Eastlake High School of Colorado Springs

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Minutes from: Eastlake High School Board of Directors

Date: November 18, 2020
Time: 2:00 p.m. MST
Location: Virtual Board Meeting - Zoom.us/Meeting ID: 868 9144 2289

Meeting Type: ☒ Regular ☐ Special ☐ Proposed

I. Call to Order: Dr. Luis Velez called the meeting to order at 2:04 p.m., MST on, November 18, 2020 at via electronic using the platform zoom.us

II. Roll Call:

a. In Attendance:

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

b. Other Attendees:

i. Cassandra Berry-EHS-Principal
ii. Tom Weston-D11 Charter Liaison
iii. Pamela Reeves, Biggs Kofford CPA
iv. Mark Connell-EHS Post-Secondary Workforce Coordinator
v. Marlene Cabrera-EHS Operations Manager
vi. Aleida Deniz-EHS Operations Assistant
vii. Omari Williams-EHS Enrollment Coordinator
viii. Monique Boyle-EHS School Nurse
ix. 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 **Second:** Gilbert Martinez
Ayes: 5 **Opposed**: 0

a. Resolved, that the Board of Directors approved the September 16, 2020 minutes as presented.

Motion: Jack Thomas **Second:** Steve Schuck
Ayes: 5 **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 is doing good overall.

ii. Projected Cash with Actuals Report, Ms. Pamela Reeves, mentioned that the report reflects the new funding for the school year.

iii. Balance Sheet, Ms. Pamela Reeves, mentioned that this report shows the assets; the school has no loans or liability.

iv. Budget vs. Actuals, the report reflects current income and expenses.
Ms. Pamela Reeves mentioned that some items are under budget, while others are over budget. Once a new budget with the new funding is created and approved, those items on red will change as each category will have the proper amount. The vocational program is underbudget due to COVID-19 and E-Learning.

v. Profit and Loss, Ms. Pamela Reeves mentioned that a decrease in funding is reflected in the report as D11 adjusted the amount to the projected count provided by the school. The school is funded at 138 PPR.

vi. Ms. Pamela Reeves mentioned that the school still has 32K from the CARE'S Act Funding to spend by the end of November.

vii. Questions:
   a. Dr. Luis Velez asked what BOE means on the budget.
   b. Ms. Pamela Reeves mentioned that the term is for Board Expenses, we commonly use it when the Directors approve an expense be covered with the Board Funds vs. Operations.
   c. Dr. Luis Velez asked what the expense of $12,946.83 cover.
   d. Ms. Pamela Reeves reviewed the expense and said it was for the installing the Security alarm through Johnson Controls.
   e. Dr. Luis Velez, asked Ms. Cassandra Berry if there were other moving expenses to report.
   f. Ms. Cassandra Berry, mentioned that the school is using three PODS to store the extra furniture. At an approximate cost of $800.00.

g. Mr. Steve Schuck asked when the school has to pay to D11 the extra funding given to the school.
h. Ms. Pamela Reeves explained that since the administration notified D11 early about the reduction in student count. D11 was able to start the reduction in funding sooner. For that reason, all they had to do was lower the funds provided to the school, vs. paying a high amount in January, 2021.

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Motion: Steve Schuck **Second:** Jack Thomas
Ayes: 5 **Opposed**: 0

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

i. Ms. Cassandra Berry presented the state of the school report. Ms. Cassandra Berry mentioned that the staff is doing an excellent job with the students attending school in person and remote learning.

ii. Enrollment, Ms. Cassandra Berry mentioned that at this time, there are 139 students enrolled. Registration is also available through an online platform.

iii. Count, Ms. Cassandra Berry said that the possible student count is 127; we have to wait to hear from D11 on the official number. We usually are informed in December..

iv. Current Instructional Model, Ms. Cassandra Berry mentioned that all students are full-time and that effective November 6, 2020, the school has moved to remote due to the rising cases. In person school is expected to resume on January 4, 2021. The Safety Committee will meet at the beginning in January to ensure it is safe for students to return.

vii. Health and Safety:
a. Currently tracking COVID cases. Multiple staff tested positive. No students have been exposed to the EHS staff. We are following up with students and their families.
b. Ms. Monique Boyle mentioned that only two students have tested positive; however, those students have not been in school.
c. Dr. Luis Velez requested a list of the staff that have tested positive. The Principal will send the list to the Directors via email to protect staff privacy.

ix. Policies and Funding,
- CARES Act Funding, there are $23,800 funds remaining. Ms. Cassandra Berry and Ms. Marlene Cabrera are working closely with D11 to ensure funds are used by the deadline, December 1, 2020.
- EESSR Funding, $35,363.99. Funding begins in January, 2021.
- Charter Renewal- Items for the Board of Directors:
  - First Informal review has been provided

- Meeting with the League of Charter Schools for revision support on November 17, 2020.
- Revisions will be turned in on November 20, 2020.
- EASI Grant-working to get support for the EASI Grant through CDE
- EPIC-working with them to receive the quote.

Motion: Jack Thomas **Second:** Stanley Gbandawa
Ayes: 5 **Opposed**: 0

d. Principal's Report:

- Renewal, all items have been turned in on time. Waiting on their response.
- Professional Development, All staff is utilizing their time on training too.
- Update on negotiations with Craddock's. We are waiting to hear back from the negotiations; the furniture claimed has been stored in PODS. We need to try to finalize it; that way, we do not spend more on the storing containers.

V. Adjournment

Following a motion by Mr. Jack Thomas, and seconded by Mr. Stanley Gbandawa, the meeting was adjourned at 2:56 PM.

Motion: Jack Thomas **Second:** Stanley Gbandawa
Ayes: 5 **Opposed**: 0

VI. Executive Session

The Board of Directors went into executive session at 2:56 pm, the session ended at 3:18 pm.

Approved by the Eastlake High School of Colorado Springs Board of Directors on December 16, 2020.

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Board President, Dr. Luis Velez **Date**