

Eastlake High School of Colorado Springs
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Colorado Springs, CO 80910
Telephone: 719-300-8947

Minutes from: Eastlake High School Board of Directors

Date: February 17, 2021

Time: 2:00 p.m. MST

Location: Virtual Board Meeting - Zoom.us/Meeting

<https://us02web.zoom.us/j/84276885642> ID: 842 7688 5642

Meeting Type: Regular Special Proposed

I. Call to Order: Mr. Stanley Gbandawa called the meeting to order at 2:00 p.m., MST on, February 17, 2020 via electronic using the platform zoom.us.

II. Roll Call:

a. In Attendance:

- i. Mr. Stanley Gbandawa, President Present
- ii. Dr, Luis Velez, Treasurer Present
- iii. Jack Thomas, Secretary Present
- iv. Gilbert Martinez, Director Present
- v. Stephen Schuck, Director Present

b. Other Guests:

- i. Cassandra Berry-EHS-Principal
- ii. Pamela Reeves, Biggs Kofford CPA
- iii. Mark Connell-EHS Post-Secondary Workforce Coordinator
- iv. Christopher Krueger-EHS Dean of Students
- v. Janet Nace-Guest
- vi. Claudia Salomon Ruiz-EHS Executive Assistant

III. Public Comment: N/A.

IV. Resolved, that The Board of Directors reviewed and approved the agenda and proposed resolutions.

Motion: Jack Thomas
Ayes: 5

Second: Steve Schuck
Opposed: 0

a. Resolved, that the Board of Directors approved the January 20, 2021 minutes as presented.

Motion: Dr. Luis Velez
Ayes: 5

Second: Jack Tomas
Opposed: 0

b. Resolved, that the Board of Directors approved the financial report as presented.

- i. Ms. Pamela Reeves-Biggs Kofford, CPA, presented the financial reports. Ms. Pamela Reeves said that the school has sufficient cash for the school year.
- ii. Projected Cash with Actuals Report, Ms. Pamela Reeves mentioned that the school's actual cash is 500K.
- iii. Balance Sheet, Ms. Pamela Reeves, mentioned that there were some payroll issues with the taxes. Due to the recent change with payroll companies, the problem will clear out and reflect the report correctly. Some items highlighted in red are below budget due to the CARES Act funds.
- iv. ELPA funds, Ms. Pamela Reeves mentioned that the school would be receiving the funding in the following weeks. These funds are usually shared in January. However, there has been a delay.
- v. Ms. Pamela Reeves mentioned that the school is doing good financially at this time. We expect that it remains in that position at least until the end of the school year.
- vi. Questions:
 - a. Dr. Luis Velez asked if the payroll issue had anything to do with the recent change to in-house payroll.
 - b. Ms. Pamela Reeves mentioned that the issue with the withholding is due to the new W-4's. She also said that she would be meeting with the payroll company to verify that the corrections have been processed.
 - c. Mr. Stanley Gbandawa asked what the timing is to correct the issue.
 - d. Ms. Pamela Reeves said that she would contact Marlene Cabrera-EHS Operations Manager, to find out if all of the necessary updates have been finalized.

Motion: Gilbert Martinez
Ayes: 5

Second: Dr. Luis Velez
Opposed: 0

c. School Waivers

RESOLVED, that the Board of Directors approved the School Waivers.

Ms. Cassandra Berry presented the school waivers. She mentioned that the school lawyer Mr. Eric Hall and Ms. Julie, Eric's assistant worked on the waivers. Ms. Cassandra Berry and Mr. Stanley Gbandawa reviewed the waivers to ensure they meet the requirements.

She mentioned that the Directors received a copy for review electronically.

The waivers are due at the end of business day on February 17, 2021. Ms. Cassandra Berry will send the documents electronically to the district.

Motion: Dr. Luis Velez
Ayes: 5

Second: Jack Thomas
Opposed: 0

d. Resolved, that the Board of Directors approved the State of the School Report.

- i. Ms. Cassandra Berry presented the state of the school report.
- ii. Enrollment, Ms. Cassandra Berry mentioned that at this time, there are 117 students enrolled.
- iii. Current Instructional Model, Students attend on a cohort hybrid, two-day model. The school is waiting to hear from CDE and El Paso County Health Department on the guidelines to bring the students full time.
- iv. Community Outreach, Eastlake is currently enrolling until March 19, 2021. New fliers have been created. School visits have begun, Mr. Christopher Krueger has been delivering fliers to some schools.
- v. Marketing Strategy, The school will be working with Daniel Cole and his Junior Assistant Joel Sorenson. The campaign may include; Earned media press for school events, digital media boosts, activities in the community, text message blitz, email blasts, and resources on changing out the target from only drop-outs to non-traditional students.

Dr. Luis Velez asked if a new proposal has been received.

Mr. Stanley Gbandawa said that the new proposal is for \$900.00 per month for nine months. They are offering the school a fair price; their normal range is about 4K for the proposed. He also mentioned that web design is not included in the price.

RESOLVED, that the Board of Directors approved to move forward with the marketing proposal received from Daniel Cole and his Junior Assistant Joel Sorenson at \$900.00 per month for nine months.

