

**Eastlake High School of Colorado Springs**  
**2520 Airport Rd,**  
**Colorado Springs, CO 80910**  
**Telephone: 719-271-0145**

**Minutes from: Eastlake High School Board of Directors**

Date: April 22, 2020

Time: 2:00 p.m. MST

Location: Virtual Board Meeting - Zoom.us/Meeting ID: 560-320-776

Meeting Type:        Regular        Special        Proposed

- I. Call to Order:** Dr. Luis Velez called the meeting to order at 2:05 PM, MST on, April 22, 2020 via a Zoom conference call.

**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        Absent
- v. Stephen Schuck, Director        Absent

**b. Other Attendees:**

- i. Cassandra Berry, EHS-Principal
- ii. Tom Weston, D11-Charter Liaison
- iii. Pamela Reeves, Biggs Kofford CPA
- iv. Leedia Davila, EHS-Operations Manager
- v. James Olsen-Mills, EHS-English Teacher
- vi. Jaime Jones-EHS Security Officer
- vii. Shanet Reed-EHS Intervention Teacher
- viii. Claudia Salomon-Ruiz, EHS-Executive Assistant

**II. Public Comment:** None.

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

**Motion:** Jack Thomas  
**Ayes:** 3

**Second:** Stanley Gbandawa  
**Opposed:** 0

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

**Motion:** Jack Thomas  
**Ayes:** 3

**Second:** Stanley Gbandawa  
**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 with the expenses, there are no issues to present at the moment.
- ii. Projected Cash with Actuals Report for December thru March, Ms. Reeves explained that this report reflects the monthly received funding, and the projected ending balance after the monthly expenses. Funding went up this month.
- iii. Balance Sheet, Ms. Pamela Reeves, mentioned that this report shows the assets, the school has no loans, or liability. Spending is low at this time.
- iv. Profit and Loss Sheet, Ms. Pamela Reeves, mentioned that this report reflects the reduction in funding compared to the previous year. Ms. Reeves also mentioned that starting this month there has been a deduction on Capital Construction funds in comparison with last year, this is because when D11 receives the yearly funds they distribute the funds equally with all of the schools. All schools have seen a reduction.
- v. Budget vs. Actuals, the report reflects current income and expenses.  
Ms. Pamela Reeves, mentioned that across the board the school is under budget in the current budget. Salaries remain under budget as we have a couple of open positions that have not been filled. Facilities are also under budget as we are based on the original budget.

Ms. Pamela Reeves, mentioned that overall the school is balancing their financials and it is under budget. Keeping the spending low will make the funds last until the next school count.

Questions on Financial Reports:

- i. Dr. Luis Velez, asked, on the Projected Cash with Actuals report, why does the funding amount changes in March.

Ms. Pamela Reeves, mentioned that the school is done paying back the extra funds that were provided previous to student count.

Ms. Cassandra Berry, explained that the student count generates the amount of funding for the whole year until the next count. In this case our count was lower than the previous year, that is why we had to pay back what they had given us extra.

- ii. Mr. Stanley Gbandawa, asked if the student count was 139 and we have 160 enrolled, is it possible for the school receive funding for 160 at this time.

Ms. Cassandra Berry, said that unfortunately funding is only once a year during the October count. That is why that date is really important for the school.

- iii. Mr. Stanley Gbandawa, asked if due to COVID 19 there has been an announcement on any reduction in funding for the next school year.

Ms. Cassandra Berry, mentioned that she has been in state meetings and that it is uncertain at this time the exact percentage, however, they expect it to be from 5% to 10% in reduction per pupil count.

Mr. Tom Weston, mentioned that the District is looking into a minimum 5% reduction per pupil count. This means that the school needs to add the reduction to their projected budget for next school year. Count will be critical for all schools, at this time we are uncertain on how count will proceed if we continue with the distance learning.

- iv. Dr. Luis Velez, mentioned that not too long ago the school was trying to make the funds last through April, and now the financials seem to be going into a positive direction.

Ms. Cassandra Berry, mentioned that the administration is carefully using the funds.

**Motion:** Jack Thomas  
**Ayes:** 3

**Second:** Stanley Gbandawa  
**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.
- ii. Enrollment, Ms. Cassandra Berry, mentioned that at this time we have 160 students enrolled.
- iii. Truancy; Ms. Cassandra Berry, this month 12 students had to be dropped.
- iv. Attendance, Ms. Cassandra Berry, mentioned that the staff is trying to keep the students engaged remotely. Attendance has been at 68%. On the remote learning the District's requirement is that students have contact one day a week, we are making the students accountable and having them work on their classes Monday through Friday as teachers are available at regular business hours.

Mr. Stanley Gbandawa, asked how are we ensuring that students are engaged and have what they need.

Ms. Cassandra Berry said that the staff has contacted all of the students, we are providing students computers, info on how to obtain internet access, and we are also providing them with food. Our team goes to Care and Share weekly to replenish our pantry, we are making food boxes for students to come pick it up as a drive-thru to avoid direct contact, and to keep them safe. We are also providing students a contact to pantries so they know where to collect food.

- vi. Marketing, Ms. Cassandra Berry, mentioned that even though the school is not open to the public, we are still working on advertisement. Our Enrollment Coordinator, Mr. Omari Williams will be interviewed virtually on Living Local on April 23, 2020, to promote our school. We will be accepting new students as they come in, our forms are expected to be on a Doc Sign format to avoid physical interaction at this time. New students will also receive a chrome book laptop for school use, and receive instructions on how to access their classes.

