Eastlake High School of Colorado Springs

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Colorado Springs, CO 80910
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Minutes from: Eastlake High School Board of Directors

Date: December 16, 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 2:03 p.m., MST on, December 16, 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 ☒ Absent
iii. Jack Thomas, Secretary ☒ Present
iv. Gilbert Martinez, Director ☒ Present
v. Stephen Schuck, Director ☒ Present joined meeting at 2:08 pm.

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. Christopher Krueger-EHS Dean of Students
vi. Marlene Cabrera-EHS Operations Manager
vii. Aleida Deniz-EHS Operations Assistant
viii. Jaime Jones-Security Guard
ix. Omari Williams-EHS Enrollment Coordinator
x. 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: Gilbert Martinez **Second:** Jack Thomas
Ayes: 3 **Opposed**: 0

a. Resolved, that the Board of Directors approved the November 18 , 2020 minutes as presented.

Motion: Gilbert Martinez **Second:** Jack Tomas
Ayes: 3 **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 at this time. However, the final count is 126 PPR. The adjustment in funding will start in January.

ii. Projected Cash with Actuals Report, Ms. Pamela Reeves, mentioned that the report reflects the current funding for the school year. Count was lower than expected, starting in January, the funding will decrease by approximately 10K a month.

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

iv. Profit and Loss, Ms. Pamela Reeves mentioned that the school is currently funded at 138 PPR. Starting in January, the new PPR is 126.
Some budget items are under budget; salaries are one of them as some positions have not been filled.
A new line will be added under Food Services to accurately track the amount that is spent monthly. Moving costs will be moved to one line to simplify the expenses.

v. Current cash is at 620K; If it was the only income received, it could cover three months of expenses.

vi. Questions:
   a. Ms. Cassandra Berry asked if SPED and the School Psychologist were on a separate line.
   b. Ms. Pamela Reeves mentioned that she would separate both SPED and the School Psychologist.
   c. Dr. Luis Velez mentioned that the funds are lower each month. Student count is a high priority to be able to sustain the school.
   d. Mr. Jack Thomas asked if the Board has provided any additional funds from the Board account.
   e. Dr. Luis Velez mentioned that the reserved Board funds are already reflected in the financials.

f. Mr. Steve Schuck mentioned that he would contact a person that had shown interest in helping the school with marketing.
g. Ms. Cassandra Berry said that it was a good idea and that the school is also recruiting more students.

Motion: Steve Schuck **Second:** Jack Thomas
Ayes: 4 **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 110 students enrolled. Registration is also available through an online platform. At this time there are 10 students on the waiting list. Enrollment opens on January 6, 2021.

iii. Count, Ms. Cassandra Berry said that the final student count is 126; PPR funding is $7,876.77, Which is $91.31 less than the previous month.

iv. Current Instructional Model, Students have been on remote beginning on Friday, November 6, 2020. Remote ends on January 4th, 2021, depending on current trends. The staff is still in contact with students to ensure they are engaged and attending.

vii. Health and Safety:
a. We are currently tracking staff as there are multiple staff COVID positives. currently no students have been positive due to exposure. Student's families were notified.

ix. Policies and Funding,
- CARES Act Funding ▪ $25.00 (?) Left to spend – Marlene is waiting to see after all receipts are in for the final amount owed back to D11 EESSR Funding, $35,363.99. Funding begins in January 2021.
- ESSER Funding ▪ $35,363.99 - Funding begins in January 2021 - will include an after-hours tutor. ▪ This funding is reimbursement - not front loaded ▪ Some things that did not make it on the CARES Act can be moved here once the funding is open.
- EASI Grant ▪ $54,000 requested (see MOU attached) ▪ Application pages turned into D11 on Wed. 12/9/2020 ▪ Complete application is due to the state by 12/16/2020 ▪ Funding decisions come mid-January, 2021.
- EPIC ▪ We are currently training with them on all the pieces. ▪ Everything will be in place by January 1, 2021, to include: Payroll carrier - worker's comp. - onboarding & HR supports - benefits - FSA - HSA - Christmas Club.

- Officially ending contract with ERC 12/31/2020

x. Facilities

- Outdoor Learning space - all items are in - we will be able to create this space in January.
- Craddock's & PODS ▪ Eric Hall reached out to their lawyer on Wed. Dec. 9th. We have been able to get rid of two out of three PODS. The final POD will be hard to get rid of due to space issues.
- Approved by the landlord: outdoor learning space - storage shed.

Motion: Luis Velez **Second:** Steve Schuck
Ayes: 4 **Opposed**: 0

d. Principal's Report:

- The EHS staff is ready for a safe and relaxing break to come back hitting the ground running.

e. For Board Discussion

The Board of Directors discussed moving $100,000.00 from the Board Account to the Operating Account to reflect a more sustainable budget. The Directors agreed to transfer the funds.

Motion: Gilbert Martinez **Second:** Jack Thomas
Ayes: 4 **Opposed**: 0

V. Adjournment

Following a motion by Mr. Jack Thomas, and seconded by Mr. Gilbert Martinez, the meeting was adjourned at 2:48 PM.

Motion: Jack Thomas **Second:** Gilbert Martinez
Ayes: 4 **Opposed**: 0

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**