



**Board of Directors Meeting Minutes
Thursday, April 27, 2017 (Time: 5:41-7:56)
1300 S. Belvedere Avenue Tucson, AZ 85711**

Board Members Attending: Manny Leon, Caroline Torres, Natalie Carrillo, Jose Hoyos
Guests Attending: Chris Boyd, Claudina (Accountant by phone until 6 pm)
Staff Attending: Luis Perales, Nicole Snook

Our Mission: To develop student leaders who turn ideas into action
Our Vision: All graduates will be prepared for college, careers, and civic engagement to make an equitable, sustainable world a reality.

Discussion Items:

1. WELCOME

2. PUBLIC COMMENTS-None

3. CONSENT AGENDA

- **Approve February Minutes**
-**MOTION:** Caroline made motion to approve the minutes, Manny seconded, and all approved.

4. DIRECTOR OF OPERATIONS REPORT (Priscilla and Claudina reviewed documents)

- **Revised Budget 2017**-Claudina reviewed documentation
MOTION -Caroline made a motion to approve the revised budget, Manny seconded, and all approved
- **Budget vs actual**-Priscilla reviewed documents
- **Monthly Expenses**-Priscilla reviewed documents
 - A majority of budget is spent on instruction
 - Operating budget has increased due to lease payments
 - ACTION ITEM:** Priscilla suggests having free lunch for all students next year. It is difficult to get parents to pay and a lot of time is spent on invoicing when over 85% of students are on free and reduced lunch. Could also be good marketing. Chris Boyd mentioned that there provisions for this.
- **Cash on hand and monthly expenses** - Priscilla
 - Balance sheet compared March of this year to March of previous year & February of this year.
 - The school is not carrying any debt all bills are paid each month this year.

-Note: There was a 20% cut to 21st Century budget across AZ. We did not overspend, expecting that reimbursement.

-In June there will be two payments, in July there are no payments.

-Projections are based on expenses the last couple of months and may not be completely accurate.

- **301 Monies** need one more distribution to be caught up. This year year's distribution will be based on performance. Summer PD will be added to next year's distribution.
- **Financial recommendations & considerations for next year:**
 - ACTION:** The school needs to carry two months. We are currently carrying one month.
 - All equipment is 5 years old. Will need upgrades and this needs to be put into the budget.
 - ACTION:** Need to budget for student events. (Consider student fee structure)
 - ACTION:** Need to really plan for next year's budget. This year has been was is required by the state, but many plan, policies and procedures are not in place which makes everything much more difficult. (Need a fundraising policy that meets USFR guidelines)
 - There have been audit findings for finance, this needs to change next year.

5) CEO Report

- **Marketing:** recruitment/retention/enrollment
 - Got \$1500 grant for marketing. This is from Ashoka to pay influencers on social media.
 - Ms. Kato is working with Goodwill Metro—communication/support with Goodwill is very good.
 - Can we get an intern or someone who can help with social media campaign? Needs constant attention and someone who is dedicated to this task.
- **Enrollment**
 - Enrollment is at about 90. This is where enrollment keeps landing.
 - Recruitment-Have 25 enrolled for next year. But this only replaces the senior class.
- **Staffing Plan**
 - Teachers have said they are coming back
 - Luis P. is working on this
- **Evaluation for certified and noncertified staff—ACTION ITEM:** being worked on but Luis would like direction on what board would like to see in evaluations.
- **Bell Schedule**—Moved from 75 minute classes to 55 minute classes every day. This will shorten the day and allow for planning/meeting time everyday.
 - MOTION:** Manny L. motioned to approve the bell schedule as it was proposed
Natalie C seconded the motion and all approved.
- **Calendar**—Luis proposed a draft of calendar. **ACTION:** Will fill in more and bring finalized version to the the next meeting. Also bring TUSD calendar to compare.
- **Credit Recovery Program-**
 - The credit recovery program is working very well now students who have come to the school during the 4th quarter have been put in credit recovery so that they can earn some

credit. If placed in regular classes they would not have earned any credit. It has been helpful to maintain culture of school and the hope and motivation of the student.

-Documentation shows that students are earning credit, and systems seem to be working well now.

-Discussion of keeping this program for next year. Will be kept in budget.

- **5 Year Department of Education Review Findings—ACTION ITEM**

-Luis received this document only 1 day prior to meeting. No progress has been made on recommendations. This will be completed ASAP.

6. BOARD CHAIR REPORT

- **Resignation: J. Anderson as Charter Holder**

-MOTION- Caroline Torres moved to accept Judith Anderson's resignation as charter holder. Manny seconded, and all approved.

-ACTION: Caroline will make change with charter board online. Contact Bianca Ulubari, Exec. Asst.

-ACTION: The Board of Directors will need to vote in a new charter holder to sign the annual General Statement of Assurance, due June 1, 2017.

- **Board of Directors needs to build capacity to have a Finance committee and possible Treasurer.** Currently Jose is most qualified to serve in this capacity. He is willing. Both Chris and Natalie have offered to serve on finance committee.

- **Policy Handbook:** Caroline reviewed. **ANY ACTION???**

- **Review and Approve Evaluation procedures:** They are on Google Drive.

-ACTION: Will have meeting by phone on 5/7/17 @ 7:00 pm to discuss and approve evaluation tools. These need to be submitted to ADE ASAP. BOD can use the ADE evaluation tool and adjust later to meet the needs of CMHS, then resubmit later.

7. COMMITTEE REPORTS

- **Governance-** Manny Leon

-Board on Track Membership—Manny L. and Natalie C. attended an online meeting with Board on Track. They reviewed the program features and at the end discussed prices. The prices were higher than expected. BOD decided that there was not enough money in the budget at the moment to consider purchasing this program.

- **Finance-**

MOTION-Caroline Torres motioned that the CHMS Board establish a Finance committee and that Jose Hoyos be the Chair of that committee. The motion was seconded by Manny L and all voted to support that motion.

-Priscilla will be part of this committee. Natalie C and Chris B volunteered to be on the Finance committee, but Jose will decide how many people he will need or if there are other people better suited to serve on this committee.

Meeting adjourned at 7:56