

APPROVED



Scholarship Prep

Minutes

Regular Board Meeting

Date and Time

Tuesday November 8, 2022 at 4:30 PM

Location

1010 W. 17th Street
Santa Ana, CA 92706

Zoom Meeting Information:

Meeting ID: 826 8631 5896

Passcode: 940801

Scholarship Prep Orange County (17th Street) - 1010 West 17th Street, Santa Ana, CA 92706
Legacy Room

Scholarship Prep Orange County (Grand Ave) - 1821 N Grand Ave, Santa Ana, CA 92705
Admin Office

Scholarship Prep Oceanside - 4070 Mission Avenue, Oceanside, CA 92057
Admin Office

Scholarship Prep South Bay- 24910 S. Avalon Blvd., Wilmington, CA 90744
First-floor Kindergarten Classroom

The meeting will be accessible via teleconference using the information listed above and at the campus locations above.

PUBLIC COMMENT:

The public attending the teleconference are invited to address the Board during the meeting using the teleconference information above. The public in attendance at any of the teleconference locations are also invited to address the Board for comments. Alternatively, public comments can also be submitted via email to comments@scholarshipschools.org with "Public Comment for Board Meeting (on date of the Board Meeting)" in the subject line. The comment should include the name of the commenter, the Agenda Item number, and the topic that is to be discussed. Comments must be received by 4:30pm of the day before the scheduled Board Meeting and will be read during the meeting based upon time limitations. If the statement is not read online due to time limitations, the comments will be provided to the board members.

Testimony shall be limited in content to matters pertaining to Scholarship Prep. The Board may not take any action on matters discussed during the public testimony period that are not listed on the agenda.

Directors Present

C. Friedrichs, J. Ing, L. Otero, M. Toan, P. Watson

Directors Absent

C. Madaule

Directors who arrived after the meeting opened

C. Friedrichs

Guests Present

A. Congo

I. Opening Items**A. Quorum Check****B. Call the Meeting to Order**

L. Otero called a meeting of the board of directors of Scholarship Prep to order on Tuesday Nov 8, 2022 at 4:46 PM.

C. Pledge of Allegiance**D. Reading of the Scholarship Prep Mission Statement****E. Approval of the Agenda**

J. Ing made a motion to Approve the agenda.

M. Toan seconded the motion.

The board **VOTED** unanimously to approve the motion.

F. Invitation to Address the Board on Items on the Agenda

No comments

G. Invitation to Address the Board on Items Not on the Agenda

No comments

II. Information Section

A. Oceanside Campus Update

Principal Jessica Leahy shared an update with the board including a writing competition between students, red ribbon week on campus, literature day, and trunk or treat.

B. Orange County Campus Update

Principal Dennise Allotey shared a brief presentation with the board about activities happening around campus for students including a gold rush-themed event, a partnership with Sage Hill High School, and a high school information night for students.

C. South Bay Campus Update

Dean Dr. Kaylie Gomez shared a presentation with the board including new academic progress made in classrooms along with campus events like Dia De Los Muertos, red ribbon week, and literature day.

D. Organization Update

Executive Director Jason Watts shared an organizational update with the board including enrollment figures and information about the employee retention credit that Scholarship Prep has qualified for and applied to.

E. Financial Update from Charter Impact

Kate Eng from Charter Impact provided a financial update for Scholarship Prep with new projections for all the campuses adjusted to current enrollment figures.

Oceanside saw a net impact revenue of plus \$20,000

Orange County will have a small surplus of \$30,000

South Bay saw a revenue increase of \$100,000 due to the impact of the employee retention credit.

Vice President Otero asked what is the amount recommended in financial reserves per school. Ms. Eng shared the state recommends 5% of annual operating costs but it can

vary depending on the authorizer. She shared Scholarship Prep is well within that with 45% for Oceanside, 33% for Orange County and 26.5% for South Bay.

C. Friedrichs arrived at 5:15 PM.

III. Consent Calendar

A. October 11th, 2022 Regular Meeting Minutes

J. Ing made a motion to approve the minutes from Regular Board Meeting on 10-11-22.

C. Friedrichs seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. September Monthly Financial Package

C. Contract Amendment: Scholarship Prep and Revoluton Foods, PBC

D. Contract Amendment: Scholarship Prep - Oceanside and TopNCatering, LLC

E. Agreement Between Scholarship Prep - Orange County and Prestige International Security, Inc.

F. Board Resolution Recognizing 2022 National Homeless Youth Awareness Month

G. Fiscal Policies and Procedures Manual Update

Board member Ing asked for clarification on this item as it was not clearly red lined due to an error. The document was properly shared with the Board and reviewed before voting. Chief Operations Officer Sarah Nakamoto shared some more insight on the changes which included reimbursements for lodging and travel for employees in addition to daily meal stipends.

H. Digital Media Specialist Job Description

I. Arts Program Manager Job Description

J. Athletics Program Manager Job Description

K. Updated Classified Compensation Plan

L. Substitute Counselor Job Description

M. Updated Substitute Compensation Plan

N. Approval of Consent Calendar

IV. Action Items

A. Revised Scholarship Prep Board of Directors Meeting Calendar

Assistant to the Executive Director Arthur Congo shared results from a survey done of staff and board members regarding a change for start times in board meetings before the board took action.

C. Friedrichs made a motion to Change the regular board meeting start time for Scholarship Prep to 12:30pm.

M. Toan seconded the motion.

The board **VOTED** unanimously to approve the motion.

V. Closing Items

A. Board Comments and Future Agenda Items

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:33 PM.

Respectfully Submitted,
C. Friedrichs

THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY

The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

SPECIAL PRESENTATION MAY BE MADE

Notice is hereby given that, consistent with the requirements of the Brown Act, special presentations not mentioned in the agenda may be made at this meeting.

However, any such presentation will be for information only.

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH DISABILITY

Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting Arthur Congo.

Email: acongo@scholarshipschools.org

BOARD DOCUMENTS

Agenda documents that have been distributed to members of the Board and are available for inspection online by requesting from Arthur Congo at acongo@scholarshipschools.org "during normal school business hours Mon- Friday" or at any of the Scholarship Prep School Offices during regular business hours.

Scholarship Prep Orange County (17th Street) - 1010 West 17th Street, Santa Ana, CA 92706
7:30 a.m. to 4:00 p.m. Monday through Friday

Scholarship Prep Orange County (Grand Ave) - 1821 N Grand Ave, Santa Ana, CA 92705
7:30 a.m. to 4:00 p.m. Monday through Friday

Scholarship Prep Oceanside - 4070 Mission Avenue, Oceanside, CA 92057
7:30 a.m. to 4:30 p.m. Monday through Friday

Scholarship Prep South Bay- 24910 S. Avalon Blvd., Wilmington, CA 90744
7:30 a.m. to 4:00 p.m. Monday through Friday

FOR MORE INFORMATION

For more information concerning this agenda, please contact Arthur Congo at:
acongo@scholarshipschools.org