

**EXCELSIOR CHARTER GROUP  
BOARD OF DIRECTORS  
SPECIAL MEETING**

**MEETING LOCATION:**

**15505 CIVIC DRIVE**

**VICTORVILLE, CA 92392**

*The regular meeting is electronically recorded.*

**MINUTES**

**A.2**

**February 26, 2019**

**REGULAR SESSION**

**10:00 a.m.**

CALL REGULAR  
SESSION TO ORDER:

10:04 a.m.

ROLL CALL:

MEMBERS	Present	Absent
Laura Nance	x	
Suzanne Pacini	x	

OTHERS PRESENT:

Alicia Anderson, Lindsey Richer

Pledge of Allegiance:

Laura Nance led the audience in the Pledge of Allegiance to the United States of America.

Approval of Agenda:

**MOTION:** L. Nance

**SECOND:** S. Pacini

**(DISCUSSION)**

**VOTE:** 2-0

MEMBERS	Aye	Nay	Abstain
Laura Nance	x		
Suzanne Pacini	x		

**COMMUNITY COMMENTS**

Comments should be limited to 3 minutes. Unless an item has been placed on the published agenda in accordance with the Brown Act, there shall be no action taken, nor should there be comments on, responses to, or discussion of a topic not on the agenda. The Board members may: (1) acknowledge receipt of information/report; (2) refer to staff with no direction as to action or priority; or (3) refer the matter to the next agenda.

No Community Comments

**CLOSED SESSION**

**ANNOUNCE CLOSED SESSION ITEMS**

- EMPLOYEE CONTRACT

**INVITATION TO ADDRESS THE BOARD, CLOSED SESSION ITEMS:**

Comments should be limited to 3 minutes. Unless an item has been placed on the published agenda in accordance with the Brown Act, there shall be no action taken, nor should there be comments on, responses to, or discussion of a topic not on the agenda. The Board members may: (1) acknowledge receipt of information/report; (2) refer to staff with no direction as to action or priority; or (3) refer the matter to the next agenda.

**Adjourn to Closed Session at 10:05 a.m.**

**CLOSED SESSION:**

- EMPLOYEE CONTRACT

**RECONVENE OPEN GENERAL SESSION:**

**The board reconvened to General Session at 10:34 a.m.**

**ROLL CALL:**

MEMBERS	Present	Absent
Laura Nance	x	
Suzanne Pacini	x	

**REPORT OUT OF CLOSED SESSION, IF APPLICABLE**

**INFORMATION ITEMS**

- A.1 Vanguard Retirement Plan: Receive for information an additional 403b plan for a different classification of employees.

**CONSENT ITEMS**

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

**MOTION:** L. Nance

**SECOND:** S. Pacini

**(DISCUSSION)**

- B.1 Personnel Report: The Personnel Report for February 26, 2019.
- B.2 Minutes: The minutes of the Board of Directors regular meeting of January 24, 2019.
- B.3 Expenditures: The expenditures for January 2019.
- B.4 Conferences: Conferences, as presented.

**VOTE:** 2-0

MEMBERS	Aye	Nay	Abstain
Laura Nance	x		
Suzanne Pacini	x		

**ACTION ITEMS**

- C.1 Audit Engagement Letter: Receive and consider approving the engagement of Christy White and Associates to complete the annual audit for the 2018/2019 fiscal year, with an option to renew for an additional two years. Authorization for signature is approved for Alicia Anderson, Chief Operations Officer.

**MOTION:** L. Nance

**SECOND:** S. Pacini

**(DISCUSSION)**

**VOTE:** 2-0

MEMBERS	Aye	Nay	Abstain
Laura Nance	x		
Suzanne Pacini	x		

C.2 2017/2018 Unaudited Financial Report: Receive for approval the 2017/2018 Unaudited Financial Report.

**MOTION:** L. Nance

**SECOND:** S. Pacini

**(DISCUSSION)**

**VOTE:** 2-0

MEMBERS	Aye	Nay	Abstain
Laura Nance	x		
Suzanne Pacini	x		

C.3 Financial Report: Receive for approval the 2018/2019 Financial Report through January 31, 2019.

**MOTION:** L. Nance

**SECOND:** S. Pacini

**(DISCUSSION)**

**VOTE:** 2-0

MEMBERS	Aye	Nay	Abstain
Laura Nance	x		

Suzanne Pacini	x		
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C.4 Board Policies:

Receive and consider approval of the blanket amendment on the following Governance Board Policies changing CFO to COO and amending the footer if needed:

- |                             |  |
|-----------------------------|--|
| Board Governance Policy #1  | Board Power Duties                         |
| Board Governance Policy #2  | Annual Organizational Meeting              |
| Board Governance Policy #3  | Procedure for Policy Adoption              |
| Board Governance Policy #4  | Code of Ethics for Board Members           |
| Board Governance Policy #5  | School Board Meetings- Brown Act Compliant |
| Board Governance Policy #6  | Board Operations                           |
| Board Governance Policy #10 | Public Records Request                     |

**MOTION:** L. Nance

**SECOND:** S. Pacini

**(DISCUSSION)**

**VOTE:** 2-0

MEMBERS	Aye	Nay	Abstain
Laura Nance	x		
Suzanne Pacini	x		

C.5 Board Policy:

Receive and consider approval of the following amended board policy:

- |                             |                      |
|-----------------------------|----------------------|
| Board Governance Policy # 7 | Conflict of Interest |
|-----------------------------|----------------------|

**MOTION:** L. Nance

**SECOND:** S. Pacini

**(DISCUSSION)**

**VOTE:** 2-0

MEMBERS	Aye	Nay	Abstain
Laura Nance	x		
Suzanne Pacini	x		

**CHIEF FINANCIAL OFFICER COMMENTS**

**BOARD MEMBERS' COMMENT**

**Next Meeting Date: March 12, 2019 (Central Office) at 2:00 p.m.**

Adjourn Regular Session at: 10:59 a.m.

**MOTION:** L. Nance

**SECOND:** S. Pacini

**(DISCUSSION)**

**VOTE:** 2-0

MEMBERS	Aye	Nay	Abstain
Laura Nance	x		
Suzanne Pacini	x		

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**THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE:** Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

**REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY:** The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

**SPECIAL PRESENTATION MAY BE MADE:** Notice is hereby given that, consistent with the requirements of the Bagley-Keene Open Meeting Act, special presentations not mentioned in the agenda may be made at this meeting. However, any such presentation will be for information only.

**REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH DISABILITY: -**

Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or to participate in this meeting of the Governing Board may request assistance by contacting Excelsior Charter Group. Telephone:760-245-4262;

**FOR MORE INFORMATION:** For more information concerning this agenda, please contact Excelsior Charter Group. Telephone: 760-245-4262

**Excelsior Charter Group**  
**Board of Directors Minutes**  
**February 26, 2019**  
**APPROVED: March 12, 2019**

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Laura Nance, Secretary