

Unapproved Minutes
Regular Meeting
McGill School of Success Charter School

Board of Directors
May 18, 2017 9:00 A.M.

Call to Order: The meeting was called to order by President Cazares, at 9:04 am at the McGill School of Success, Conference Room, located at 3025 Fir Street, San Diego CA, 92102.

Roll Call:

President Norma Cazares (NC) – Present	Vice President Charlene D. Sapien (CDS) – Present
Secretary Idalia Rodriguez (IR) – Absent	Treasurer Maria Alabi (MA) – Present
Board Member Denis Morgan (D M) – Present	Board Member Ed. Hieshetter (EH) – Present
Board Member Josh Nelson (JN)- Present	

Also Present: Principal/CEO Dr. Frederick Lanuza and Eileen Logue from Charter School Management Corporation (CSMC).

Board Secretary Idalia Rodriguez recorded the minutes.

Quorum: President Cazares confirmed that a quorum was present.

Public Comment:

Sheneen Lentin from Sharia's Closet attended the meeting to inform the Board of her organization. Ms. Lentin works on collecting and distributing gently used clothes to families in need. She distributed a flyer with information on the organization. They offer internship hours for students and other opportunities for community service. Donations to Sharia's Closet can be made directly to the address on the flyer distributed or by calling them to schedule a pick up. She would like to place flyers on the parent bulletin board for parents to either donate or request assistance. *(Flyer for Sharia's Closet attached)*

President Cazares requested the following changes in the order of items on the agenda:

- Item 3H to follow item 3E (change in payroll).
- Item 4A to follow the approval of minutes.

M/S/C to approve the minutes of the April 20, 2017 Meeting. (Hieshetter/Alabi).

President Cazares requested that any editing needed in the minutes be mentioned during the meeting, rather than sending emails back and forth.

N.C. voted “yes”, CDS voted “yes”, MA voted “yes”, EH voted “yes”, IR voted “yes”, DM voted “yes”.

New Board Member: Secretary Rodriguez introduced Josh Nelson to the board. She nominated Mr. Nelson to be a part of the Board of Directors because he is a parent at McGill. Mr. Nelson is very involved with other committees at McGill and Rodriguez feels that he will be a great asset to the Board. Mr. Nelson expressed his appreciation for the nomination and stated he is excited to be a part of the Board.

M/S/C to approve Josh Nelson as Board Director. (Sapien/Hieshetter).

N.C. voted “yes”, CDS voted “yes”, MA voted “yes”, EH voted “yes”, IR voted “yes”, DM voted “yes”.

Principal’s Items:

LCAP: Dr. Lanuza informed that the LCAP needs to be approved by July 17, 2017. He gathered some information from parents as he feels they should be involved in planning for the next 3 years. After sending out the survey, 20 parents responded and Dr. Lanuza used this information as a preliminary document. Additionally, other indicators will be added such as details on books, curriculum, and learning strategies. Some proficiency indicators will include the ELPAC. The CELDT will be phased out. There are also indications that some students will be reclassified (R-REP). Dr. Lanuza will also incorporate the 4 A’s (Academics, Athletics, Arts and Activities), parent involvement and a positive and safe school climate. Secretary Rodriguez suggested the survey to parent be redone with an incentive to the children so that we can work on getting higher responses. This will make for more accurate results of parent’s input. Dr. Lanuza will be re-sending the survey this week.

Budget & Finance:

Ms. Logue reports that McGill is tracking on budget, however, expenses are over budget due to additional expenses such as the violins. If trends continue as they are now, McGill can anticipate to finish the year on a negative income of \$100k. There is still a potential to receive funds from the SB740 fund and an estimated \$10k from the Prop 39 fund. These funds will assist to offset overall totals.

Board member Hieshetter questioned if the purchasing the violins from the reserved funds would of made a difference, however; Logue stated it would still result in a deficit at the end of the year. Logue anticipates that McGill will end the year breaking even, however, that will not be clear until the end of the year. Vice President Sapien also mentioned an evaluation on the classified salaries and whether or not the students benefited from the classified teachers.

Preliminary 2017-2018 Budget:

Enrollment of 175 with a revenue forecasted along with expenditures, including trends from this year minus the big expenses. (*Charter Vision Report Attached*)

Change in Payroll:

Ms. Logue presented the proposal for the teacher salary holdback for the 2018-2019 school year. She has met with the staff to proposed scenarios on how the summer holdback savings plan will work. This will allow for them to have a paycheck in July and August of 2018. Logue will work on a 3rd scenario to review for approval at the June 2017 meeting. This will be an action item in June as the savings plan will begin in July of 2017. (*Scenario for Summer Hold Back attached*)

Preliminary Findings of District Audit:

McGill had the District Audit this month. Following are the exceptions found:

- 9 Staff members who were not cleared through security and had to be asked to leave the campus until the security is cleared. Staff members were cleared within 24 hours of the notification, however, proper measures need to be done so that this doesn't happen again.
- Board Binder missing information: Dr. Lanuza will be reviewing the binder on a monthly basis to ensure all proper documentation is included.
- Statement of economic exposures had outdated forms.
 - Missing maps, and wrong room numbers were posted on the doors. Dr. Lanuza will ensure that all areas of the campus are properly labeled.
- Independent contracts were incomplete or incorrectly filled out.
- Petty Cash amount should be under \$200 and kept in a safe, locked area.
- Seller permits for the sale of uniform shirts
- Policy needs clarification for traveling expenses
 - Prop 39 needs clarification of funds that need to be spent. Ms. Logue clarified that anything related to Prop 39 has been properly filed.
- Financial should be posted on the website as they are public information: Due to the update on the website, this item was missed, however; IT has been contacted to ensure it is included in the monthly website updates.
 - Construction in Dr. Lanuza's office needs clarification to ensure proper fund disbursements

Report on School Operations

Dr. Lanuza reported that there are 167 students currently enrolled. 15 of these students are listed as Special Education with an IEP.

