

**EXCELSIOR CHARTER GROUP
BOARD OF DIRECTORS**

REGULAR MEETING

MEETING LOCATION:

15505 CIVIC DRIVE

VICTORVILLE, CA 92392

The regular meeting is electronically recorded.

MINUTES

B.2

July 16, 2019

REGULAR SESSION

3:30 p.m.

CALL REGULAR
SESSION TO ORDER:

3:52 p.m.

ROLL CALL:

MEMBERS	Present	Absent
Laura Nance	x	
Suzanne Pacini		
Susan Keightley	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: S. Keightley

SECOND: L. Nance

(DISCUSSION)

VOTE: 2-0

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

- Liability Claim
- Property

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 3:52 p.m.

CLOSED SESSION:

- Liability Claim
- Property

RECONVENE OPEN GENERAL SESSION:

The board reconvened to General Session at 4:08 p.m.

ROLL CALL:

MEMBERS	Present	Absent
Laura Nance	x	
Suzanne Pacini	X (arrived at 3:52 p.m.)	
Susan Keightley	x	

REPORT OUT OF CLOSED SESSION, IF APPLICABLE

ANNUAL ORGANIZATION OF BOARD OF DIRECTORS

A.1 Board Chairperson: Nominate and approve Suzanne Pacini as Chairperson of the Board for the 2019/2020 fiscal year.

MOTION: L. Nance

SECOND: S. Keightley

(DISCUSSION)

VOTE: 3-0

MEMBERS	Aye	Nay	Abstain
Laura Nance	x		
Suzanne Pacini	x		
Susan Keightley	x		

A.2 Secretary/Treasurer: Nominate and approve Susan Keightley as Board Secretary/Treasurer for the 2019/2020 fiscal year.

MOTION: L. Nance

SECOND: S. Pacini

(DISCUSSION)

VOTE: 3-0

MEMBERS	Aye	Nay	Abstain
Laura Nance	x		
Suzanne Pacini	x		
Susan Keightley	x		

A.3 Resolution 20-01: Receive and consider approval of Resolution 20-01 recognizing the ECG Board's Code of Ethics.

MOTION: L. Nance

SECOND: S. Keightley

(DISCUSSION)

VOTE: 3-0

MEMBERS	Aye	Nay	Abstain
Laura Nance	x		
Suzanne Pacini	x		
Susan Keightley	x		

INFORMATION ITEMS

B.1 2019/2020 Employee Handbook- 1st Reading: Receive for first reading the 2019/2020 Employee Handbook.

B.2 Vendor List Receive for information the list of vendors used for the 2018/2019 fiscal year and that may be used for 2019/2020 fiscal year.

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

MOTION: S. Keightley

SECOND: L. Nance

(DISCUSSION)

C.1 Personnel Report: The Personnel Report for July 16, 2019.

C.2 Minutes: The minutes of the Board of Directors regular meeting of June 18, 2019.

C.3 Expenditures: The expenditures for June 2019.

VOTE: 3-0

MEMBERS	Aye	Nay	Abstain
Laura Nance	x		
Suzanne Pacini	x		
Susan Keightley	x		

ACTION ITEMS

D.1 Board Policy:

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

Fiscal Policy #8: Document Retention and Destruction

MOTION: L. Nance

SECOND: S. Keightley

(DISCUSSION)

VOTE: 3-0

MEMBERS	Aye	Nay	Abstain
Laura Nance	x		
Suzanne Pacini	x		
Susan Keightley	x		

D.2 Board Docs:

Receive and consider approval of the agreement between Excelsior Charter Group and Diligent Corporation to provide Board Docs, a cloud-based Board Management System for the 2019/2020 school year for an annual cost of \$5,000. Authorization for signature is approved for Alicia Anderson, Chief Operations Officer.

MOTION: L. Nance

SECOND: S. Keightley

(DISCUSSION) Approval with contingency that it is 508 compliant on our website.

VOTE: 3-0

MEMBERS	Aye	Nay	Abstain
Laura Nance	x		
Suzanne Pacini	x		
Susan Keightley	x		

D.3 2019/2020 Staff Share Agreement: Receive and consider approving the 2019/2020 Staff Share Agreement between ECG and EEC. Authorization for signature is approved for Alicia Anderson, Chief Operations Officer.

MOTION: L. Nance

SECOND: S. Keightley

(DISCUSSION)

VOTE: 3-0

MEMBERS	Aye	Nay	Abstain
Laura Nance	x		
Suzanne Pacini	x		
Susan Keightley	x		

D.4 School Services of California Agreement: Receive and consider approval of the School Services of California Agreement for the 2019/2020 fiscal year for an annual cost of \$3,660. Authorization for signature is approved for Alicia Anderson, Chief Operations Officer.

MOTION: L. Nance

SECOND: S. Keightley

(DISCUSSION)

VOTE: 3-0

MEMBERS	Aye	Nay	Abstain
Laura Nance	x		
Suzanne Pacini	x		
Susan Keightley	x		

D.5 Facilities License & Use Agreement: Receive and consider approving the Facilities License and Use Agreement between Excelsior Charter Group and ECS Corona-Norco for the Corona facility located at 1400, 1404 and 1410 Fullerton Ave, Corona, CA 92881. Authorization for signature is approved for Alicia Anderson, Chief Operations Officer.

MOTION: S. Keightley

SECOND: L. Nance

(DISCUSSION)

VOTE: 3-0

MEMBERS	Aye	Nay	Abstain
Laura Nance	x		
Suzanne Pacini	x		
Susan Keightley	x		

D.6 Resolution 20-03: Receive and consider approval of Resolution 20-03 to loan ECS Corona-Norco up to \$150,000.

MOTION: S. Keightley

SECOND: L. Nance

(DISCUSSION) Approval of the resolution with an amendment to add the terms of the repayment sited on the promissory note. The repayment date is March 31, 2020.

VOTE: 3-0

MEMBERS	Aye	Nay	Abstain
Laura Nance	x		
Suzanne Pacini	x		
Susan Keightley	x		

CHIEF OPERATIONS OFFICER COMMENTS

BOARD MEMBERS' COMMENTS

Next Meeting Date: August 13, 2019 (Central Office) at 3:30 p.m.

Adjourn Regular Session at: 4:54 p.m.

MOTION: S. Keightley

SECOND: L. Nance

(DISCUSSION)

VOTE: 3-0

MEMBERS	Aye	Nay	Abstain
Laura Nance	x		
Suzanne Pacini	x		
Susan Keightley	x		

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