

## Minutes

Chancellor William McGill School of Success Charter School  
Board of Directors Meeting  
December 14, 2017

**Call to Order-** The meeting was called to order by President Cazares, at 5:37 PM at the McGill School of Success conference room, located at 3025 Fir Street, San Diego CA, 92102.

### Roll Call:

President Norma Cazares (NC) – Present	Board Secretary Idalia Rodriguez- Absent
Treasurer Maria Alabi (MA) – Absent	Board Member Denis Morgan (DM) – Present
Board Member Josh Nelson (JN) – Present	Board Member Rosalba Ponce (RP)- Absent
Board Member Ed. Hieshetter (EH) – Present	Board Member Charles Gulley (CG)- Present

Board Member Dr. Robert Brown (RB) and Eileen Logue from CSMC arrived at 6:04PM

**Also Present:** Principal Kimberly Lopez and Kevin Sproul from Wilkinson, Hadley CPA

Brenda Panneton, Education Specialist/Coordinator at McGill School of Success recorded the minutes.

**Quorum-** President Cazares confirmed that a quorum was present.

**Public Comments-**Opportunity for Public Comments Regarding Agenda Items and Items not on the Agenda (Gov. Code 54954.3).

**Present from the public:** Angelina Scull, 5<sup>th</sup> grade teacher, Delia Terry, 2/3<sup>rd</sup> grade teacher, Betty Fletcher, 3rd grade teacher

Angelina Scull presented a teacher report. Concerns involved staff shortage for lunch duty, status of CELDT testing, CAASSP access for staff, marketing status, and questions regarding the employment duties for the office staff.

Delia Terry stated she is very pleased with the newly hired music teacher. She also inquired on the status of a replacement for the nurse assistant who has notified McGill of her intent to leave.

Betty Fletcher would like to request more space for her classroom and classroom materials as she has very limited space in her current location and her materials are in various areas.

## Action Items

### Board Minutes

**M/S/C to approve the Minutes of the November 17, 2017 Regular Meeting (Morgan, Nelson)**

*A copy of this document is attached.*

The following items were discussed as updates on the minutes:

- Jerome's Furniture Donation:** Board members questioned if a formal thank you letter was sent to Jerome's furniture for the donation to furnish the teacher's lounge. Principal Lopez stated that some of the children have send messages, and she will write a formal letter and sent it out to them.
- Lead Water Testing:** Principal Lopez sent a letter out to parents notifying them of the results of the water lead testing.
- Student Assessments:** A discussion ensued regarding the options for the most effective assessments to use for students.
- Fence netting:** Principal Lopez informed that the fence will be replaced over the winter break. Board member Hieshetter mentioned that he witnessed the trash company leaving the gate open. He recommends that a phone call be made to the trash collection company to arrange for a different pickup time. Another suggestion is to have a church employee outside monitoring the pickup.

N.C. voted "yes", D.M. voted "yes", J.N. voted "yes", E.H. voted "yes", M.A voted "yes", C.G voted "yes"

## **2016-2017 Revised Financial Audit Report**

**M/S/C to approve the 2016-2017 Revised Fiscal Year Report Audit.** (Hieshetter, Nelson)

*A copy of this document is attached.*

Mr. Sproul discussed an error totaling \$50k that has been corrected on the present report. ADA totals have increased thus far. President Cazares requested that Mr. Sproul review the year to year comparison for further information to the teachers who were present at the meeting. Revenue totals from 2015 to 2016 had a significant jump. Currently, there is 15% of revenue in reserve. It is always recommended that there is at least 90 days of reserve, however; McGill is currently under that threshold. Net assets total \$652,000 as of now. The audit report shows a status of "unmodified", which is considered the highest status you can have in a financial audit such as this. McGill continues to have a deficit of \$125k, which will be managed throughout the year. Any further questions regarding the financial audit can be directed to President Cazares.

*N.C. voted "yes", D.M. voted "yes", J.N. voted "yes", E.H. voted "yes", M.A. voted "yes", C.G. voted "yes"*

Mr. Kevin Sproul exited the meeting at 6:14PM

## **Financial Report**

### **First Interim Report**

**M/S/C to approve the 2017-2018 First Interim Report.** (Gulley, Hieshetter)

Ms. Logue reviewed the first interim report, along with the 2017-2018 Projected Actuals. Classified salary totals are lower than budget. Logue recommends that there is no hiring of replacement teacher assistants at this point. There was 96% of attendance by teachers this year in period 1. Employee benefit expenses are on target, however; Logue reminded the Board that there needs to be a budget for depreciation that has to be in place. Other expenses, such as books and operating expenditures are on target. Logue also reported that McGill is trending into another \$100k deficit, bringing overall deficit total to \$200k. She informed that this deficit is due to the drop in ADA. There might be some Prop 39 funds that will be arriving, however; those funds will eventually be spent on energy saving expenses. She highly encourages a marketing plan.