Ms. Cassandra Berry also requested support from the Board of Directors to upgrade the school's website to be able to add the enrollment documents to the site.

Dr. Luis Velez, asked who owns the website platform.

Ms. Cassandra Berry, mentioned that the vendor is Sandia Advertisement. We have access to edit, however, the website is not as friendly to add new boxes. That is why Ms. Berry was asking for support to find another company, that way the school does not have to pay extra fees to make changes.

Dr. Luis Velez, said that he would work on contacting the vendor, to see if we can work this out with them, or if we need to find another platform to use.

- vii. School Language Pathologist, Ms. Cassandra Berry, mentioned that at this time parents know that we have not been able to find a person to provide the service to our IEP students. Parents are signing a waiver that they acknowledge it.
- viii. Dean of Students. Ms. Cassandra Berry, mentioned that due to this chaos the recently hired Chris Krueger has not been able to start working at the school. He is expected to start in July, when the school reopens.
- ix. Operations Manager, Ms. Cassandra Berry, mentioned that Ms. Lee Davila's last day working at the school will be on April 24, 2020. Ms. Cassandra Berry, also mentioned that Ms. Davila is the only person with access to pay the bills through Bill Pay.

Dr. Luis Velez, mentioned that Ms. Pamela Reeves has full access to the site and that she can also add an additional person to be able to upload the bills. Dr. Velez will still be able to approve the bills.

Operations Manager Open Position, Ms. Cassandra Berry, mentioned that the job position was posted on Indeed on April, and it has been closed. We have received a few resumes. Ms. Cassandra Berry, asked for support from the Board of Directors to select a candidate.

The Board of Directors will be engaged on going through the resumes to select a candidate to interview.

- x. Graduation, Ms. Cassandra Berry, mentioned that this event has been postponed until the end of August. Grads have until the end of August to complete their requirements, we can possibly have a ceremony in September.

Dr. Luis Velez, asked how many grads will be able to complete their requirements.

Ms. Cassandra Berry, mentioned that originally there were 9, but since the deadline has been extended, 20 students can potentially graduate.

- xi. Remote Learning Plan, Ms. Cassandra Berry presented the plan to be implemented as the schools have been closed for the rest of the school year due to COVID 19. She also mentioned that she used CSI remote learning guidelines.

- Support; We are doing our best to support families and students.
- Instruction and Content; Students have been guided on how to access their classes, teachers are teaching as scheduled. Some students were not being successful due to lack of technology, we have provided chrome books to students to work remotely. We have a tech support person to help troubleshoot any problems. Other students are working full time, we are being flexible as they are considered essential workers at this time.
- Accessibility; Our intervention team is working one on one to support our students with an IEP, 504, ELL and Gifted and Talented, to ensure they are receiving the help they need.
- Student and Staff Well Being; The staff is working hard to support all students and family needs. We are opening our pantry to offer food for students to take home. Our staff also has multiple opportunities to connect; Daily in form and Happy Hour, which is when we all connect.
- What is next?, there is a plan B if the school's remain closed for the next semester.

**Motion:** Jack Thomas

**Second:** Stanley Gbandawa

**Ayes:** 3

**Opposed:** 0

**a. Principal's Report:**

**i. D11-Tasking; Charter Renewal Updates**

1. 3-Year Budget, Ms. Cassandra Berry, mentioned that she is working along with Ms. Pamela Reeves on this item. A 15% annual increase in pupil count is projected.

The following changes will be added to the budget;

- One new teacher SY 20-21,
  - No new teachers SY21-22,
  - One new teacher SY 22-23
  - We made some items a flat amount (we did not increase for inflation) like office expenses, furniture, dues & subscriptions
  - Technology was left alone for SY 20-21 and then slashed in half for the next two years. Upgrade cameras and purchase the Chromebooks / laptops we need in SY 20-21 and then the next two years are really maintenance and replacement as needed.
2. SY 2020-2021 Budget- Ms. Cassandra Berry mentioned that she is currently working on this item along with Ms. Pamela Reeves.

Ms. Cassandra Berry mentioned that there are a few concerns:

- A possible reduction in PPR. It could be from 5% to 10% decrease. It is uncertain, until the Colorado Legislature goes back and discusses. The decision will be made by June.  
Suggestion: Board team meets to develop contingencies for all four possibilities. Also goes over every single expenditure to find places for possible cuts.
- Enrollment goals are not being met. Current projection is for 160 next year. Changes in location will drastically change this.
- Pay Increase; Current budget projection allows for a small increase – if that increase gets cut the school could potentially lose staff.

**ii. COVID-19 Update**

- a. Ms. Cassandra Berry, mentioned that even though this is a really hard time for our students, our staff is working hard on keeping our students encouraged. Food has been distributed as a drive thru only from 11 am to 5 pm.

Facilities; Ms. Cassandra Berry, mentioned that the school will be disinfected using the Enviroshield on 4/27/20, as the support staff has been in the building to distribute Food and Chromebooks.

**b. Adjournment**

Following a motion by Mr. Stanley Gbandawa and seconded by Mr. Jack Thomas, the meeting was adjourned at 3:27 PM.

**c. An Executive Session** was not necessary.

**Motion:** Stanley Gbandawa

**Second:** Jack Thomas

**Ayes:** 3

**Opposed:** 0

Approved by the Eastlake High School of Colorado Springs Board of Directors on May 20, 2020.

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**Board President, Dr. Luis Velez**

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**Date**