



Changemaker High School
Board of Directors Meeting Minutes
Thursday, June 16, 2017 (Time: 5:37 PM-7:52 PM)
1300 S. Belvedere Ave, Tucson, AZ 85711

Board Members Attending: Manny Leon, Caroline Torres, Natalie Carrillo
Staff Attending: Luis Perales, Priscilla McCraney, Oscar Medina, Vicente Fuentes,
Guests: Chris Boyd, Claudina Douglas the Accountant (by phone left meeting at 6:35)

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.

Agenda Items:

1. **Welcome** –C. Torres started the meeting at 5:47
2. **Public Comments-**
 - **Oscar Medina** gave update on his work and goals for next year. Would like to take government students to Washington DC, and trip to Border Wall with Sierra Club. Would like to see more Board involvement at school activities.
 - **Priscilla McCraney**—Wants assurance that she will be removed from financial documents and any liability during this board meeting.
3. **Consent Agenda**—
 - Meeting minutes from May 18, 2017 reviewed
 - L Perales mentioned that address needs to be added to all minutes to make them official. May 18th minutes need to be edited.
 - **MOTION:** M. Leon moved to approve edited May 18, 2017 minutes. C. Torres seconded and all approved.
4. **New Hire Introductions**
 - **Vincente Fuentes**—New Director of Finance. He has worked in charter schools K-12 since 1999, hired as counselor and worked up to superintendent at CPLC Community Schools and has also worked with an elementary charter in Phoenix for the past four years. He has looked at finances and financial policies and has ideas and suggestions to help make the budget more realistic and reflective of what is actually happening on the ground.
 - **Xavier Teso**— New Registrar. Past registrar left at the end of April, and the front office staff all pitched in to help. Xavier is currently working 20 hours per week on contract, then in July will be hired on full time. He has extensive experience with charter schools and students. He would like to work with students as well as doing the registrar duties. He has already

had a meeting with Chris Boyd regarding the free lunch program and is moving forward with a plan to provide all students with free lunch.

5. Financial Report- Claudina (by phone)

- **Budget vs Actual**
- **2017-18 Proposed Budget**
 - i. Budget is based on 100 kids. Reviewed proposed budget and changes to next year's budget based on increase to ADM and 1.06% increase to teacher pay.
 - ii. L. Perales noticed that 21st Century funds were incorrect. That will be changed.
 - iii. Prop 301 will receive a temporary increase for this year only. All 301 funds will be paid out by June 30th.
 - iv. The proposed budget needs to be signed and posted for 10 days prior to adopting.
 - v. **MOTION:** C. Torres motioned to approve the proposed budget for 2017-18. N. Carrillo seconded the motion and all approved.
 - vi. **ACTION:** Next meeting will need to be held on Thursday July 13th for final approval of the budget. The date of the next meeting will be changed and posted.
- **Finance Policy Handbook Overview-V. Fuentes**
 - i. V. Fuentes put together a table of contents that he proposed be the basis for a financial handbook.
 - ii. **ACTION:** V. Fuentes will confer with Claudina, the accountant and school staff to document policies and procedures.
- **Revenue Generation and Resource Development**
 - i. need to set priorities at the macro level. Decide what priorities will be funded with budget and priorities for fundraising/development.
 - ii. We have people who are willing to help but we need to develop message that will be delivered by other people.

6. Board Chair Report – C. Torres

- **ITE Board Handbook-** There was a handbook created but it was never officially adopted. It was used as a reference document. The board needs to review policies and make updates based on how we need to conduct business and what new board members need to know. We also need to verify that everything matches with the charter, and make it publicly available.
 - i. Will also need to review By-laws to make sure we are in compliance and to see if they need any updates based on changes moving forward.
 - ii. M. Leon suggests that we review these at the annual meeting.
 - iii. **ACTION:** Board to review Board Handbook and set annual meeting date.

7. CEO Report-L Perales

- **Staffing and Transition:**

The bank requires that there are minutes of the official change in staff responsible for financial transactions. There are two banks that ITE has accounts and lines of credit through: Bank of America and Great Western.

 - i. **MOTION:** C. Torres motioned to have Priscilla McCraney removed as authorized contact and signer for Changemaker High School on all Bank of America accounts. Vicente Fuentes will be added as authorized signer on all Bank of America accounts. M. Leon seconded the motion and all approved.

ii. **MOTION:** C. Torres motioned to remove Priscilla McCraney as officer, board member and responsible party from all documents at the AZ Corporation Commission.

iii. **MOTION:** C. Torres motioned to have Priscilla McCraney removed as authorized contact and signer for Changemaker High School on all Great Western accounts.

Vicente Fuentes will be added as an authorized signer on all Great Western account. M. Leon seconded and all approved.

iv. **MOTION:** C. Torres motioned to remove Priscilla McCraney as officer, board member and responsible party from all documents at the Arizona Board for Charter Schools (AZBCS). M. Leon seconded and all approved.

v. **MOTION:** C. Torres motioned to include Great Western Bank as item 7.a.iii. and AZBCS as 7.a.iv. M. Leon seconded and all approved.

- **Next Board Meeting**

The next board meeting will need to be changed to meet the deadline to submit the signed budget.

i. **MOTION:** C. Torres motioned to change the next board meeting from July 20th to July 13, 2017. N. Carrillo Seconded and all approved the change in meeting times.

8) Housekeeping

- **Fencing Expansion & Campus Modifications**

i. **IDEA Campus Modifications-** Through discussions with IDEA school, L. Perales found out that they have plans to expand fencing and add a playground area. They have raised money to make modifications to their part of the campus.

ii. CMHS campus modifications. Would like to work with IDEA school to make improvements that would benefit both schools. CMHS will need to talk with EVIA Foundation to discuss and gain approval for any campus modifications.

9) Executive Session (7:15-7:48)

10) Next meeting: Thursday, July 13, 2017

Adjourned: C. Torres adjourned the meeting at 7:52.