

East Hollywood High School
Board Meeting
11/18/2020

Present: Skip Francone Richard West Susan Soleil Scott Pruytt Katrina Walker - Director Ryan Marchant - Director	Excused: Omar Villanueva
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Materials

[Financial Review Budget to Actual Report](#)

[EHHS Fraud Risk Assessment](#)

[2020-20 EHHS Trust Lands Plan](#)

[LEA Specific Educator License Policy](#)

[Distance Learning Plan](#)

1. Financial Review Budget to Actual Report- Ryan Marchant
 - a. Revenue was a little over what our budget was and our expenses were a little over.
 - b. So far we have a net income of about \$120,000 vs. a budget of \$112,000
 - c. We are funded off of last year's ADM vs. this year's
 - d. Attendance is down across the state. The at-risk population is down close to 7-10% We are down at least 10%
 - e. Our draft audit looks good for this last year. This year we didn't have much of a negative asset less than \$10,000. This year we are looking to be good as well. We are paying for our depreciation. This is a non cash expense, but it is something we have to look at. The main thing is that we are spending the funds in the areas where they need to be spent.
 - f. We are getting a lot of other little buckets of money to cover the cost of the pandemic. CARES funds, Emergency Governor Funding, etc. We picked up about \$40,000 worth of laptops, to prepare for online learning. We are lucky to have some of those funds this year to cover some of the extra expenses in relations to the pandemic.
 - g. There is a balance sheet and an income sheet and that is comparative to budget. That is based on our budget of about \$3 Million
 - h. Ryan Reviewed Cash balance sheet. We also have about \$100,000 in receivables we are working with the USBE on plus some of these other little buckets of money. We have about \$150,000 of receivables we can turn into cash.
 - i. Last 6 months of cash balances. We have been in the mid \$500,000. This is shown so you can get an idea of trends. You can see that we are breaking even.
 - j. If our funding does go down materially unless they make some changes in the funding laws due to decreased enrollment, then you could see a precipitous drop off in our cash flow. The strategy is to take that \$150,000 in receivables and build that into the cash flow and wait and see what happens with the legislation.
 - k. We have spent about 30% of our budget so far this year.
 - l. Balance Sheet that shows our cash position.

- m. One change with the Charter schools is we have to use FASB. At East Hollywood we have always used FASB and then we convert our books to GASB at the end of the year. We have to track things by class.
- n. Profits and Loss - July through October. You can see all of the line items broken out according to FASB.
- o. The last item attached is our allotment memo.
- p. Skip Francone - appreciates the report and it makes it easy for him to be able to review.
- q. Ryan - this information is posted on our website so people can look at this as well.

2. State Auditor Fraud Survey - Ryan Marchant

- a. Ww had to do this for our audit. It is a score we have to give ourselves based on our own internal evaluation. We are at a 280 which is in the moderate level. There are few things that we don't have.
- b. Suggestions from Ryan -
 - i. Our formal audit committee should meet more regularly.
 - ii. We could have an internal audit function
 - iii. We could promote the Fraud hotline. We could put a link for that on our website.
- c. We have done well in segregation of duties. We made some changes about three years ago to make that better. It is protection for Ryan and for the board if we have these segregations.
- d. Susan Soleil - suggested that we could have a policy on ethical behavior and then have employees and board members sign it, that would get our score up 25 points.
- e. Ryan - As an audit committee we could review this and make some of those changes to improve this .

3. **Action Item:** Approval of Trust Lands Plan

- a. Funds received for the 2020-21 School Year \$41,337
- b. Goal: East Hollywood will provide students with a broader range of science course options that will allow students to take more advanced level courses and to become more proficient overall in science.
- c. Plan: Hire an additional Science Teacher to provide more options for science classes
- d. Skip - I think that is a good way to spend that money.
- e. **Motion** to Approve: Susan Soleil
- f. **Second:** Richard West
- g. **Vote:** Unanimous

4. **Action Item:** Approval of LEA Specific Educator License Policy

- a. USBE has made changes to the licensing requirements. To qualify for a license through the state educators must have completed a teacher preparation program through University or have an out of state license. Individuals that have not completed the teacher preparation program, must be enrolled in a program or be participating in a state approved program through the LEA.
- b. The final option is for the LEA to approve an LEA Specific License. This can be for 1-3 years and each individual must be approved by the board.
- c. This policy addresses the LEA Specific License.
- d. East Hollywood is responsible for training, mentoring, and support for these teachers.
- e. Scott asked how many teachers this applies to, Katrina responded one science teacher and one endorsement
- f. Skip asked if the policy matches what the board of education requires. Katrina responded that she looked up several other school's policies and read through the laws. This was created based on those policies and the laws. She feels that this covers all of the requirements.
- g. **Motion** to approve: Susan

h. **Second:** Scott Pruyt

i. **Vote:** Unanimous

5. Action Item: Approval of Science Teacher's LEA Specific Educator License

a. Our Biology teacher moved at the end of 1st term. The position was posted and several individuals were interviewed. Jordan Jarman was the best fit and most qualified for the position. She has run education programs for Hogle Zoo and for the aquarium.

b. She is applying to a Masters program in Education which will make her eligible for a state issued license. She has already completed her background check and ethics review.

c. She only needs a one year LEA specific license to cover the gap until she starts her program.

d. **Motion:** Susan Soliel

e. **Second:** Richard West

f. **Vote:** Unanimous.

