

University Schools Board of Governors September 9, 2020 Minutes

Board Members Present: Erin Clark, Rodney Constance, Mark Jones, Bill McAdams, Ethan Miles, Jeff Weber, Stephanie Wille
Board Members Present Virtually Amanda Haas (faculty rep), Christopher Hughes Chance Morse, Tina Whitcomb
Board Members Absent: Alexis Sanchez (student rep)
Staff Present: Jennifer Weaver
Staff Present Virtually Mike Mazurana, Charlene Baumgartner
Guests Present: Frank Jones

1.0 CALL TO ORDER

Mark called the meeting to order at 6:01 pm. A quorum was present.

2.0 ADOPTION OF THE AGENDA

Jeff (Erin) moved to approve the agenda. Motion passed.

3.0 APPROVAL OF MINUTES

Ethan (Rod) moved to approve the minutes of August 12, 2020. Motion passed.

4.0 COMMUNITY DIALOGUE

- None

5.0 BOOSTER CLUB – FRANK JONES

- Financials are on pages 9-10
- There is not a lot going on right now.
- We have 1 session of Bingo lined up.
- Income is down because there are no concessions.
- We did our spend down where we were able to meet the needs from last year. This year we will do the best we can.
- We have a lot of parents of seniors so we will be looking to get more of the underclassman parents involved in Booster Club.

6.0 USPTO – AMANDA LINDENMAYER

- Financials are on page 11

7.0 STAFF REPORTS

7.1 Director's Update

- It has been a very busy month and we are off to a good start of the school year.
- The band welcomed students the first days of school, Students decorated the hallways and seem very excited to be back in school.
- The staggered start worked very well for us. We had smaller groups dropping off and picking up and to begin with it took about one hour but we have it down to about 30 minutes.
- Parents are doing a good job by having their screening paperwork filled out.
- We have passed out Chromebooks, school supplies and items to our remote learners. Teachers are working hard to make sure remote learners know how to log in and what is expected of them.

- We held two evacuation drills because all cohorts had to participate.
- I have placed at each seat a copy of a flow chart regarding Covid-19 symptoms and what the results would be if students and or staff are experiencing any of the symptoms associated with Covid-19.
- Teachers have worked very hard to make sure students are prepared to transition to fully remote if needed.
- Our athletic teams are off to a good start. Softball is 5-1 and ranked #1 in state at the moment. Tennis has 22 student athletes participating they are 2-5 and are a very young team. Cross Country has had 2 meets and are doing well. MS Cross Country has also begun and they will have their only home meet next week.

7.2 Business Manager's Update

7.2.1 Financial Reports (pgs. 12-15)

- We should be at 16.6% of our budget. Revenues are at 18.6% and expenditures at 16.64% which is creating a surplus of \$104,157. The General Fund portion of the surplus is \$24,669 and the mil levy portion is \$79,488.
- On the General Fund Balance Sheet, the majority of the \$185,000 in Accounts Receivable is a billing to District 6 for coronavirus expenditures to be reimbursed to us. The Accrued Payroll and Benefits line item plus the Payroll Liability line item added together is \$1.12M and is what we need to maintain in our General Fund reserves to stay in bond compliance. So far, our fund balance is healthy enough to cover this requirement
 - On the Revenue side, the PPR is above budget due to our conservative stance of budgeting worst case scenario which, at the time of budget approval, was a potential 10% cut in funding. We received roughly a 5% cut, but there may still be a mid-year rescission in that funding depending on how the revenues shake out at the state. In the last League of Charter Schools' meeting, it was noted that they were hoping to have those revenue reports to the state's joint budget committee by September 18.
 - Coronavirus revenue and expenditures are the same amount. This expenditure reimbursement will come from the District.
 - We received both July and August Capital Construction revenue in August. The total received was \$89,099, which is a little higher than anticipated in the budget, but that number will most likely make an adjustment in early 2021 to allow for the cuts made in Capital Construction for the year.
 - There are a few course fees being collected this year, but most of what is showing in that revenue line item is what we collected at registration for last year's fees. The teachers will be afforded the opportunity to use these carryover fees in the current year for those courses.
 - The General Fees have exceeded budgeted amounts, which is great news for this early in the year!
 - On the Grants line item, that \$13,000 is from the Foundation for partial repayment of the football field lights. Thank you to the Foundation for reimbursing the school on this expenditure.
 - The Oil & Gas Revenue/Grazing is our share of the Pawnee Grassland grazing and mineral interest which District 6 receives. This is the second or third year we have received this now. This is an unbudgeted item as we never know if or what we will receive from year-to-year.
 - Sale of Assets reflects the sale of one of our buses. We will be purchasing another bus, mostly from mil levy dollars, which cost is slightly above what we budgeted so the sale of the bus will help cover the excess cost.
 - On the Expenditure side, our salaries and benefits are running at budget. All other items are running as anticipated.
 - On the Capital report, we have not yet received the funds from District 6 for the initial billing for the HVAC replacements. The amount billed is the Accounts Receivable line item. I spoke with Mandy Hydock at D6, and she indicated it was just an oversight on her part. We should

