

NEW HEIGHTS CHARTER SCHOOL

BOARD MEETING MINUTES

January 25, 2017

New Heights –Lower Campus

12:15 Call to order by Peter Schoenfeld

In Attendance: **Quorum Achieved**

Erin Keller, Board Member

Gail Berlant, Board Member

Michelle Robson, Board Member

Helene Brown, Board Member

Kelli Agner, Board Member

Peter Schoenfeld, Board Chairperson

Amy Berfield, Executive Director

Samira Estilai, ExED Representative

1) Open Public Comment

No public comment

2) Board Review and Approval of November 9, 2016 Meeting Minutes

The board reviewed the November 9, 2016 minutes. Peter Schoenfeld made motion to approve the minutes as presented, Erin Keller seconded the motion; vote 6:0 in favor; motion passed.

3) Discussion of Financials

Ms. Estilai presented the December 2016 financials, including the Income Statement, Balance Sheet, Cash Flow, Check Register and Credit Card Recap. Kelli Agner made motion to accept the December 2016 financials, Peter Schoenfeld seconded the motion; vote 6:0 in favor; motion passed.

4) School Accountability Report Card

After review, Helene made a motion to approve the 2015-16 SARC Report which is due February 1st, Erin Keller seconded the motion, vote 6:0 in favor; motion passed.

5) Review and Approval of Updated Fiscal Policies

After discussion, Peter Schoenfeld made a motion to approve the updated Fiscal Policies, Gail Berlant seconded the motion; vote 6:0 in favor; motion passed.

6) Review and Approval of FY 2015-2016 Tax Returns (Federal Form 990 and State Form 199)

Kelli Agner made a motion to authorize the Executive Director to sign and submit the 2015-2016 tax returns. Peter Schoenfeld seconded the motion, vote 6:0 in favor; motion passed.

7) Review and Update of Tobacco Use Regulations within the school's Wellness Policy to include e-cigarettes and electric smoking devices

After discussion, Peter Schoenfeld moved to approve the update to the Wellness Policy, Erin Keller seconded the motion, vote 6:0 in favor; motion passed.

8) Review and Approval of edits to Employee Handbook

Board discussed health benefits for employees on leave. Peter Schoenfeld made a motion to approved benefits for six months for employees on leave. Michelle Robson seconded the motion, votes 6:0 in favor; motion passed.

9) Safe Haven Resolution

After discussion, Peter Schoenfeld made a motion to amend the resolution. Kelli Agner seconded the motion, vote 6:0 in favor motion passed. Helene Brown made a motion to approve resolution as amended. Michelle Robson seconded the motion, vote 6:0 in favor; motion passed.

10) Discussion regarding Induction Programs

Amy Berfield led a discussion regarding Induction Programs for teachers needing to clear their California teaching credentials. Board discussed the financial support for this profession development. No board action required.

11) Form 700

Amy Berfield distributed Form 700 documents to board members. These forms are due by next meeting in March.

12) New facility options and organizational structures for owning a facility

Board discussion of options. No board action required.

13) Executive Director's Report

Amy Berfield distributed and presented the Executive Director's Report. No board action required.

Next Meeting March 8, 2017 at 12:00 noon.

Submitted by Kelli Agner

New Heights is committed to providing a working and learning environment that is free from unlawful discrimination and harassment. The school's nondiscrimination policy covers admission or access to, or

treatment or employment in, school programs and activities. The lack of English language skills will not be a barrier to admission to or participation in school programs or activities.

REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A 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 participate in a meeting of the New Heights Charter School Board may request assistance by contacting Mary Griffin, Lower Campus Office Administrator.