Motion: Dr. Luis Velez
Ayes: 5

Second: Jack Thomas
Opposed: 0

School Website, Ms. Cassandra Berry mentioned that the bid for the website redesign had been received. The school would own it and have full rights to it. The service price is \$1,300.00 annually; It includes their service to ensure the website is compliant. She also said that at this time, the school's website belongs to Sandia Marketing and that only a few updates can be made free of charge.

Mr. Stanley Gbandawa mentioned that the website will be mobile-friendly and that it can implement better communication.

Dr. Luis Velez mentioned that the school's website is currently more expensive than the proposal.

Mr. Jack Thomas asked if there are specific qualifications the staff must have in order to navigate the new proposed website.

Ms. Cassandra Berry mentioned that the website is user-friendly and that anyone can make changes or to edit it without problems. She also noted that the school would benefit from it as all of the events going on can be advertised. The school's Principal, Post-Secondary Workforce Coord., Dean of Students, Enrollment Coordinator, Paraprofessional, and Family Advocate would reach out to students through the website by adding the events going on. The school's social media links are currently on the website, and it had been of tremendous help to students.

Mr. Jack Thomas mentioned that he would like to volunteer to help with the website design as he has experience.

RESOLVED, that the Board of Directors approved the proposal from Campus Suite for website redesign at the annual price of \$1,300.00.

Motion: Gilbert Martinez

Second: Jack Thomas

Ayes: 5

Opposed: 0

vi. Board Dashboard, Ms. Cassandra Berry mentioned that Mr. Stanley Gbandawa asked her to create the dashboard. In the spreadsheet, the directors will navigate and have the most current info of the school, such as the finances, academic data, operational data, faculty, facilities, data trends, and any action items. The link has been shared with the directors and will be very helpful to new potential directors.

vii. Health and Safety:

We have signed up to receive vaccinations through D11; some staff received the vaccine's first round.

We have signed up through the state to receive BinaxNOW testing; the school will receive enough for 5% of the student population.

ix. Policies and Funding,

- T. Rowe Price Donation system, we need an account number to finalize the process and receive possible donations.
- D11 Facility Master Plan participation is in the Board Dashboard.
- CRF Funding has been completed,
- ESSER Funding, these funds will be used to hire an after-hours tutor; the service will benefit students that work during the day.
- EASI Grant begins on March 29, 2021. Two Directors will have to attend on March 30th, or March 31st between 8 am and 4 pm.
- Charter Renewal, Waivers were due on February 17, 2021.
- Upcoming Deliverables for the next school year: School Calendar, Student Daily Schedule, Budget, Staff Handbook, Student Handbook. These items will be presented for approval at the next board meeting.

x. Facilities

- Craddock's & PODS, Mr. Eric Hall has received the final agreement. The final agreement included a partial refund of the deposit and that the school will offer a donation letter. The document will specify the amounts. The last pod will be returned as soon as we know they no longer want the items in the container.

xi. Questions:

1. Dr. Luis Velez suggested opening a separate account to deposit the donations; by doing it, we will avoid mixing the funds.
2. Mr. Stanley Gbandawa asked if D11 offers tutoring after hours. Ms. Cassandra Berry mentioned that at this time, Eastlake will be the only school implementing it and that the school also wants to implement a fifth quarter to be able to offer summer school.
3. Mr. Jack Thomas asked if D11 helps the school with any programs. Ms. Cassandra Berry mentioned that D11 is always a resource for curriculum, postsecondary and that they also offer certain memberships at a discounted price. Eastlake also participates with PPCC directly. Mr. Jack Thomas asked who the point of contact is for PPCC. Ms. Cassandra Berry said that the Dir. Of Post-Secondary Workforce Readiness is Mr. Mark Connell. She also mentioned that concurrent enrollment is paused at this time due to COVID.

e. **Principal's Report:**

- Ms. Cassandra Berry mentioned that the school has begun using the finger scanner for student's attendance. She also said that students had a great time during the Pre-Valentine's Day events.
- After Hours Tutor, we are interviewing for the position.
- Special Education Teacher, this position is still open.
- Principal's Questions:
 1. When is the Board packet due? The Directors agreed that the meeting documents should be send out three business days before the meeting. This will give the proper time for the Directors to revise the documents.
 2. Can the School advertise Board Meetings at least one week in advance? that way, parents or community members will attend. The Directors mentioned that the meetings are public and that the schedule for the school year is pre-scheduled. Anyone is welcome to participate in the meetings.

Mr. Stanley Gbandawa mentioned that during a staff meeting, a staff member asked him to keep PBIS to reward the students.

Motion: Gilbert Martinez
Ayes: 5

Second: Jack Thomas
Opposed: 0

V. Adjournment

Following a motion by Dr. Luis Velez, and seconded by Mr. Jack Thomas, the meeting was adjourned at 3:02 PM.

Motion: Dr. Luis Velez

Second: Jack Thomas

Ayes: 5

Opposed: 0

Approved by the Eastlake High School of Colorado Springs Board of Directors on March 09, 2021.

Board President, Mr. Stanley Gbandawa

Date