Marketing/PR Resources: Dr. Lanuza is researching a Public Relations Firm to assist in promoting McGill. This will help increase student enrollment and allow for better publicity for the school. He found one company, Practical Solutions from Growing Businesses charges \$5k to offer marketing and advertising services for McGill. The goal is to increase McGill's student body by 20 more students for the 2017-2018 school year. Treasurer Alabi also made suggestions on ways to promote McGill. She and Dr. Lanuza will work together on this project, since Ms. Alabi has vast experience with marketing and can offer good guidance. *(Powerpoint Proposal Attached)*

President Cazares expressed a concern on publicizing violins if there is no proper secured storage for these violins during the summer. She requested that board member Morgan look into where the violins will be stored.

President's Report:

Comment on District Audit: President Cazares reviewed some of the audit findings:

- **Form 700:** Every Board member should be filling out and signing a new form every year. Rev. Smith will need to sign one relieving his position from the Board. Board Member Nelson will need to sign one for the 2016-2017 school year since he joined the board before the school year ended.
- **Brown Act Violations:** President Cazares suggests a detailed review of the Board binder to ensure that there are no Brown Act violations. Secretary Rodriguez also suggested that everyone Board member who can attend a Brown Act course to take the time to do so. Irene will be looking at when the next course will be offered.
- **Comprehensive Study Plan:** There are typos in the year stated in the plan. These typos need to be corrected.
- **Financial Audit/Annual Report:** Audit notes indicate that the Financial audit report was not reviewed by the board for 2015 and 2017. It is also not reflected in the minutes, so President Cazares doesn't think it was actually done.
- **Internal Controls:** There were a few issues in this category, including the petty cash storage, receipts not issued, segregation of duties for purchasing and receiving. All this appears to be a checks and balances issue.
- **Travel:** Travel descriptions only address mileage, however; it doesn't include expenses for reimbursements that were not stated in the policy, including parent conferences. Conferences that include a parent attending should be brought to the board for review, prior to the planning.
- **GASB vs. FASB:** There is a reference to these, however; President Cazares is not aware of what these are.

Year-End Administrator Evaluation: Principal's evaluation is usually done between May and June. The HR Committee and President Cazares will take on the majority of the bulk for this evaluation. There will be

findings from interviews with staff, parents, church representatives, and Board members. These are confidential and anonymous. President Cazares will begin the process with a timeline and will work with Vice President Sapien to get it completed in a timely manner.

Board Retreat Planning: President Cazares has offered to host the board retreat meeting at her residence again. This meeting will be held July 20th, beginning at 10 AM. This planning meeting will be covering a lot for next year's plan. It will include re-election of officers and board positions. Planning for the retreat will be done during the June meeting.

Standing Committees:

- Performance & Standards Committee Report: Nothing to report.
- Human Resources Committee Report: Principal's evaluation as discussed.

Round Table: Ms. Alabi shared information she gathered from the seminar she attended at the California Charter School Association (CCSA), Governance Academy. President Cazares suggested these items be reviewed more thoroughly during the Board's annual retreat this summer.

Meeting Adjourned to close session at 11:54 AM

Closed Session meeting called to order at 11:54 AM

Closed Session meeting adjourned at 12:21 PM

Reconvene from Closed at 12:21 PM

No Action takes during closed session.

Round Table:

- Treasurer Alabi questioned why there is nothing on the McGill website really talking about what McGill really is, and what the culture entails, something in the form of a "about us" link.
- Guidebook for Board Members: Treasurer Alabi suggested that a Board Member guidebook should be put together for reference. There should be a copy of such guidebook online and in paper form at the school's office.
- NHA Preschool Project: Dr. Lanuza discussed the NHA feeder program, however; it was concluded that it will no longer be pushed on because of documentation and regulations that NHA needs to adhere to. President Cazares will further discuss this topic with Dr. Lanuza.
- Dr. Lanuza informed that annual testing for children 3rd-5th grade will be happening in the next few weeks.

- Dr. Lanuza requested approval from the Board to work with staff during the summer to develop and write a curriculum planning standard program. President Cazares suggested that Dr. Lanuza and Vice President Sapien speak about this to coordinate accordingly.
- Board on Track: Software that could be used to keep better track of Board information. Further research will be done on this topic.

M/S/C to adjourn the May 2017 Meeting at 12:41 PM (Sapien/Nelson).

N.C. voted “yes”, CDS voted “yes”, MA voted “yes”, EH voted “yes”, IR voted “yes”, DM voted “yes”, JN voted “yes”.