

Minutes

La Cima Elementary Charter School

Board Meeting

Wednesday Oct 15, 2014 @ 6:00 PM at La Cima

Board Members Present

Byron Young, Heather Caudill, Jason Rapp, Lucy Joffe, Mike Guinan, Nakia Booth

Board Members Absent

Gordon Watson

Ex officio Members Present

Adel Hageb, Christiana Cavaliere, Monique Lowery, Tara Phillips

Guests Present

Sorinel Morel

I. Opening Items

Call the Meeting to Order

Heather Caudill called a meeting of the board of trustees of La Cima Elementary Charter School to order on Wednesday Oct 15, 2014 @ 6:12 PM at La Cima .

Approve Minutes

H. Caudill made a motion to to approve minutes from the Board Meeting on 09-16-14.

Lucy Joffe seconded the motion.

The board **VOTED** unanimously to approve the motion.

II. Executive Director

Executive Director's Monthly Report

T. Phillips reported that a second grade teacher resigned and a candidate search is currently underway. Provisional coverage made by another second grade staff and former second grade teacher. T. Phillips provided an update on IEP enrollment which included an increase of students which helped to compensate for student attrition, as well as led a discussion on disciplinary data. Four new third graders were enrolled, bring the total student body up to 415 total students.

Middle School Due Diligence process

T. Phillips reported on the status of middle school counseling. She noted that the guidance counselor was working on test prep, scholar statements, and middle school open house visits for fifth grade students. T. Phillips reported that families are beginning to raise questions about the cost of independent schools and would like to address the Fundraising Committee to consider any fundraising initiatives.

Code of Conduct

T. Phillips presented an updated policy to the board and will review with Governance committee. The Governance Committee will present to the full board at the November meeting for vote.

III. Academic

Diagnostic Reading Results

T. Phillips reviewed BASELINE STEP and DRA Performance data for grades K – 5 and discussed future action steps with respect to closing the reading gap year over year by grade level including evaluating summer loss. T. Phillips will prepare Summer School data analysis for next Academic Committee meeting to present to board

review.

November School Visit

The Academic Committee has planned a school visit on Wednesday, November 12th and will schedule the November board meeting for the same date. The committee also agreed to change the structure of monthly calls having a data call every other month.

Byron Young left early.

IV. Finance & Audit

Audit Update

J. Rapp reviewed the management letter for the audit.

J. Rapp made a motion to approve the management letter.

Mike Guinan seconded the motion.

The board **VOTED** unanimously to approve the motion.

Form 990

A. Hageb reviewed the Form 990.

J. Rapp made a motion to approve Form 990.

Lucy Joffe seconded the motion.

The board **VOTED** unanimously to approve the motion.

September YTD Financial Report

J. Rapp presented September YTD Financial Report.

J. Rapp made a motion to approve September YTD Financial Report.

Mike Guinan seconded the motion.

The board **VOTED** unanimously to approve the motion.

Bonus Update

The staff and faculty bonuses were well received and a great morale booster.

V. Governance

Board Candidate Update

H. Caudill provided an update on board candidate pipeline and noted that the Governance Committee will continue to engage candidate as we do not currently have a vacant seat.

Nomination and Voting on Board Chair, Secretary, and Governance Committee Chair

H. Caudill made a motion to accept the resignation of Jennifer Swayne.

Mike Guinan seconded the motion.

The board **VOTED** unanimously to approve the motion.

H. Caudill made a motion to nominate Nakia Booth as board Chair.

Mike Guinan seconded the motion.

The board **VOTED** unanimously to approve the motion.

M. Guinan made a motion to nominate Heather Caudill as Interim Secretary.

Lucy Joffe seconded the motion.

The board **VOTED** unanimously to approve the motion.

Jennifer Swayne resigned from board. Nomination of Governance Committee Chair will be tabled until the November board meeting.

Calendar of Meetings

Upcoming meetings were confirmed and the remaining meetings will be finalized at the November meeting.

VI. Closing Items

Adjourn Meeting

M. Guinan made a motion to adjourn the meeting.

Lucy Joffe seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 08:02 pm.

Respectfully Submitted,
Nakia Booth