

# La Cima Elementary Charter School

## Minutes

### Board Meeting

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**Date and Time**

Tuesday October 20, 2015 at 6:00 PM

**Location**

La Cima Charter School

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**Board Members Present**

L. Joffe, L. Stephenson, M. Guinan, N. Booth

**Board Members Absent**

A. Edwards, G. Watson

**Non Voting Members Present**

T. Phillips

**Guests Present**

A. Hageb, Julie Friedberg, T. Jones

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**I. Opening Items****A.Record Attendance and Guests****B.Call the Meeting to Order**

N. Booth called a meeting of the board of trustees of La Cima Elementary Charter School to order on Tuesday Oct 20, 2015 @ 6:00 PM at La Cima Charter School.

**C.Approve Minutes**

N. Booth made a motion to approve minutes from the Board Meeting on 09-19-15.  
M. Guinan seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**II. Executive Director Report****A.ED Monthly Report**

T. Phillips presented a staffing update reporting that La Cima currently has a Science teacher in the pipeline, three people slated for FMLA leave and replacements are being considered. Enrollment is good, currently at 416 students. T. Phillips also noted that Board Members must complete the Disclosure of Financial Interest forms by Nov. 1, 2015. La Cima launched a Yoga program, initial

4 week ramp up then the program will only take place once per week. A special school trip is being scheduled for Paris.

#### **B.Renewal Visit**

T. Phillips confirmed trustee attendance for the upcoming renewal visit by the State.

### **III. Finance Committee**

#### **A.September 2015 YTD Financials**

A. Hageb noted that professional services were up due to additional consultants and the surplus has increased due to savings in compensation.

N. Booth made a motion to approve the September 2015 financial report.

M. Guinan seconded the motion.

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

#### **B.Audit 2015 Update**

Auditors letter was reviewed and everything was satisfactory. The Director of Finance will institute changes to credit card policies that require preior approval before usage.

M. Guinan made a motion to approve the audit.

N. Booth seconded the motion.

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

### **IV. Academic Committee**

#### **A.Academic Committee Update**

In preparations for the State visit, it was decided to discuss academic performance, school's progress on improving subgroup student performance, Refine committee call protocols, school visit procedures and progress toward charter and annual academic goals at the November board meeting.

### **V. Governance Committee**

#### **A.Governance Committee Update**

Discussed the recruitment process for Board Trustees and agreed to review and modify the Onboarding process and materials for trustees.

#### **B.Accept Trustee Heather Caudill Resignation**

Nakia accepted Heather's resignation letter

N. Booth made a motion to accept Heather Caudill's letter of resignation as a Trustee, effective Nov. 1, 2015.

L. Joffe seconded the motion.

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

#### **C.Nomination of Board Trustee Candidate Julie Friedberg**

N. Booth made a motion to accept Julie Friedberd to the Board.

L. Stephenson seconded the motion.

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

#### **D.Board Meeting Calendar 2015-16**

N. Booth reviewed the calendar of meetings for SY 2015-2016

### **VI. Closing Items**

**A Adjourn Meeting**

Nakia ajorned the meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:30 PM.

Respectfully Submitted,  
L. Stephenson