

APPROVED



# La Cima Elementary Charter School

## Minutes

### Board Meeting

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#### Date and Time

Wednesday June 19, 2019 at 6:30 PM

#### Location

Think Tank, 570 Hancock Street

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#### Trustees Present

A. Edwards, D. Mack-Glasgow, J. Swayne, L. Joffe, L. Stephenson, N. Yahya, R. McGill Jr, S. Schaefer, T. Mitchell

#### Trustees Absent

E. Bazile, Z. Heller

#### Trustees Arrived Late

D. Mack-Glasgow, T. Mitchell

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### I. Opening Items

#### A. Record Attendance and Guests

#### B. Call the Meeting to Order

L. Joffe called a meeting of the board of trustees of La Cima Elementary Charter School to order on Wednesday Jun 19, 2019 @ 6:38 PM at Think Tank, 570 Hancock Street.

#### C. Approve Minutes

L. Joffe made a motion to approve minutes from the Board Meeting on 05-29-19.

R. McGill Jr seconded the motion.

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

April minutes was also approved

#### D. Approve financials

## II. Updates

### A. Board Chair Update

L. Joffe discussed Board recruitment and potential summer debrief.

### B. Executive Director Update

G. Saint-Agnes discussed her the 5th Graders graduation. R. McGill (Board Member) attended. G. Saint-Agnes also discussed Jan. to June Staffing, Org. Health, Student Recruitment and Strategic Plan.

D. Mack-Glasgow arrived late.

## III. Strategic Discussion

### A. Student enrollment update

The numbers are the same as last year and we anticipate the retention rate to be similar.

We will continue to recruit for students. We will only have 2 classroom for kindergarden vs. 3 classroom from last year. The matter is to be reviewed by the SLT.

T. Mitchell arrived late.

### B. Board Calendar 2019-2020

### C. Board member commitments reminder

Board Members are reminded to donate and continue your attendance and attend 2 school base events.

## IV. Committee Updates

### A. Academic

G. Saint-Agnes discussed the proficiency levels of the scholars by grade. A. Edwards request a trend analysis for the proficiency report so we can view the changes over time.

### B. Finance

R. McGill discussed the both April and May financials he made a motion to approve the financial for April and May, it was 2nd by A. Edwards and approved by the Board.

R. McGill discussed the potential budget surplus going into the next school year.

### C. Governance

The Employee Handbook was complete and ready for the Board to vote on it. The Board voted and approved the new Employee Handbook. L. Joffe made the motion to approve and it was 2nd by A. Edwards and approved by the Board.

### D. Development

S. Schaefer discussed the fundraising thank you letters and secured feedback from the Board Members regarding their experience and challenges.

### E. Strategic planning task force

G. Saint-Agnes discussed the strategic plan and outlined our 5 year goals that covered Academic Excellence, Operational Soundness, and Organizational Health (Long Term Sustainability).

## V. Closing items

**A. Follow up items**

R. McGill discussed the follow up items for the Board.

**VI. Closing Items**

**A. Adjourn Meeting**

L. Joffe made a motion to adjourn the meeting.

R. McGill Jr 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 8:00 PM.

Respectfully Submitted,

L. Stephenson