G.S., A.S., J.E., N.A.). **Motion passes.**

G.S. move to invite C.K. to the executive session. J.T. second. Vote: Unanimous in favor (J.T., G.S., A.S., J.E., N.A.). **Motion passes.**

G.S. explained logistics of executive session.

Executive session began at 6:54 p.m.

EXECUTIVE SESSION

The minutes of the Executive Session are confidential and are maintained separately pursuant to A.R.S. §§ 38-431.01 and 38-431.03.

Executive session ended at 8:24 p.m.

A brief recess was taken.

Regular meeting resumed at 8:33 p.m.

G.S. moved to have authority to negotiate a contract with candidate along the terms we discussed in executive session. N.A. second. No further discussion. Vote: Unanimous in favor (J.T., G.S., A.S., J.E., N.A.). **Motion passes.**

BUDGET AND FINANCE

Monthly Financial Reports

P.G. reported on the profit and loss statement.

G.S. asked about the the change in the September equalization payment and why it was so much lower than previous months.

P.G. explained that the first two months were based on a budget of 300 ADM but the actual was 247 so the state had to make an adjustment.

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N.A. asked why the 301 money was also lower. P.G. explained it was for the same reason -- fewer students.

P.G. provided an overview of balance sheet of the school.

P.G. noted that \$10,000 of the accounts payable involves a worker's comp audit that required \$10,000 in additional premium.

N.A. asked whether we have received any of the grant money yet.

P.G. reported we have not. This is also why having all the data in place by the November deadline is important to obtain funding from the state for the ESG and ESSER grants.

FACULTY/STAFF

Update from LDC on Review/Feedback Process

G.S. invited H.S. into the meeting to discuss the proposed LDC review/feedback process.

H.S. explained that the LDC has been looking to get feedback on its processes and performance over the last 18 months and re-evaluate where the LDC is and where it's going. Would like to have a third-party help guide some of the discussions. Would like to go through this process and then solicit feedback from the entire faculty and find out additional areas of need. Then take all the suggestions and build them into new procedures/framework and share it with everyone. Then share it with everyone and present it to the board for final approval.

G.S. asked how the Board could best help assist in the process - identifying a person, provide funding, etc.

H.S. said they have not gotten that far, weren't sure if that person would be someone the Board hired for a broader purpose or if it was more narrow.

N.A. commented that he assumed this would include feedback from many different stakeholders -- but also questioned what sort of person would fit this kind of internal review process.

Discussion/Approval of Anti-Harassment Training for All Faculty/Staff

G.S. explained two offers to provide anti-harassment training: (1) Squire for \$1,500 per session but requiring two session; (2) Littler for \$2,000 and only requiring one session.

P.G. reported that the equalization payment will be roughly \$189,000 per month.

N.A. and A.S. agreed with the importance of this topic.

G.S. moved to approve hiring Littler to conduct training for all faculty and staff. J.T. second. Vote: Unanimous in favor (J.T., G.S., A.S., J.E., N.A.). **Motion passes.**

PLANNING FOR OPERATIONAL ISSUES DURING INTERIM EXECUTIVE DIRECTOR PERIOD

Transition Tasks

G.S. proposed N.A. take over, to the extent necessary, monitoring C.K.'s G-suite access/drive. A.S. agreed.

G.S. proposed A.S. take over approving Facebook page posts that are drafted by staff. A.S. agreed.

G.S. proposed J.E. take over approving payroll and reimbursement requests. J.E., G.S., C.K., and P.G. discussed what was involved in that process. J.E. agreed to learn about the process and determine whether he had the capacity to handle it.

G.S. asked for clarification regarding the approval of bills/requisition requests.

C.K. clarified the process and J.E., G.S., and N.A. discussed.

N.A. proposed a standing meeting to work through these issues.

G.S. offered to take on a standing meeting with the interim executive director (if appointed) or administration to work through any outstanding bills or requisition requests.

G.S. proposed N.A. be the point of contact for IT issues / Fruth group. N.A. agreed.

G.S. proposed being the point of contact for the Charter Board until a permanent executive director is hired. No further discussion.