receive the funds this week. I also have a second round of billing to do to finish out the HVAC units and also the playground improvements. Those two items make up the large expenditure in the Building/Grounds Maintenance line item which is being reimbursed to the school by the District 6 bond which was passed last November.

- The audit is in full swing now. We are doing the best we can to provide documentation via secure file transfer with the auditors. However, some items may not be practical to send electronically in which case, the auditors will come onsite.

7.3 Principal's Update – Mike Mazurana – Elementary Principal

- Extremely busy summer for admin and staff trying to come up with procedures on how to open the school up and keep everyone as safe as possible. Plans were always changing as guidelines changed.
- Kudos to our staff they are glad to be back with students.
- We have 1 section of remote learners at each grade level. We have come up with a schedule for them to follow so they are pioneering the way if we would have to go to fully remote. Everyone would follow that schedule
- Elementary will be doing the NWEA assessments this year.
- Pick up and drop off are improving.
- The fundraiser has kicked off. Last year USPTO raised \$35,000 that was given back to the school in teacher grants.
- I have purchased thank you gifts for staff from a USPTO grant for teachers with certain number of years. We have one teacher who has almost 30 years with University Schools. There was different gifts depending on your years of service.
- The Bulldog Family Reads Together Program for K-5 will be reading the book The One and Only Ivan.
- Elementary students take their Chromebooks or iPad home every night in case we would have to have a quarantine or go fully remote on short notice.

8.0 ITEMS FOR ACTION

8.1 Consent Agenda: Board members will be asked if they wish to discuss any issues listed on the Consent Agenda. If so, these items will be moved from the Consent Agenda and placed under Items for Action. Items remaining on the Consent Agenda will be voted on together.

8.1.1 Personnel

- Rod (Ethan) moved to accept the Consent Agenda including the hiring of Richard Strang as an armed security guard with the requirement the Board of Governors sign a Resolution of Mr. Strang's hire for insurance purposes. Motion passed.

9.0 ITEMS FOR DISCUSSION/POSSIBLE ACTION

9.1 Policy Updated – Second Reading

9.2 Plaque and Dedication – Dr. Gerner

- Rod secured a couple of quotes for a plaque and lettering for the Field House.
- Discussion continued on the wording of the plaque. Rod will do another mock up of the wording and email Board Members for approval.
- It was decided to go ahead and make a motion to approve the purchase of the plaque and lettering once the Board approves the wording.
- Ethan(Erin) moved to approve the purchase of the lettering and the Bronze plaque from DaVinci Signs not to exceed \$4500.

10.0 BOARD REPORTS/COMMUNICATION

10.1 BOG Report – Chairman

- Discussion was held concerning Board meetings. Should meetings be held in person, virtual or a combination or the two. It was decided to continue the discussion next month. Also discussed

was if the Board By-Laws needed to be changed to address the issue of a Board member who attends virtually being counted as part of the quorum.

10.2 Communication from the Board

- Bill stated that he knew and had a good working relationship with Richard Strang the newly approved Armed Security Guard.
- Bill also reported that his middle school student was raving about the new Science teacher
- Tina said she had heard comments and she herself would like more information concerning drop off and pick up procedures and wondered if the set times might change to accommodate those who had middle school and elementary students.
- Chris wanted to thank the teachers for all of their hard work in trying to teach in person learners and remote learners at the same time.

10.3 Joint Use Report

- Our first meeting is September 15, 2020

11.0 FUTURE BUSINESS

- Update By-Laws include verbiage regarding virtual attendance of a Board meeting.

12.0 NEXT REGULAR MEETING – October 14, 2020

13.0 ADJOURNMENT

Rod (Erin) moved to adjourn at 7:22 pm. Motion passed.

REMINDERS: