

APPROVED

West Side Summit

Minutes

Board Meeting

Date and Time

Saturday December 17, 2016 at 10:00 AM

Location

Board Members Present

E. Abdulle, E. Stein, J. Gibeau, R. Shanbhag (remote), W. Nordmark, Y. Lerew

Board Members Absent

A. Jama, K. Kecker, M. Edison, T. Villalobos

Guests Present

Jim Eichten, S. Hanson

I. Opening Items

A.Record Attendance and Guests

B.Call the Meeting to Order

E. Stein called a meeting of the board of directors of West Side Summit to order on Saturday Dec 17, 2016 @ 10:18 AM.

C.Public Comment Period

No members of the community present for public comment period except Jim Eichten and he has his own section of the board meeting so no people from the public made comment.

D.Personnel Changes

E. Stein made a motion to approve the contract with Strategic Staffing Solutions, the employee contract with Brianna Walsch and the employee contract with Evan Hanson.

W. Nordmark seconded the motion.

The board **VOTED** unanimously to approve the motion.

II. Finance

A.November Financials

Ravi Shanbag reviewed the November financials that were prepared by BKDA in addition to discussing enrollment at the same time. He reported that Finance

Committee discussed the impact of the current lower than budgeted enrollment numbers on finances and he urged the board to keep their eye on the budget and enrollment. Operational staff are doing what they can to manage the current expenditures and, other than fixed costs, the school is not spending on other discretionary items. The board discussed that cuts in personnel will be needed to respond to lower enrollment.

B.Enrollment Report

Generally the students that are leaving WSS are not leaving because of the school's performance. Sarah Hanson described the current and future enrollment events and strategies that the school has put into place. The Finance Committee urged the board to think about "What should we do next year to head any decreases in enrollment off?" One idea that the Finance Committee discussed is that we should start with lower staffing at the beginning of the year and then add throughout the year when we have the students numbers that support that.

C.FY16 Audit

Jim Eichten from MMKR presented. He represents the organization that completed West Side Summit's FY16 audit. The audit is a financial statement that is required by state statute. Jim walked the board through the audit management report. He let the board know that it is required that audits are completed by November 30 and MMKR did make this deadline. The operational administration of the school have approved the audit as written. The auditor will officially submit the audit once it is accepted by the West Side Summit Board of Directors. While there were findings in the audit management report, Jim informed the Board that he is not concerned about these findings.

E. Stein made a motion to accept the audit as presented.
Y. Lerew seconded the motion.
The board **VOTED** to approve the motion.

D.Nonprofit Assistance Fund

The Board reviewed the Non Profit Assistance Fund Loan Application to request the renewal of a \$60,000 line of credit and the consolidation of loans into a \$110,000 5-year long-term loan.

Y. Lerew made a motion to approve the Corporate Borrowing Resolution as stated on page 6 of the the Non Profit Assistance Loan Application.
W. Nordmark seconded the motion.
The board **VOTED** to approve the motion.

III. Academic Excellence

A.Academic Excellence Committee Meeting

The Academic Excellence Committee met on December 2. Abby is working with Karen to rewrite the goals of the Academic Excellence Committee. Abby will present the goals to the committee at their next meeting on January 10.

IV. Development & Community Engagement

A.Development Committee

Yvonne provided a development committee update. The committee has been meeting consistently. Yvonne, Ebyan, and Leah will participate in the January 24 Open House. The first open house was small but it did allow the staff to get the kinks out of the agenda of the open houses. The Give to the MAX campaign raised around \$200. Rather than sending out end of year giving letters, it will be the goal of the board to get out these type of letters by the beginning of January. The Board has committed to giving monetarily to West Side Summit as Board members; it is written into the board member job descriptions. The amount does not matter, rather we would just like to have 100% of the Board give.

B.Winter Conferences Update

We reviewed the document that was attached to board on track regarding the Winter Conference parent attendance rate. The parent teacher conferences were very well attended by the parents of children in the early grades and lower for parents with children in the upper grades. The next conferences are in February.

V. Closing Items

A.Adjourn Meeting

E. Stein made a motion to adjourn the meeting.

E. Abdulle seconded the motion.

The board **VOTED** to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:00 PM.

Respectfully Submitted,
S. Hanson