G.S. proposed managing the ADE portal in conjunction with assistance from Aspire.

G.S. inquired about updating the mitigation plan and updating the Charter Board Manager.

C.K. clarified that any changes just need to be shared with the right Google Drive folder that is monitored by the Charter Board Manager.

G.S. noted that the interim executive director should handle issues with disciplinary issues with students that may require parent meetings, unless that person is not available, and then he would handle those issues.

G.S. suggested that the interim executive director handle time off requests in the first instance, but that J.E. be available as a backup to review such requests. J.E. agreed, with J.T. to provide any necessary context.

G.S. noted that the interim executive director would handle compensation matters for new hires.

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G.S. proposed that N.A. help vet candidates for a nurse position, to the extent the interim executive director needs additional assistance. N.A. agreed.

A recess was taken beginning at 9:58 p.m.

Meeting resumed at 10:08 p.m.

BOARD PROCEDURES

Approval of Minutes

G.S. moved of for approval of public and executive session minutes of the 10/07/2020 and 10/10/2020 meetings. A.S. and J.T. second. No further discussion. Vote: Unanimous in favor (J.T., G.S., A.S., J.E., N.A.). **Motion passes.**

Board Calendar/Upcoming Activities, Events, Deadlines

A.S. noted the need to have a meeting with the board member applicants before the public interviews.

G.S. noted that had already been done.

Election of Vacant Board Officer Positions

J.T. moved to nominate G.S. as Board President. A.S. second. Vote: Unanimous in favor (J.T., G.S., A.S., J.E., N.A.). **Motion passes.**

G.S. moved to nominate A.S. as Board Secretary. J.T. second. Vote: Unanimous in favor (J.T., G.S., A.S., J.E., N.A.). **Motion passes.**

BUDGET AND FINANCE CONT'D

Fundraising Update / Educational Investment Campaign

G.S. noted that we have received close to \$20,000 for the educational investment campaign and thanked the parents for their contributions.

A.S. noted the advertising has been helpful and so have the parents who have set up auto pay.

RSF Negotiations

A.S. reported that there were 12-13 from the school community and 3 from RSF. All realms were represented and a very positive conversation about the school occurred.

G.S. noted that he believed we have sent all information to RSF that they have requested.

J.E. clarified that we need to get a better version of the debt schedule signed.

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J.E., G.S., and P.G. discussed coordinating that effort.

Enrollment Update

C.K. noted we are at 272 K-12. With private program, total count is at 281.

40th Day Attendance Report

C.K. reported there were only seven absences school wide.

Approval of Bill for Legal Services Rendered

G.S. moved to approve the invoice from Squire Patton Boggs for \$7,500. J.T. second. No further discussion. Vote: Unanimous in favor (J.T., G.S., A.S., J.E., N.A.). **Motion passes.**

Status of Bank Account Signer Approvals

G.S., J.E., C.K. discussed coordinating substitution of account owner / signers.

COVID-19

C.K. provided the following update:

- All families who have elected to return to campus have done so;
- A few still need to sign the COVID-19 acknowledgement;
- School continues to struggle with internet infrastructure -- a power surge broke some key components, some have been replaced, some have been ordered, and Fruth is still troubleshooting; also have a proposal out to improve the WiFi in other parts of the campus.
- Thanked all of the parents, faculty, and staff for communicating, following the protocols for picking up students when they exhibit COVID related symptoms.
- All told, going well. Need some adjustments on classroom spacing and following procedures consistently. Appreciates efforts on all fronts as everyone works together to keep the campus safe.
- Zero reported cases of COVID-19 on campus.
- Day porter has been well received.

A.S. provided a comment thanking parents for being flexible and working together to confront the challenges facing the school.

G.S. asked about any need from the Board to communicate updated information regarding policies and the efforts to apply them consistently.

CLOSING VERSE

G.S. – move to adjourn, N.A. second.

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A.S. thanked C.K. for her service to the school.

Vote: Unanimous in favor (J.T., G.S., M.W., A.S., J.E., N.A.). **Motion passes.**

Meeting was adjourned at 10:41 p.m.

Prepared by G.S. on 10/21/2020.