



Excelsior Charter Group Board of Directors Meeting

15505 Civic Dr.
Victorville, CA 92392

MINUTES

July 11, 2017

3:30 p.m.

REGULAR SESSION

MEMBERS PRESENT: Laura Nance, Suzanne Pacini

MEMBERS ABSENT: None

OTHERS PRESENT: Alicia Anderson, Lindsey Richer

Call Meeting to Order at: Mrs. Nance called the meeting to order at 3:32 p.m.

Pledge of Allegiance: Lindsey Richer led the audience in the Pledge of Allegiance to the United States of America.

Approval of Agenda:

Consider approval of the agenda, as presented.

Motion: A motion to approve the agenda was made by:

Mrs. Nance motioned to approve the agenda with an amendment to appoint the nominations committee following the Budget as a last agenda item.

Second: A second to the motion was made by: **Mrs. Pacini**

Discussion: Mrs. Nance said they will talk about this in more detail and the elements to be considered in closed session.

Vote: Approval of the Agenda was made with the following vote: **2-0**

COMMUNITY COMMENTS

This is an opportunity for citizens to address the Board on any item that is on the agenda or other school related matters, or suggest topics for future agendas. Those wishing to address the Board are invited to fill out a "Request to Speak" card available at the door and present it at the front table prior to this portion of the agenda. Instructions for making public comments are noted on the "Request to Speak" card. Public comments are limited to three minutes per individual. The total time for public input on each item is limited to 20 minutes.

There were no community comments.

3:30-3:45 p.m.

CLOSED SESSION

Pursuant to Government Code Section 54957 et seq., the Board of Directors may adjourn to Closed Session at any time during the meeting to discuss staff/student personnel matters, litigation, and/or the acquisition of land or facilities.

Closed Session: Hold a closed session at 3:35 p.m. to discuss staff personnel matters, litigation, and/or the acquisition of land or facilities and contracts.

Motion: A motion to approve to hold a closed session was made by:
Mrs. Pacini

Second: A second to the motion was made by: **Ms. Nance**

Discussion: **No Discussion**

Vote: Approval to hold a closed session was made with the following vote: 2-0

Adjourn Closed Session: Motion to adjourn closed session at **4:00 p.m.**

Motion: A motion to adjourn closed session was made by: **Mrs. Pacini**

Second: A second to the motion was made by: **Ms. Nance**

Discussion: **No Discussion**

Vote: Approval to adjourn closed session was made with the following vote:

2-0

REGULAR SESSION

The Board of Directors will reconvene to report any action that was taken in closed session.

No Action was taken in closed session.

CONSENT ITEMS:

Receive and consider approving and/or ratifying the following consent items:

Motion: A motion to approve the following consent items was made by: **Mrs. Pacini**

Second: A second to the motion was made by: **Ms. Nance**

Discussion:

1. Board Meeting Minutes from June 20, 2017.

2. Expenditures for June 2017.

Alicia explained that we reimbursed EEC for our benefits, that was a big expense, it was budgeted. There was also a workstation on the report.

Mrs. Pacini asked what a workstation is? Alicia explained that it's a desk and the materials with it.

Mrs. Pacini asked where those went? Alicia explained that it is our Business Manager's desk. She'd been using an old model until we figured out what her configuration is going to be. She is here at ECG.

Ms. Nance asked if Matrix is every two weeks? Alicia explained that Matrix is our retirement program, so that's every payroll.

3. Personnel Report for July 11, 2017.

Mrs. Pacini said her only question about this is the 8 hours a day, 222 days per year. Is this adding a position or changing the number of days?

Alicia explained that the days are the same. Brett is coming over to ECG and he is going to be the Director of Academics and Stephen is going to be the Director of Maintenance and Operations. She explained that our HR did a study of what their assistants similar positions are compensated at. They determined that they are more in line with our Administrative Assistants. She explained that their days and benefits are the same, it's about a \$3,000-\$4,000 increase annually for their salaries to compensate them for what they've been doing. She explained that Kristin does a lot of the budget technician stuff already, so it's putting them in line with what they've been doing.

Alicia explained that the Admin. Assistant position was already there, so they bumped them up to that level. Alicia explained that Brett's assistant resigned, so Shelly came in and replaced her. That's the only change you will see and She said she will talk to them about it in the Budget report. She said our Director of Academics and his assistant is added on our ECG budget.

Mrs. Nance asked why there is a pay difference between the two Admin. Assistants? Alicia explained that the difference is their years of experience.

Vote: Approval of Consent Items was made with the following vote: **2-0**

ACTION ITEMS

- 1. CharterSafe :** Receive and consider approval of the CharterSafe contract for the 2017/2018 fiscal year.

