

**Roberto Clemente Charter School
Board of Trustees Meeting Minutes
May 15, 2018**

ATTENDEES: Dr. Lynn Columba, Dr. Kathleen Dolgos, Alex Rolón, John Bassler, Tim Clemens, Dr. Jill Sperandio, Agustín García

Excused: Rev. Francisco Franceschi

Absent: Michelle Hopkins

RCCS Staff: Dr. Samuel Polanco, Alyssa Newman, Charles Boger, Brigid Abbott, Katherine Hewitt

Dr. Columba called the meeting to order at 6:00 p.m.

MINUTES:

The minutes of the April 2018 meeting were reviewed. A motion to approve the April 2018 minutes was made by Mr. García, seconded by Dr. Dolgos. The motion carried unanimously.

PUBLIC COMMENT:

No public input

PRINCIPALS' REPORT:

Mrs. Hewitt presented the 6-12 report on behalf of Mr. Romero. Miss Newman presented the K-5 report.

HUMAN RESOURCES REPORT:

Mr. Boger presented the human resources report on behalf of Mr. Molina Sr.

Policy Updates:

The following policies were presented for first reading:

- Employee Conduct
- Americans with Disabilities (“ADA/ ADAAA”)
- Technology Resources – Acceptable Use
- Social Media Use
- Website Policy
- Weapons Policy
- Tobacco Use Policy
- Family and Medical Leave
- Employment Protection – Whistleblower Act

BUSINESS OFFICE REPORT:

The business report, including financials and payment list for April 2018, was presented by Mr. Boger. A motion to approve the April 2018 payment list was made by Mr. García and seconded by Mr. Rolón. The motion carried unanimously.

Contracts:

Mr. García moved to approve contracts with Adams Glass totaling \$42,048. The contracts are for security improvements at both K-5 and 6-12 buildings. Dr. Dolgos seconded the motion, which carried unanimously.

Mr. García moved to approve entering into a contract with JetPay for a payroll and benefits platform. The contract is for approximately \$16,000. The motion was seconded by Dr. Sperandio and carried unanimously.

A motion to change the school's health insurance carrier from Capital Blue Cross to Highmark Blue Shield was made by Mr. Rolón and seconded by Dr. Sperandio. The motion carried unanimously.

Assigned Funds:

Mr. García made a motion to reset the school's assigned funds to the following balances: \$50K for Board-designated emergencies, \$40K for technology replacements, and \$2.2M as a 3-month operating reserve; and to further assign \$189K of the school's general fund for the following objectives: \$64K for capital replacements and \$125K as a reserve against budget shortfalls. Dr. Sperandio seconded the motion, which carried unanimously.

2018-19 Budget:

Mr. Boger presented an update to the proposed 2018-19 budget. Mr. García moved to approve all currently existing positions at the salaries in the proposed budget. The motion was seconded by Dr. Sperandio and carried unanimously. The Board will approve the full 2018-19 budget at its June meeting.

Procedure Updates:

Mr. García moved to approve the "Extraordinary Professional Development" procedure and the "Operational Funds – Petty Cash" procedure. The motion was seconded by Dr. Sperandio and carried unanimously.

EXECUTIVE SESSION:

The Board entered executive session at 7:44 p.m. to discuss personnel issues. The Board left executive session at 7:54 p.m.

OTHER BUSINESS:

A motion to ratify the termination of William Muñiz was made by Mr. García and seconded by Mr. Rolón. The motion carried unanimously.

A motion to approve hiring Dirk Schoup as Facilities Manager was made by Mr. García and seconded by Dr. Dolgos. The motion carried unanimously.

Mr. García made a motion to approve capital improvements of \$45K to convert existing space at the 6-12 building into three new classrooms. Dr. Sperandio seconded the motion, which carried unanimously.

Mr. García made a motion to approve an expenditure of \$3,500 to design soundproofing for the K-5 building. Dr. Dolgos seconded the motion, which carried unanimously.

There being no further business, Mr. Rolón moved to adjourn the meeting, seconded by Mr. Clemens. The motion carried unanimously.

The meeting was adjourned at 8:15 p.m. The next regular Board meeting will be June 19, 2018 at 6:00 p.m.

Dr. Lynn Columba, President

Date _____

Alexander Rolón, Secretary

Date _____