

**Minutes**  
Chancellor William McGill School of Success Charter School  
Board of Directors Meeting  
September 14, 2017

**Call to Order-** The meeting was called to order by President Cazares, at 5:53 PM at the McGill School of Success Fellowship Hall, located at 3025 Fir Street, San Diego CA, 92102.

**Roll Call:**

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

**Also Present:** Eileen Logue from CSMC, John Scott, Property Committee Chair for Christ United Presbyterian Church.

Secretary Idalia Rodriguez 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:** Mrs. Niday, kindergarten teacher, Mrs. Scull, 5<sup>th</sup> grade teacher and Mrs. Pattenson, school research specialist. Mrs. Niday expressed her gratitude to the Board for all the time they spend ensuring that McGill is moving in a positive trend.

**Action Items**

**M/S/C to approve the Minutes of the August 17, 2017 Regular Meeting. (Heishetter/Nelson).**

*A copy of this document is attached.*

President Cazares stated that procedures will be established to ensure board members receive the minutes on the Monday before the Board meeting. Director Morgan questioned whether the amendment to the lease agreement between Christ United Presbyterian Church and McGill has been completed to reflect the correct ownership of the solar panels. He also inquired on whether the liability insurances were updated to include both entities. Mr. Scott stated that the lease amendment has not been completed, however; the liability insurance was updated by TMAG Industries and both McGill and Christ United are insured while the solar panels are installed.

Director Morgan also inquired on the ASES program and whether a meeting was held with the program director to follow up on this year's expectations. Mrs. Lopez stated a meeting has been scheduled and further information will be provided once the meeting occurs.

Ms. Sapien was also scheduled to speak to Ms. Terry, 2<sup>nd</sup> grade teacher, regarding the ELD pilot program, however, Mrs. Lopez mentioned that the meeting has been scheduled for the near future.

N.C. voted "yes", D.M. voted "yes", I.R. voted "yes", J.N. voted "yes", E.H. voted "yes", M.A abstained

**Approval of Actual Unaudited Report Fiscal Year 2016-2017. (Heishetter/Rodriguez)**

*A copy of this document is attached.*

Ms. Logue reviewed the 2016-2017 Unaudited Actual Fiscal year report. This report will be delivered to the financial auditors so that they may review. Total revenue for 2017-year-end reflect a total of \$1,997,489.48. Benefits for employees will be an area to be mindful of as rates will be increasing by at least 2% in the next few years. There was an increase of funds spent on curriculum items, including Chromebooks and violins. Total expenditures for the 2016-2017 school year totaled \$2,122,866.67 which finalizes the year in a deficit totaling \$125,377.19. These totals were based on an ADA total of 162 students.

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

## **El Dorado Charter SELPA Action Items**

*Copies of these documents are attached.*

### **Approval of El Dorado Charter SELPA Year-End Maintenance of Effort 2016-2017 Actual (Morgan/Brown)**

Board members were presented with the SELPA report for the 2016-2017 school year. Total funds received were \$114,491.00, however; totals spent were \$124,434.00.

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

### **Approval of El Dorado Charter SELPA 2017-2018 Estimated Totals Report (Nelson/Rodriguez)**

Board members were presented with the SELPA report for the 2017-2018 school year. Based on last year's totals, the final estimates have been ratified to reflect the most updated information.

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

Dr. Brown arrived at 6:20PM

### **Consideration/Approval of Returning Board Member, Charlene Sapien**

Ms. Sapien has decided to decline the offer to join the McGill Board. This item has been cancelled from the agenda and meeting.

### **Board of Director's Resolutions**

*A copy of these is attached.*

The following resolutions were presented to the Board for approval. These will update the following documents to reflect newly hired Principal/CEO Kimberly Lopez as authorized signer.

- a. Approval of Authorized Signers on Credit Line with Pacific Western Bank
- b. Approval of Dismissal of Board Member
- c. Approval of 2017-2018 Board Officers
- d. Approval of 2017-2018 Authorized Signers

## **Principal Items:**

### **1. Budget Finance Report**

Ms. Logue reported that although McGill is trending well, there are a few items that were over budget in the end of year totals. The variances in budget totals show less than 3 months of the recommended reserve that McGill usually allocates. A final updated budget report will be presented at the next Board meeting.

