APPROVED

Vida Charter School

Minutes

Board Meeting

Date and Time
Monday April 24, 2017 at 6:30 PM

Location
Vida Charter School Eisenhower Building

Trustees Present
C. Bowen, D. Marritz, F. Dutrisac, J. Arnold, L. Leonard, M. Rosenberger

Trustees Absent
E. Diaz, J. Brandauer

Ex Officio Members Present
M. Davis

Guests Present
N. Mercado

I. Opening Items

A. Record Attendance and Guests

Kevin Cocoran from Charter Choices and Kathy Hewitt, a community member, were present at the meeting.

B. Call the Meeting to Order

L. Leonard called a meeting of the board of trustees of Vida Charter School to order on Monday Apr 24, 2017 at 6:40 PM.

C. Approve Minutes

M. Rosenberger made a motion to approve minutes from the Board Meeting on 03-27-17 Board Meeting on 03-27-17.

C. Bowen seconded the motion.
The board **VOTED** unanimously to approve the motion.

D. Announcement of Executive Session

The board held executive session from 5:40-6:30 for the purpose of discussing confidential personnel matters.

E. Public comment

No public comments were made.

F. Director's report

Ms Davis discussed the budget, the current marketing plan and its effectiveness in recruiting efforts, current academic progress and data, PSSAs and professional development. Disciplinary referrals as well as upcoming student and community events were also included in the report.

G. Board Priorities

Lynn commented that the board is busy with overseeing the budget completion, recruiting new board members, and making preparations for next school year. The CEO evaluation process has been completed and the board election will take place in the next month.

II. Governance Committee

A. Announce Board Member Candidate Slate and Election

Jeanne announced the terms of Sue White, Elizabeth Diaz, Josef Brandauer, and Melissa Rosenberger will be ending in June. Josef Brandauer has decided to renew his term and will become an appointed member for next year. Melissa Rosenberger has also decided to renew her term and will participate in the May board election for a 2 year term. We would like to announce that after months of preparations, the two remaining elected board seats will be filled by two candidates: Greg Murray and Rukhsana Rahmen. The election informational materials are being prepared and will be distributed to the Vida community shortly. The election will be held at the May 22 board meeting and the entire Vida community - parents and staff - are invited to participate. Jen Seidel, PTO President, has agreed to help coordinate the efforts of volunteers to staff the election.

B. Second Reading: Lice Policy and Truancy Policy

D. Marritz made a motion to approve the revised Lice Policy and the revised Truancy policy as provided by the Governance Committee.
C. Bowen seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Second Reading: School Visitation Policy

This item was tabled for next month.

D. First Reading: Grievance Policy

This item was tabled for next month.

E. Acknowledge Resignation of Sue White, Board Secretary

The board thanks Sue White for her dedication and contributions to Vida Charter School over the last three years. We wish her well in her future endeavors.

F. Appoint Interim Board Secretary

C. Bowen made a motion to appoint Melissa Rosenberger to be Secretary of the Board for the remainder of the 2016-17 school year.
J. Arnold seconded the motion.
The board **VOTED** unanimously to approve the motion.

G. Approve Quarterly Governance Committee Report

M. Rosenberger made a motion to approve the Quarterly Governance Report which accurately depicts the committee's activities over the last three months.
D. Marritz seconded the motion.
The board **VOTED** unanimously to approve the motion.

III. Finance Committee

A. Approve Monthly Financials

C. Bowen made a motion to approve the monthly financial statements for March 2017.
F. Dutrisac seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

E. Diaz	Absent
L. Leonard	Aye
J. Brandauer	Absent
D. Marritz	Aye
M. Rosenberger	Aye
J. Arnold	Aye
F. Dutrisac	Aye
C. Bowen	Aye

B. Update on 2016 Financial Audit

After several months of delays, the auditors have finally completed Vida's audit for 2016. Kevin Cocoran briefly discussed the 2016 audit, stating that there were no findings. He also mentioned the "theoretical" liability due to the GASB-68 regulation requiring this

liability be shown. Kathy Hewitt mentioned that GASD also had a delay in the audit this year and their audit was approved later than usual as well.
C. Bowen made a motion to approve the 2016 financial audit and management letter as provided by Charter Choices.
J. Arnold seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
J. Arnold	Aye
E. Diaz	Absent
M. Rosenberger	Aye
D. Marritz	Aye
L. Leonard	Aye
F. Dutrisac	Aye
J. Brandauer	Absent
C. Bowen	Aye

C. Approve New Auditor

Kevin Cocoran mentioned that proposals for new auditors are still coming in. There are currently three proposals under consideration and the finance committee should be able to bring a final recommendation to the board next month for selection.

D. Finance Committee Meeting and Budget Update

Kevin, Martha, and Melissa discussed possible budget scenarios that are under consideration. It is likely that an enrollment estimate of 271 will be used as the basis for the budget. This scenario will produce a small surplus and assumes a general 3% cost increase for all line items, excluding personnel costs. Personnel costs are currently being tabulated and are in line with normal cost increases. The board will plan to view and approve the preliminary draft budget at a special meeting on May 1.

IV. Personnel

A. Approve Personnel Report

F. Dutrisac made a motion to approve the actions noted in the April 2017 personnel report including staff re-appointments for the 2017-18 school year.
D. Marritz seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Approve New and Revised Job Descriptions

M. Rosenberger made a motion to approve the newly created job descriptions for Director of Operations, Director of Student Services, and Receptionist.
C. Bowen seconded the motion.
The board **VOTED** unanimously to approve the motion.

V. Other Business

A. Approve 2017-18 School Calendar

J. Arnold made a motion to approve the 2017-18 Vida Charter School Calendar, pending one final review by the administration for accuracy. The board will be notified should any resulting changes be made.
F. Dutrisac seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Spring Board Meeting Schedule Changes

C. Bowen made a motion to schedule a special board meeting to approve the 2017-18 preliminary budget on May 1 at 5:30pm and to reschedule the regular June board meeting from June 26 to June 5.
F. Dutrisac seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Approve 2017-18 Board & Committee Meeting Dates

The finance committee will look at adjusting its meeting dates in light of holidays and scheduling conflicts with other board meetings and bring a revised draft of tentative meeting dates for approval at next month's meeting.

VI. Closing Items

A. Adjourn Meeting

M. Rosenberger made a motion to adjourn the meeting.
C. Bowen seconded the motion.
The board **VOTED** unanimously to approve the motion.
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:06 PM.

Respectfully Submitted,
M. Rosenberger