Motion: A motion to approve the CharterSafe contract was made by: **Mrs. Pacini**

Second: A second to the motion was made by: **Ms. Nance**

Discussion: Alicia explained that CharterSafe is our insurance that we have to have. It's for things like Liability and Workers Comp.

Vote: Approval of the CharterSafe contract was made with the following vote:
2-0

- 2. 2017/2018 Budget:** Receive and consider approval of the 2017/2018 Excelsior Charter Group Budget.

Motion: A motion to approve the 2017/2018 Budget was made by: **Mrs. Pacini**

Second: A second to the motion was made by: **Ms. Nance**

Discussion:

Alicia went over the budget report with the Board. She explained that we get the 13% of the LCFF for EEC. Corona and Norco are not included anymore. The budget is similar to what we had this year. She explained that we did incorporate the Director of Academic Services and his assistant in there. We are also doing a salary comparison for our IT. That has already been incorporated into the budget for any possible changes with that.

Alicia said she will split out the legal fees and property taxes for the Board. We don't have any property taxes on the facilities. She explained that we usually apply for the waiver as a public school. She explained that it's mostly legal fees and we've spent about \$19,000 for last year. She said she is hoping that goes down, but she kept it in the budget just in case.

Ms. Nance asked if the other contracted services was Charterboost? Alicia said yes, Charterboost is about a little over \$105,000 and the rest is a little more built in just in case we need to hire anyone else. She said she will bring back a report in November with any adjustments to our budget at that time, if we need to use it in another area.

Ms. Nance asked if the depreciations are for the two properties, Civic and Corona? Alicia said yes. Alicia said that the majority is for Personnel.

Ms. Nance asked what percentage the \$40,000 left over is of our budget? Alicia said it is about 5% left over. Alicia explained that she has excess built in for the salaries. She said she always budgets for worst case scenario in case everyone took the highest salary and health and welfare benefits. Normally a lot of our staff takes Kaiser, so we have a little margin in our salaries and benefits.

Ms. Nance asked if employee recognition is included in the salaries and benefits? Alicia said yes at 4%. Alicia said we have a little built in in certain areas. She said it is tight this year, hopefully the cost starts going down. Right now with the absorption of the staff it's a little tight.

Mrs. Pacini asked if this budget report is similar to the past reports that have worked? She asked if Alicia was comfortable with this? Alicia explained that yes, she is comfortable with this. She said she hasn't done our final for last year yet, so she will have that in September at the latest. She said she will have our audit and they will do the report. She explained that she built some of this budget from the historicals from this year. She explained that for payroll, she always builds in for the initial budget worst case scenario. She said she plans that everybody will get the HMO package, which is about \$21,900, but she knows we have Kaiser that reduces that a little bit. She said at our next budget presentation, she will have more clear numbers how were spending for the year.

Ms. Nance asked if the salaries and benefits includes a cost of living increase? Alicia explained that it's just the bonus and their step and column increase. We did not do a cost of living increase this year. She said for EEC, the revenues aren't as high as we were hoping, hopefully our student base grows, but it might not. She said she is estimating a \$400,000 reserve right now, and maybe a little more or less depending on what our actuals end up. It's tight, but we can do it.

Vote: Approval of the 2017/2018 Budget was made with the following vote:
2-0

3. Nominations Committee: Approval to establish a Nomination Committee

Motion: A motion to establish the Nomination Committee was made by: **Mrs. Pacini**

Second: A second to the motion was made by: **Ms. Nance**

Discussion:

Ms. Nance explained the elements of the Committee. She said the first element of the Committee is the composition of the committee, which will initially be one Cabinet member from EEC, **Derek King**, to start with. One Cabinet member from ECG, the CFO position, **Alicia Anderson**.

She explained that the Board has three requests of the committee:

1. That committee determines their own criteria and process to solicit for interest and evaluate potential candidates for the ECG Board.
2. They review that list of those potential candidates and evaluate every one of the candidates.
3. At the request of the Board, provide their recommendations for candidates to the Board.

In addition, the Board requests that the first recommendation for candidates from this committee be submitted to the Board in advance of the Board's next meeting.

Mrs. Pacini asked if we need a time frame for them on any future requests? Alicia explained that the Bylaws state that it's up to the Board to tell the nominations committee if they want recommendations and we get it to them. It's up to the Board when they want the recommendations.

Ms. Nance confirmed that beyond the first request for recommendations in August, it'll be up to us to determine what additional requests we want.

Vote: Approval to establish the Nomination Committee was made with the following vote: **2-0**

CHIEF FINANCIAL OFFICER COMMENTS:

No Comments

BOARD MEMBER COMMENTS:

No comments

Adjourn Regular Session:

Motion: A motion to adjourn regular session was made by: **Mrs. Pacini**

Second: A second to the motion was made by: **Ms. Nance**

Discussion: **No Discussion**

Vote: Approval/denial to adjourn regular session was made with the following
vote: **2-0**