### **2. Report on School Operations:**

- a. Enrollment Totals: Mrs. Lopez reported that McGill has a total ADA of 158.
- b. Summer Transition (information): Ms. Sapien and the office staff worked on revamping some offices and shifting staff offices to better accommodate the functionality of each staff member.
- c. Name transfer To New Principal: Ms. Sapien has ended her duties as Interim Principal and Mrs. Lopez has now transitioned to her new role as Principal/CEO.
- d. Teacher Professional Development 8/30-9/1 (Information): Teachers participated in a Teacher Development session for three days. Some of the topics covered included test taking strategies and teachers had the opportunity to visit another school to gather ideas to have inside McGill classrooms. Ms. Niday mentioned that this was one of the best Teacher Development session that she's had in a long time.
- e. Kitchen Vent-Hot food service-(Update-Information): Ms. Sapien worked with an inspector to review the necessary steps to get the kitchen vents up to code. There were a few items that need to be addressed to have a hot breakfast for children. Mr. Scott from Christ United Presbyterian Church also met with the inspectors and a few options were discussed. Options include bringing the current stove to code, purchasing a new stove or purchase two conventional ovens. Mr. Scott suggested that the options be further explored and recommendations be presented at the next board meeting. Mr. Morgan suggested that Mauzy be contacted to be included during the next inspection. Three bids will be obtained along with cost efficient options that will work best for both McGill and Christ United Presbyterian Church
- f. Water Lead-Update-(Information): Mr. Scott and Administrative Assistant Rubalcaba attended a seminar/training to understand the process for testing for lead. Ms. Rubalcaba has initiated the

- application process and sampling plan to begin the testing. Once documentation is completed, a date will be set up for the actual testing.
- g. Solar Panels-status-(Information): Work on the roof was completed this week. Permits are in the process to begin the work on the panels. There is no indication of when that process will be completed.
  - h. AC-Maintenance-(Information): Mauzy visited McGill to clean all the air conditioning units. They suggested a monthly cleaning of filters that can be done by someone at the school. A conversation ensued over having the maintenance personnel from Christ United assist with cleaning the vents monthly, however; other options will be considered prior to evaluating if he will be tasked with this responsibility.
  - i. Mesh- perimeter of playground: Ms. Sapien obtained an estimate of \$850 for replacing the current mesh placed around the playground. Mrs. Lopez would like to include the rest of the gate to ensure student's privacy is at the forefront. Dr. Brown has volunteered to come to McGill and do a risk/safety evaluation.
  - j. Violin/music program-update (information): A violin teacher has been hired for McGill. Mrs. Lopez will be meeting with Mr. Mario Ojeda, the newly hired teacher, to begin a logistics plan and to look at a curriculum that will allow for the science and other subjects within the music class.
  - k. Back to School Night: Back to School night is scheduled for Thursday, September 21, 2017 beginning at 5:30PM. Parents will be allowed to visit their child's classroom to be introduced and review teaching curriculums.

## **President's Report**

**Board Binders:** President Cazares reminded Board members to bring their binders to every meeting as there will be discussions on items that are in the binder.

**Board Member Responsibilities:** President Cazares reviewed Board member responsibilities. She presented all board members with an updated confidentiality agreement to sign and file.

### **2017-2018 Goals (Parent Survey)**

President Cazares discussed 2017-2018 Goals and suggested that a parent survey be created to send out to parents. This will be a great source to see what parents are expecting from McGill this year.

**2017-2018 Committees:** President Cazares suggested that Board member think of other committees that they want to see established at McGill.

### **Standing Committees:**

**Human Resources Committee:** nothing to report

**Standards Committee:** nothing to report

### **Round Table:**

Board Member Alabi proposed that a teacher attend every Board meeting. She suggested that teachers rotate each board meeting to allow for the teachers and staff to have an opportunity to bring ideas to the Board.

Ms. Alabi informed that she will be working on a social media policy that can be added to the policy manual now that the IT department will be more involved in updating the McGill website.

**Board of Directors Meeting Adjourned** at 7:30 PM. (Morgan/Nelson).

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