

BOARD MEETING AGENDA/MINUTES

DATE: **February 5, 2022**

TIME: 10:00 am

Roll call taken by Patricia Lightner (x)

Michelle Kramoski (), Tamala Wright (x), Denice Regino (X), Edward Lacey (X),
Amanda Carrion (x), Wes Comer(x) Tom Archambault (x)

Quorum Established: (X)

BOARD MEETING MINUTES: Review and approve previous board meeting minutes of
October 2, 2021. x

I. Administration

Staffing Report and Update

- An additional new social studies teacher starting Monday. A second will start once the onboarding has been completed. It has been a difficult position to hire and maintain this year.
- Still looking for guidance counselor & social worker.
- Ads placed for math, reading and a dean of students.

Out of Field and Highly Qualified Report

- All teachers are highly qualified and some teachers out of field for ESOL. The ESOL out of field teachers remain the same, adding the newly acquired Social Studies Teacher, Mr. Hansen.
- Out of Field Report reviewed and approved by Board.
- The Out of Field teachers are on improvement plans and progressing toward ESOL compliance.

II. Finance

- Reviewed & approved

Monthly Financials

Financials through 12/31/2021

- Reviewed & approved

Budget Revision

Upon discussion and approval of “New Business” in this meeting regarding the 401k discretionary funds distribution and employee retention initiatives, the board discussed the proposed payments, approved the payment amounts and adjusted line items in operating budget. These amounts were adjusted to accommodate the 401k initiative for staff retention/tenure to adjust the following: Increase expense allowance in the School

Admin account to provide funds for discretionary distribution as scheduled and approved via the schedule and retention initiatives.

During discussion of the revised budget, discussion continued about the need to increase the expense allowance in the Operation of Plant account for the additional security needed by OCSC for daily off duty coverage for school safety.

After more discussion, the revised budget was discussed, adjusted and drafted to start in March 2022. This revised budget with changes for 401k initiative, Post FTE consideration (FEFP increase) and additional security requirements needed at school was voted on and approved by the Board.

Annual Audit

- Final version of the yearly audit was reviewed, and officially voted on- Board approved. The audit had no findings or weaknesses as anticipated.
- Revenues exceeded expenses
- No deficiencies in internal control (no material weaknesses).
- No prior audit findings or recommendations made in the preceding annual financial audit report.
- Grants secured helped with revenues, Dr. Lightner actively seeks additional funding via grants.

Inspections

Fire and Health

- Annual fire inspections have been conducted and we are approved for the year
- Fall Health inspection has passed and the spring Health Inspection is upcoming and we don't foresee any issues.

Covid specific funding

- Latest grant ESSER (3) has been approved and we are looking for the most appropriate and effective use for student engagement and learning.
- Staffing is a big need for our school, and we must secure and provide for a guidance counselor and a social worker to be added to our team.

Cares Act

- Additional grants have been secured and are in process for reimbursement. The Board thanks Dr. Lightner for her additional efforts in securing grants and voted to provide a grant administration fee for grant administration via protocol percentage. Staff members who secure grants for the school will be offered the same protocol percentage for incentive.

- Discussed and Board Approved this initiative.

III. Old Business

Technology Update-

- Secured 158 chrome books and they have been put on the google class environment ensuring access to the curriculum in real time for the continuity of learning. This is in line with our Continuity Plan already submitted and approved by the state.

Winter Break Math Camp Success

- Winter break camp had over 25 students participate in the 8-day long math camp. This is a great option for kids to learn math during the break.

After school virtual math tutoring Mondays and Thursdays

- Certified math teacher has been secured to do online tutoring from 5-7 twice a week. Students enjoy after hour virtual access to tutoring.

IV. Ongoing Business

Title 1 Uploads and Crate compliance

- In compliance.

Mental Health Plan

- In compliance and threat assessments done on monthly basis.

Foundation research report

- Additional options explored and discussed as directed in last meeting and options discussed.
- Youth Action Project nonprofit and its mission as a community center with after care, weekend options to focus on the 9 dimensions of wellness was discussed. This in-kind partnership is the best option. Innovations will support partnerships so they can provide additional support to the students and community.
- The Youth Action Project will provide student services with longevity, viability, and protection of surplus for financial and fiscal opportunities.

Building Issues

- We are still dealing with the ongoing exterior leaks and AC issues.
- Front exterior wall being repaired was a step in the right direction, but team is moving on to get the (2) rooftop AC units replaced. One AC unit mostly remains off to prevent leakage through ceiling tiles and is staggered when needed. This

has been an ongoing frustrating process with the landlord. Quotes are being collected and this issue will be prioritized for resolution.

- Collecting bids for interior security camera system that will back up to the cloud. This will update the original cameras of 10 years ago.
- Collecting bids for tech companies to do monthly maintenance. We are happy with what we have now but are looking to see if there is a more appropriate and cost-effective option
- School is on a Microsoft platform and chrome books are on a google platform- the migration has been very timely and costly, but we feel it is the best option for our school, its students and our continuity plan.
- Google platform that has been added and has created the need for more support and help with the curriculum; not compatible with FSA testing.
- A virtual systems manager position has been added for user management reporting and troubleshooting. Many interviews conducted and a selection has been made.

IV. New Business

Employee Retention Initiatives:

401K Discretionary Contributions to honor the years of service for our committed staff members and end of the year stipend for fulfilling yearly contract and working through summer school.

Employee retention has been an important goal and employee retention plan is in place as follows:

- 401K plan is now offered as a part of our employee benefits.
- Created an equitable plan that has been approved and EBAR tested by our 401K company that gives a one time discretionary contribution.
- We would like to offer additional year end stipend to every employee that stays with us for a full year - this increases retention and provides for retention during teacher shortage and industry standards.
- Discussed and reviewed plan to reward employees via 401k discretionary contribution for employees with company for 6 or more years based on government approved guidelines. Plan discussed, details provided and Board readdressed the budget, and revised budget (as per details in the Financial Section)
- Teachers are the most valuable asset and we must do all we can to keep them from year to year.

- Wellness Kits research done by Dr. Lightner for employee and staff wellness and the kits are refillable and free to staff.
- Promote wellness via kits and activities to assist in staff wellness and sickness prevention.
- At home covid tests available for pickup for teachers, staff and parents.
- Modified wellness package offered to parents and students as well.

V. Public Statement

None.