6. Action Item: Approval of LEA Specific Earth Science Endorsement and Math Endorsement

a. Michaelene Soliven currently holds a license with an endorsement in Chemistry.

b. She came from out of state - Even though she has experience teaching Earth Sciences and was certified to teach all science classes in the state she came from, Utah has separate endorsements for each science area.

c. She needs an endorsement for the Earth Science.

d. She has also picked up teaching some additional math classes so we can continue to offer our students an additional section of Math. We didn't rehire a math teacher due to budget.

e. She is working on getting approved through the State Approved Endorsement Program and will just need one year LEA Endorsements to cover the gap

f. **Motion:** Richard West

g. **Second:** Scott Pruyt

h. **Vote:** Unanimous

7. Distance Learning Plan

a. So far our Hybrid Plan has gone well. We have not had school spread. Students have come to school with Covid, but because of the distancing, we have not had it spread.

b. Covid numbers are continuing to rise. They have impacted our school. Only 40% of our students are currently attending classes in person. 30% of our students are already on distance only and each day more and more parents are asking for their students to be moved to online only.

c. We currently have 27 kids on quarantine with 6 new this week. 3 positive cases.

d. Attendance is dropping as parents and students are choosing to stay home, but not notifying us.

e. Teachers are very concerned about their safety.

i. Some of our teachers have expressed concerns and the possibility of quitting because of family pressures.

ii. A lot of our teachers are high risk.

f. In planning for rising numbers due to the holidays, we want to be proactive and avoid going in and out like many of the other schools.

i. Our students do not do well with immediate changes. Spring was very difficult for our students.

g. The cases that we have had and the quarantines have jumped significantly in the last 2 weeks. We feel that it is no longer a matter of if, it is when we have to be shut down.

h. 3rd term is a difficult term due to the extended holiday breaks. The term ends January 13th which would put us at a week and a half after New Years. With the 2 week exposure to contagion window that would give us a pretty good opportunity for cases to "clear out" before we return.

- i. We would plan to have all students attend online classes in the mornings and provide office hours in the afternoons Monday through Thursday. Reviewed the “Bell Schedule”
- j. Attendance for morning classes would be highly recommended but we understand there will be mitigating circumstances that will prevent some students from attending. Classes will be recorded and we will offer an incentive of citizenship points for attending.
- k. There are some classes that require students to physically attend. Film Production due to the collaborative nature and equipment needs and Science Labs due to the materials and supervision. We can't send sharks and scalpels home.
 - i. These will be scheduled so that there will not be more than 30 students in the building, spaced out in different locations, at any given time.
- l. Friday Student Support Sessions - The last one we held was very successful. We required all students who were failing to come in for in-person support from their teachers. We will still hold these. Students will have to sign up and we will only allow 30 spread out throughout the building at a time. Teachers will all be required to be at the school on Fridays.
- m. Credit Recovery will still be held on the usual days, but it will be through Google Meet. Students will be able to sign up to come in on Fridays for in-person support.
- n. Therapy/counseling we provide will still be provided to students either in-person or online.
- o. We would like to start this plan on Monday - 11/23 and continue through 3rd term to January 13th. Students would go back to the “Yellow” Phase - Hybrid and Distance programs on 1/14
- p. Susan Soleil - I really like the forward thinking here. I like that we are trying to mitigate the spread and find creative ways to support the students.
- q. Scott Pruyt - I commend you for being so proactive. I think it is wonderful that you are looking after your staff, your faculty and your students. I think you should start Monday. I don't see any point in waiting until after Thanksgiving. Questions: How do you help your students meet the minimum attendance requirements.
- r. Katrina - We applied for a waiver for the 180 day, 990 hours requirement at the beginning of the year. We approved a new attendance policy so we can track students' attendance in distance learning.
- s. Scott Pruyt - It appears that you have about 90 students you are not seeing as regularly as you would like to, do you think that moving into this online program for the 3rd term, you will be able to see those students on a more regular basis?
- t. Katrina - I think that what is happening is that those students that are not attending are thinking that they can just complete the work at home. In this way, those students will be participating live in a Google Meet. My hope that this will get some of those distance kids and students that are not attending will become more engaged because they will do more than just find the assignments online and complete them without meeting with the teacher.
- u. Susan Soleil - Do you need a vote on this?
- v. Katrina - I feel like we should have a vote because we are changing the format of how we are delivering Instruction.
- w. Susan Soleil - Can we do a vote of confidence?
- x. **Motion:** Susan Soleil - I make a motion that we show a vote of confidence in this new plan given the Covid Pandemic.
- y. **Second:** Scott Pruyt
- z. **Vote:** Unanimous