



**Changemaker High School
Board of Directors Meeting Agenda Announcement
Wednesday, July 13, 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/82855618127>**

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/Consultant Present: L. Valenzuela

Virtual Agenda Items:

1. **Welcome- J. Hoyos** - Meeting called to order at 5:36PM
2. **Public Comments** - No public comments.
 - **3 Minute Time Limit**
3. **Consent Agenda(s)- J. Hoyos**
 - **5/25/22** - N. Carrillo moved to approve the consent agenda. J. Hoyos seconded the motion. Unanimous approval. Motion passes.
 - **6/22/22** - J. Hoyos moved to approve the consent agenda. L. Perales seconded the motion. Unanimous approval. Motion passes.
4. **Financial/Operations Report- L. Perales** - ADI will be sharing financial information in August. 76K in the First Interstate Bank Account 70K in Bank of America Account. 5K in Bank of America grant account. The grant account will have a draw down as part of expenses to assist

Ms. Canto transition from Belize to the U.S. Reimbursements totalling \$50K will be coming in with the submission of completion reports. Approval for ESSER III has been received. These funds will be drawn down throughout the year. We have been advised by ADI to submit for ERC funding. A local accountant has received all of our documents and has calculated that an estimated \$200K is available for reimbursement from the IRC for the ERC funding. The total cost for processing this request is 10K and the timeline to receive these funds is 10 months.

N. Carrillo moved to approve the payment of \$10K to Robert Decker, CPA for the processing of the Employment Reimbursement Credit to the IRS . L. Perales seconded the motion. Unanimous approval. Motion passes.

In the month of June we encountered an equalization payment issue due to First Interstate Bank not depositing funds into our checking account from the bank controlled sweep account. We did not find a remedy to this issue until July 9th and thus our end of year cash flow looks like a deficit. We are working with the bank to ensure this does not happen again and we are also requesting that they provide us with a written explanation of the issue so we may submit as evidence to our auditors. At this time ADI will put a receivable in our books equalling \$76K for the amount that was not transferred on time by First Interstate Bank. To help have a second set of eyes on our bank accounts L. Perales proposed that Mr. Xavier Teso, CMHS Business & Operations Manager, be added as a second signer on the First Interstate Bank and Bank of America school accounts.

N. Carrillo moved to approve Xavier Teso to be a second signer for all school bank accounts. J. Hoyos seconded the motion. Unanimous approval. Motion passes.

As a board we must now address the passage of the FY23 budget. The FY23 proposed budget was successfully submitted to the state and made available for public comment. At the this point L. Perales recommends the adoption of the FY23 budget.

J. Hoyos moved to adopt the FY23 budget. N. Carrillo seconded the motion. Unanimous approval. Motion passes.

- **ADI Financial Report - L. Perales**
 - **P&L**
 - **Budget vs Actual**
 - **Cash On Hand**
 - **301 Performance Pay Plan**
 - **ESEA Reimbursements**
 - **ESSER III Approval**
 - **IRS Employee Reimbursement Credit**
 - **GWB to FIB Sweep Account Issue**

- **FIB Account Signer Authorization**
- **FY23 Adopted Budget**

5. CEO Report-L Perales - The 10 year interval review had been finalized. We remedied all of the issues identified by the ASBC staff in the area of administrative review. The main issues remedied was the alignment of corporate governance. We finally received ASBCS approval for our governance amendment and all governance documents are aligned. Additional issues revolve around alignment of our Student Handbook as well as our enrollment and registration documents. These documents have been updated and are ready for board approval. The other area that we had reviewed was the academic area of our program. This area also has several issues identified. These issues have been noted by our academic team and remedies are in the works to bring us into compliance.

At this point L. Perales recommended that the board review and approve the CMHS enrollment form and registration packet.

J. Hoyos moved to approve the 2022-2023 CMHS enrollment form and registration packet. N. Carrillo seconded the motion. Unanimous approval. Motion passes.

At this point L. Perales recommended that the board review and approve the CMHS student Family Handbook.

