



**Changemaker High School  
Board of Directors Meeting Agenda Announcement  
Wednesday, January 26, 2022 (Time: 5:30 PM-7:30 PM)  
1300 S. Belvedere Ave, Tucson, AZ 85711  
(Virtual Zoom Meeting As Per Meeting Announcement)  
Zoom Link: <https://us02web.zoom.us/j/88370849302>**

**Our Mission:** To provide an educational experience that transforms students into solution seekers that enhance the world around them.

**Our Vision:** Inspire a generational shift that redefines success in a changing world.

Board Members Present: J. Hoyos, N. Carrillo, L. Perales

Staff Present: L. Valenzuela

**Virtual Agenda Items:**

1. **Welcome- J. Hoyos** - Meeting called to order by J. Hoyos at 5:31PM.
2. **Public Comments** - No public comments.
  - **3 Minute Time Limit**
3. **Consent Agenda(s)- J. Hoyos - N. Carrillo** moved to approve the consent agenda. L. Perales 2nd. Unanimous approval.
4. **Financial/Operations Report- L. Perales**
  - **ADI Financial Report - C. Douglas**
    - **FY21 Financial Audit** - ADI was not with us last year so they are only able to share the outcome of the audit. The findings have resulted in the need for a state mandated Corrective Action Plan (CAP). Board needs to approve the audit report and findings that were submitted to the state. Files have been recreated from July 2021 to December 2021. This was done to satisfy the auditors request to see how the financial transition had taken place. ADI has caught ITE/CMHS One

internal control deficiencies related to reporting the PPP loan totals. The remedy that has been proposed is the move to ADI from the previous accountant. The second internal control issue related to documenting property depreciation. The remedy is that a third party consultant will review the documentation process. The third internal control issues related to bank reconciliation. The remedy proposed is that the new contracted consultant will submit monthly reports to the CEO for review. In addition to the CAP, ADI will also be submitting quarterly reports to the Charter Board to comply with our mandated intervention. These will first be presented to the Board for approval. Many of the issues have come from coding discrepancies. We are setting up procedures to code based on GAP accounting parameters. Additionally, we noticed that issues also stemmed from not processing reimbursements in a timely manner. **L. Perales moved to approve the FY21 Financial Audit and Findings Report as presented by ADI. N. Carrillo 2nd. Unanimous approval.**

- **P&L** - No report at this time.
- **Budget vs Actual** - No report at this time.
- **Cash On Hand** - We are cash positive. \$48K in GWB account. Over \$70K in BofA account. \$24K pending for payments. This will be paid out before the end of month. We have been having some issues with some vendors not accepting partial payments. This will be remedied and all vendor accounts will be brought up to date.
- **301 Performance Pay** - In FY22 301 is now allocated differently and has been collapsed. The 20/40/40 split is no longer mandated and funding is now all in one pot. This allows for the spending of these funds in a more site specific manner. We are using funds for base pay and the rest is up to our approved parameters.
- **Reimbursements** - M. Valencia with the help of ADI has caught us up with reimbursements. Two large reimbursements have been processed. First at \$50K. Second at \$72K. We have begun reimbursements for ESSER II. ADI is assisting with the P&L reports for continued requests.
- **E-Rate** - CMHS has contracted a new e-rate consultant. This is the same consultant that Mexicayotl uses. The contract is a total of \$1500 and this covers all aspects of e-rate. The focus of the new proposal will be for improving the Wifi system on the campus and for the removal of old servers. We will be investigating if e-phone service can be covered by e-rate. We will also go to bid for an internet provider as well as to increase our bandwidth. Because we did not have an e-rate proposal for FY22, we have had to cover 100% of internet expenses. With e-rate we will only have to cover 10% of cost.

## 5. CEO Report-L Perales

- **Marketing & Recruitment Report** - The marketing is being more effective than years past. Students and families who are interested in the school align with our mission, vision, and values of the school. Several underclassmen are in the pipeline to enter as new students. The largest group of students on campus is the underclassmen. We are looking at a future freshman campaign as well as continuing with the four target groups identified in previous years. Front office staff are interested in moving into a position focused more on marketing and recruitment. Conversations about this possibility are in the works.
- **Covid19 Response Update** - The school is in realignment mode after the most recent wave of COVID cases and close contact realities. There has been some disruption to in person instruction. We have been following our mitigation plan that was board approved as well as taking guidance from the Pima County Health Department. The biggest change has been in relation to the number of days necessary for isolation after exposure and positive diagnosis. During this recent wave we had several pool testing sessions. The result of these sessions found positive cases in each of the school pools both in staff and students. We have had to coordinate and effectively communicate with everyone and all authorities. During this time we have been doing deep sanitary cleaning and disinfecting.
- **2021 - 2022 Instructional Program Update - L. Valenzuela**
  - **School Instructional Progress Update -**
  - **Staffing**
    - **Long Term Leave** - A leave of absence has been approved for our history instruction. Our long term sub has agreed to stay on board with us. We are in the same situation with our science class. Our instructional coach has taken over as instructor of record and our VP has stepped in to be the in class instructional aide.
    - **Job Announcements** - Our four hour block was designed with a different staff in mind. The current instructors that we have at the time are good instructors but we need instructors who are able to teach in the style and format that matches our mission, vision, values and approach. Additional PDs have been designed as explorations, but we are also open to open up positions to explore the possibilities of building up our staff.
  - **Student Recognition** - CMHS has focused heavily on both academic and social recognition. Our ceremony was held remotely. We honored students of the month as well as 15 students who made the honor roll. The top academic students in every class were recognized. 25 students who did well on their benchmark and showed growth were also recognized.

## 6. Board Chair Report

- **Board Governance**

- **Board Growth Plan Revisit**
  - **ITE Transition Board Discussion (Postponed)** - We have not been able to get together to go over our existing policies. This is planned for the near future as part of board planning.
- **Annual Board Giving**
  - **Gratitude & Thank You** - Official letters thanking everyone who has provided a tax donation will be going out later this month. Natalie was recognized via social media for her birthday. This is part of the highlights we want to do for our school leadership and board members.
- **Next Board Meeting - Wednesday, February 16, 2021 at 5:30PM via Zoom**
- **Legislative Update**
  - **Budget Update**
    - **Potential School Budget Cuts** - There is a potential school budget cuts looming if the state legislature does not take action on the school spending cap. The formula that is being used is from the 1980s. If there is no action then there could be a 16% cut for schools.

## 8. Executive Session

- None

## 9. Adjourn - Meeting adjourned at 7:03PM