

Graduation Achievement Charter High School



MEETING OF THE BOARD OF DIRECTORS Tuesday, September 27, 2016 7:00 PM via GoToMeeting

Present: Kristin Bernhard, Comaneci Brooken, Natalie Brown, Monica Henson, Herb Jones, Charlease Kelly-Jackson, Nicole Merenivitch, Gale Stein, Nicole Temple, Fredrick Willis, Candy Yu, and Marisol Zacarias.

Herb Jones called the meeting to order at 7:03pm

No additions to the agenda. No public attendees, therefore no public comments.

August 23rd, 2016 Board of Director's Meeting Minutes were approved.

Superintendent's Report

a. Academic Division

Gale Stein offered the academic division report.

- 98 December graduates expected
- 13 graduates to date
- 300 graduates as our goal for the year
- 110 4 and 5 year cohort students with less than 10 credits
- 527 4 and 5 year cohort students with 17+ credits

Kristin requested the dashboard is sent to board members before the board meeting for their review.

b. Development Division

Comaneci Brooken offered the Development Division report.

FTE1 deadline is October 4th.

c. Human Resources Division

Nicole Merenivitch offered the Personnel Report.

Enrollment update

There weren't any questions about the Superintendent's report. Monica Henson shared an update regarding enrollment. Enrollment is currently under 1,500 and there is one more week to go until FTE count. GACHS enrollment cap is 2149. The budget was built on a conservative number of 1749 enrolled students. The Board should prepare for the strong possibility that the school will not hit the conservative budget number. Candy is working on revising the budget to reflect the anticipated FTE count. The revised budget will be shared at the next Board of Director's meeting after the FTE count has been completed.

With the lower enrollment than originally anticipated, the school is preparing for a potential \$1 million shortfall. This will be managed in the short term via cash reserves on hand and adjustment to debt service, as well as reduction in payments to Edgenuity due to lower FTE so it will not affect staffing.

5. Financial Report. (Candy Yu)

The FTE shortfall of enrolling 200 less students will translate to a 1.1 million budget shortfall. The school will not see the reduction happen until the following calendar year in March, April, and May.

Candy will work on calculating the payment to Edgenuity, since there is a reduction in enrollment, the payment will be less. Candy is also researching a reduction in Edison Learning payments.

Managers will be updated with the reduction to their budget and they will propose to Monica and Candy expenses based on the reduced budget.

6. Board Chair's Report (Herb Jones)

a. Academic Committee Report. (Kristin Bernhard)

Gale reported most from the Academic Committee Meeting. Kristin asked if there was any feedback on the academic dashboard. Board members can email Monica or Kristin if there is an update, suggestions, and/or questions.

b. Governance Committee Report. (Natalie Stroud Brown)

The Credit Card policy will be available for the board to review in October.

During the Board evaluation review, it was decided that the Board should continue to seek out additional Board members. The Bylaws call for 9 board members.

Charlease asked if a parent of a student can sit on the board. A parent can't serve as the Chair of the board. You have to be at least 18 years old to serve.

Kristin will share an invitation letter that can be used to invite potential board members. Each Board member committed to seeking out at least one candidate.

c. Finance Committee Report. (Nicole Temple)

Thanked the committee members for their work on the audit and managing the budget shortfalls.

d. Personnel Subcommittee (Herb Jones)

Nicole Temple helped out a great deal with the Personnel audit. New initiatives will include a focus on staff retention, core values, employee attitude survey, and creating an off-board survey. .

7. Consent Items.

a. Move to approve the Financial Report.

b. Move to approve the Personnel Report.

Motion by the chair to approve. No second needed. All in favor.

8. Action Items.

a. Move to approve the Letter of Intent to enter into a five-year lease of the Bell Building in Savannah, GA (from Finance).

There will be a \$31,000 savings.

Originated from the Finance Committee. No second needed. All in favor.

b. Move to authorize the Superintendent to enter into a three-month contract with Momentum Strategy & Research not to exceed \$28,300.00 (From Finance).

Originated from Finance Committee. No second needed. All in favor.

c. Move to authorize the Superintendent to enter into a one-year contract with OwnItU, LLC, not to exceed \$70,000 (From Finance).
Would like to send it back to Finance and Monica ask the vendor if they will accept a lower price.
Motion by Kristin to table and reconsider. 2nd by Natalie. All in favor.

d. Move to approve the amended Credit Card Policy (From Finance via Governance).
Motion to table by Nicole. 2nd by Kristin. All in favor.

e. Move to approve the August Deficit Reduction Report (From Finance).
Originated from the Finance Committee. No second needed. All in favor.

f. Move to approve the OwnItU! Invoice #1575 in the amount of \$17,500 (From Finance). This is the 1st quarterly payment on the new contract. It was recommended to amend the motion for the payment not to exceed \$8,750 - while pending re-negotiation of the contract. Finance Committee Chair Nicole Temple has authorized the \$8,750.
Motion to amend by Nicole. 2nd by Kristin. All in favor.

g. Move to approve the Aetna September Invoice # H3560529 not to exceed \$22,003.92 (From Finance).
Originated from the Finance Committee. No second needed. All in favor.

h. Move to approve the Edgenuity September Invoice # 74705 in the amount of \$341,141.67 (From Finance).
Originated from the Finance Committee. No second needed. All in favor.

9. Future Business:

- a. Work Session for Leader Keys training webinar, date TBD, via GoToMeeting.
- b. Next Board meeting Tuesday, October 25, 2016, at 7:00 PM via GoToMeeting.

Meeting adjourned at 8:31pm.

Respectfully Submitted:



11/5/2016

Name

Date