



Ceiba College Preparatory Academy

Minutes

Finance Committee Meeting

Date and Time

Thursday February 28, 2019 at 4:00 PM

Location

260 W. Riverside Drive, Watsonville, CA

Committee Members Present

A. Millar, D. Ornelas, G. Davis (remote), J. Ripp, M. Navas (remote)

Committee Members Absent

M. Wall, i. Brunetti

Guests Present

Alison Sickler, Ashley Chatman, K. Watkins

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

A. Millar called a meeting of the Finance Committee of Ceiba College Preparatory Academy to order on Thursday Feb 28, 2019 at 4:12 PM.

C. Public Comment

Alison Sickler and Ashley Chatman addressed the Finance Committee to propose increasing the number of PTO days from 5 to 10. As it was a public comment item, the Finance Committee did not respond. The item will be agendaized for the next Finance Committee meeting.

D. Approve Agenda

J. Ripp made a motion to approve the agenda.

M. Navas seconded the motion.

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

E. Approval of Minutes

J. Ripp made a motion to approve the minutes.

M. Navas seconded the motion.

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

II. 19/20 Budget

A. Budget Development Process

Academic Excellence Report

1. Curriculum Purchases for next year: Science has requested trial curricula for Q4;
Cost is a range of \$5-\$135 / per student
 2. Discussion of next year's bell schedule: looking at a proposal of 6 period day (63 min per period)
 3. Need for greater response to students with social-emotional concerns: looking at SEL support
- Questions and Discussion with the Finance Committee:
 - Do we have a timeline for decisions?
 - Curriculum - Science to commit to a number by end of April. Bell schedule - by Spring intersession.
 - How would we test that the six period day was increasing student achievement?
 - Increase in SBAC and MAP scores
 - Decrease in Discipline referrals
 - What would be the number of minutes total for instruction/week
 - Can we quantify staff time change and budget impact of the change?
 - The change would be to a 45 minute/week reduction due to more passing periods between classes.
 - Some teachers felt like it could take a year to build up to a model like this.

Budget Development

- Running behind due to many factors: LCAP reporting, focus is currently on Second Interim Budget Report
- Ceiba is working on LCAP review with stakeholders
- Discussion on identifying possible new expenditures for 19/20
 - Student Uniforms
 - Campus Supervisor
 - Student Information System
 - Staff Compensation: a request has been made for a formal compensation study

III. Fiscal Procedures

A. Review Draft of Procedures for the Construction Loan

Suggestion is that Ceiba brings proposed action to the Board when drawdown is requested from this loan.

- Ensure consistency with plan presented to Santa Cruz County Bank
- Work with DMS on making sure the plan to pay it down is intact
- Finance Committee looks at loan and statements
- Finance Committee Discussion
 - We trust the school to procedurally take the action on the loan
 - Would be good to bring a check register to Finance Committee for loan-related purposes
 - Big ticket items will have contracts with them and will go to Board for approval
 - What is the Board-approval threshold (When is a second signature required?)
 - \$5,000. There had been discussion to increase it. Some Districts are at \$10,000.

IV. 260 W. Riverside Building Update

A. Building Projects

One contract in place with Wald, Ruhnke, & Dost for scope of repair.

Second contract with WRD would cover specific drawings and project management

- Will need to be reviewed and approved by the Board

Science Classroom remodel

- Still working out a few final details

V. Closing Items

A. Planning

3/7 Agenda:

PTO request

Compensation study

Budget development

Preview of Second Interim with DMS' Joanne Fountain

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:28 PM.

Respectfully Submitted,

G. Davis