J. Hoyos moved to approve the 2022-2023 CMHS Student Family Handbook. N. Carrillo seconded the motion. Unanimous approval. Motion passes.

The 2022-2023 School Calendar and 2022-2023 School Bell Schedule have been finalized. The first day of school will be August 2nd. We will be operating on a 4 quarter academic calendar. Finals week will be the last week of December and last week of May. Tuesdays will be an early release day. During these days, professional development sessions will be held with the new CMHS staff. At this point L. Perales recommended that the board review and approve the 2022-2023 CMHS School Calendar.

N. Carrillo moved to approve the 2022-2023 CMHS School Calendar. J. Hoyos seconded the motion. Unanimous approval. Motion passes.

The 2022-2023 CMHS School Bell Schedule has also been finalized. We will be using a Block schedule for this upcoming school year. The schedule accommodates a total of 6 classes and maintains core courses in the morning and elective/support classes will be held in the afternoon. At this point L. Perales recommended that the board review and familiarize themselves with the 2022-2023 CMHS School Bell Schedule, but a board vote is not necessary.

Updates for the K12 collaboration as well as discussions around the need for a mortgage refinance will be held at the upcoming board retreat. Date and time for the retreat will be discussed later in the meeting.

As the new school year draws closer, CMHS has planned a week-long professional development week in July for all the new CMHS staff. This training will be specialized for new staff. The following week all staff will meet for the continuation of all inclusive professional development. This will be done in partnership with Mexicayotl Academy. Some training will be face to face in Nogales. Other training will be face to face in Tucson and some will be held virtually. All of this will assist with general alignment across the whole system.

Our new J1 Visa staff have started with us and are working with our instructional coach to get set up. We are also working with them to help them find permanent housing and to finalize the onboarding process with CMHS. Our math program continues to fine tune and to systematize curriculum and lessons. Our new history teacher is also being supported by all of the training as well as by our instructional coach.

An additional issue to address as a board is the renewal or modification of our school face covering policy. L. Valenzuela shared that at this point the top priority is to keep staff in the classrooms and to prevent them from getting ill and that we highly encourage students and volunteers to wear a face covering. N. Carrillo recommended that we have a policy to take into account transmission rates. L. Perales recommended a split policy that focuses differently on staff and on students. It was agreed that at this point we will no longer be offering virtual instruction to students.

L. Perales moved to mandate face coverings for CMHS Staff and Contractors and to highly encourage Students, Volunteers, and Guests to wear face coverings for the 2022-2023 school year and in addition, to grant our principal, L. Valenzuela, the ability to reinstate a face covering mandate for all people on our campus if transmission rates increase or if there is an outbreak at the school. N. Carrillo seconded the motion. Unanimous approval. Motion passes.

- **ASBCS Interval Review Report**
 - **ASBCS Governance Amendment**
- **School Compliance**
 - **Enrollment Form**
 - **Registration Packet**
 - **Student Family Handbook**
 - **2022-2023 School Calendar**
 - **2022-2023 School Bell Schedule**
- **K12 Update**
 - **C3 Institute for Tequio Learning**

- **FIB Mortgage Refinance**
- **2022 - 2023 Instructional Program - L. Valenzuela**
 - **Start of School Plan**
 - **Covid19 Response Update**
 - **Face Coverings**
 - **Staffing**

6. Board Chair Report - Our CMHS Board Retreat is scheduled for July 16, 2022 from 9AM to 12PM. No votes will be taken at this retreat. Issues and will be discussed regarding the continued growth and development of CMHS.

N. Carrillo moved that all board members maintain their current positions (**J. Hoyos** Chair, **N. Carrillo** Vice Chair and **L. Perales** Secretary) into the **2022-2023** academic school year. **J. Hoyos** seconded the motion. Unanimous approval. Motion passes.

- **Board Governance**
 - **Board Growth Plan**
 - **Board Officer Election**
 - **Board Retreat Date Confirmation**
 - **9AM - 12PM - July 16, 2022**
 - **Next Board Meeting - Wednesday, August 17, 2022 at 5:30PM via Zoom**

7. Adjourn - Meeting adjourned at 7:58PM