*N.C. voted "yes", D.M. voted "yes", J.N. voted "yes", E.H. voted "yes", M.A. voted "yes", C.G. voted "yes", R.B. voted "yes"*

A conversation ensued regarding Marketing Strategies. McGill is the only school that has a garden program, and a suggestion was made to ask Bret, the Youth to the Core instructor to see if McGill can be advertised on his website.

### **Solar Panel Project**

*Information Only*

The main circuit breaker on the outside of the building needs to be replaced, however; there was notification that there are signs of asbestos in the area. The anticipated expense is approximately \$60k, and could be handled with Prop 39 funding. There is no timeline for when this will get worked on yet. It is recommended that the solar panel project be slowed down to allow time to address these issues. Christ United Presbyterian Church suggested a kill switch be placed, however; the Board decided against the idea.

### **Comprehensive School Safety Plan**

**M/S/C motion to approve Comprehensive School Safety Plan (Brown, Hieshetter).**

Principal Lopez reviewed the reasons for the School Safety Plan. There are lots of inconsistencies with the plan which have been an issue when auditors are present. Mrs. Lopez will be meeting with staff to review the plan and come up with a better version to replace the current one, since the current is a template of the San Diego Unified District Safety Plan. Parents have been involved with creating this plan, as far as the uniform policy is concerned. One of the key items is the labeling of the rooms, which should be labeled with letters and not numbers for easier reference. This will be a significant factor when referring to areas during an emergency. All phones also need to be equipped with an intercom and corrections need to be made to the school grounds map. Mrs. Lopez will also work with the church to obtain the correct copy of the keys that gives access to the staircase leading to the chapel. Additionally, teacher training should be done in January 2018. Mrs. Lopez, Dr. Brown and Mr. Gulley will meet to review the document and offer suggestions.

*N.C. voted "yes", D.M. voted "yes", J.N. voted "yes", E.H. voted "yes", M.A. voted "yes", C.G. voted "yes", R.B. voted "yes"*

## Principal's Report

- **Winter Break:** Principal Lopez informed that winter break is from December 20<sup>th</sup> to January 8<sup>th</sup>.
- **Violin Lessons:** Principal Lopez observed a violin lesson today, and she is very pleased with how the class is going.
- **Winter Song Fest:** McGill will be having a Winter Song Festival on Wednesday, December 20, 2017 at 10AM.
- **Tutoring classes:** Tutoring classes have ended and will resume in January, after winter break. This program is scheduled to run through the Spring.
- **YMCA:** Francis, the site supervisor has left the program. Current site assistant supervisor has applied for the position and parents, students and staff are very hopeful that he will remain at McGill since he's very familiar with the children and the school. Parents, staff and President Cazares will write letters to the YMCA program requesting that Alex be left at McGill.
- **Wellness Committee:** 15 parents are needed to keep the funding and the program available to students. Flyers were sent home to parents in English and Spanish by Ms. Scull and Ms. Terry. This is a great opportunity to tie the garden program to a marketing plan for McGill. This program has been running for 10 years and everyone would like to keep it. This program should be advertised in all family functions, such as open house.
- **Schoolwide Field Trip:** Principal Lopez would like to take into consideration a school wide field trip to the San Diego Symphony. McGill would be responsible for the bus transportation. More information to follow.
- **School Perimeter Fencing:** Principal Lopez informed that the new fence covering will be installed during the winter break. Total cost for this project is \$3600, which includes labor and materials. It includes covering in the Kindergarten area and a 5-year warranty.

## President's Items:

Nothing to report

## Standing Committees

**Performance & Standards Committee:** nothing to report

**Human Resources Committee:** Dr. Brown has volunteered to be a part of the Human Resources Committee.

**Marketing Committee:** nothing to report.

Meeting adjourned to Closed session at 7:41PM

Brenda Pennenton exited the meeting

Closed Session meeting called to order at 7:42PM

Closed Session adjourned at 8:35PM

Return to Regular meeting at 8:36PM

Report on closed session items: *Nothing to report*

Motion to Adjourn Regular meeting at 8:41PM

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Brenda Panneton, Minute Recorder

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Norma Cazares, Board President

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Idalia Rodriguez, Board Secretary