



MEETING OF THE GOVERNANCE BOARD OF
CREEKSIDE CHARTER MANAGEMENT
(A California Non- Profit Public Benefit Corporation)
Monthly Meeting

Monday, November 2, 2020
TIME: 4:00 PM

LOCATION:
Zoom Meeting
<https://us02web.zoom.us/j/87877680364?pwd=VmdVeW1XYkxRQ1AxdFRHZWNJTnM4dz09>

Meeting ID: 878 7768 0364
Passcode: u98ag0

Agenda & Minutes

1. CALL TO ORDER

Sean Whelan called the meeting to order at 4:03 pm.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

All Present via ZOOM: Mary Kate Baker, Christina Campbell, Gerard Fenech, Megan Williams Peterson, Aaron Sturm, Sean Whelan, Emily Williams

4. APPROVE AGENDA

Gerard Fenech moved to approve the agenda
Christina Campbell seconded
Agenda approved by unanimous voice vote.

5. PUBLIC COMMENT

It is the policy and practice of the Creekside Charter Management Governance Board to encourage public attendance and participation at its meeting. This portion of the meeting is set aside for the purpose of allowing an opportunity for individuals to address the Board regarding matters not on the agenda, but with the Board's subject matter jurisdiction, and is limited to 5 minutes per individual. The Board is not allowed to take action on any item that is not on the agenda except as authorized by Government Code Section 54954.



Public comments are welcome at Board meetings, but please know that members of the public must be invited to speak by the Board outside of public comment.

No public comment was made.

6. Reports

6.1. Teacher Report

Heather David gave the teacher report. Classes continuing to spend time outdoors as weather conditions permit. Students are happy to be on campus, and good progress is being made in all grades.

6.2. PTO Liaison Report

Emily Williams gave the report. She announced with great enthusiasm that Kim Olenic was the new PTO President. Many activities and fundraisers are planned, including a Sees candies fund drive and a craft fair. The next PTO meeting is tonight at 7:30.

6.3. Fundraising Annual Fund Sub-Committee Report

Emily Williams gave the report. Total funds raised approached \$150,000, far exceeding our stated goal of \$90,000. Individual contributions ranged from \$25 to \$7500. Participation rate was 89%. TK has 100% participation. 7th grade had the lowest rate with 81% participating in the drive. There were 15 recurring donations. The offer of matching funds was a great driver of donations, with some families giving twice just so that the match could be met. Arranging for the matches can be difficult, but is worthwhile.

Mary Kate pointed out that much of the drive's success was due to Jeff's efforts, and thanked him for that.

Setting a future goal of 100% participation was evoked, but there was concern that some community members were really not in a position to give this year, and that the pressure to donate might be counter-productive.

The success if this year's drive lead to questions as to why we were so successful this year. Some answers to that question included: 1) Creekside is the rising star among schools in the area, and families recognize that and want to contributed toward our continued success. 2). New Creekside families were very generous. 3) Other local schools did not open this fall due to COVID-19, but Creekside did. Gifts received showed how much the efforts made by the Creekside staff were appreciated by families. 4). It was made clear that if we reached our fundraising goal, we would likely be able to provide staff with stipends, and this was deemed a very worthy cause.

It was noted that making calls to families was effective, but not so much the calls made on the first day.



6.4. Executive Director Report

Jeff reported that everyone was back on campus. He is very proud of the staff, who are dealing with considerable stress, but managing very well. Jeff is currently working on our Charter renewal, which is due no later than February. We are eligible for a seven-year renewal because our school dashboard is blue in all categories. TTUSD will provide the necessary letters of support for our renewal.

7. Consent Agenda

7.1. Meeting Minutes October 5

7.2. September financials

7.3. Conflict of Interest Code Revisions

Aaron Sturm moved to approve the consent agenda.

Megan Williams seconded

Mary Kate Baker – Aye

Christina Campbell - Aye

Gerard Fenech- Aye

Megan Williams Peterson - Aye

Aaron Sturm – Aye

Sean Whelan – Aye

Emily Williams – Aye

Consent Agenda approved 7-0 on voice vote.

8. Action (A) Discussion (D) Informational (I)

Public comment on 8.1. Comments made by:

Theresa Anderson – thanked Jeff for raising interest in the fund drive. Teachers felt very appreciated. Concern is not to equal TTUSD salaries, but just to make a living wage in Tahoe.

Gillian Tomasini. Grateful that this topic is on the table. Teachers are 100% dedicated to the school

Monica Caldari. Thanks to Jeff for making sure that the teachers' voices are heard, and for all of his hard work.



8.1. The Executive Director will present a draft first interim budget, actual v. projected compensation for the past 3 fiscal years for salaried employees, and projected cash flow for CCM for the 2020-2021 school year. The Board will be asked to approve an additional \$5000 housing stipend for full time employees and a \$3000 housing stipend for part-time employees. (A) d

Jeff reported that our financial position has improved due to the Paycheck Protection Program loan received, but also due to extra Cares Act funding, and the success of the Creekside fund raising drive. Salaries have been reduced due to the loss of our music teacher, and the fact that some new hires started at a lower salary than those people they replaced. Textbook costs have risen substantially due to the cost of homeschooling. Custodial costs have also risen considerably due to COVID-19. One significant limitation is that Creekside is not being paid by CA for all students enrolled, but rather based on last year's enrollment numbers. This shorts us considerably. We have received the deferral from June, but expect deferrals in February, May and June 2021. Without these we would anticipate having \$800,000 cash at year's end.

Christina Campbell moved to approve the proposed stipend.
Emily Williams seconded
Mary Kate Baker – Aye
Christina Campbell - Aye
Gerard Fenech- Aye
Megan Williams Peterson - Aye
Aaron Sturm – Aye
Sean Whelan – Aye
Emily Williams – Aye
Stipend approved 7-0 in voice vote.

8.2. The Board goals sub-committee will present on Board goals for the 2020-2021 school year. The Board will be asked to approve these goals (A)

No action taken.

8.3 The Board will be asked to approve the addition of a cash reserve account to be used for periods of economic uncertainty. Initially, the Board will approve 5% of our annual revenue. The Board will establish a sub- committee to write a cash reserve policy to govern usage and annual targets to continually increase cash reserve.

Sean Whelan made the case for establishing a cash reserved policy. CCM does not currently have a formal cash reserve. TTUSD is moving toward having a 12% reserve. Creekside could start with 5%, but needs to get to the point where we would be able to manage with a double deferral. Initial question is just to establish the reserve, later we can decide when the reserve can be spent.

Megan Williams – moved to approved the establishment of a 5% cash reserve.



Christina Williams seconded.
Mary Kate Baker – Aye
Christina Campbell - Aye
Gerard Fenech- Aye
Megan Williams Peterson - Aye
Aaron Sturm – Aye
Sean Whelan – Aye
Emily Williams – Aye
Motion approved 7-0.

Jeff offered to get information regarding the cash reserve policy at other charter schools.

Subcommittee formed to study when the reserve should be used. Subcommittee members are Sean Whelan, Aaron Sturm, and Gerard Fenech.

9. Items for future meetings

Emily Williams requested a vote on whether to approve a two-step increase for the Creekside teaching staff to take effect at the start of the next school year.

Jeff will convoke a committee of teachers to evaluate the current “step” process by which teacher salaries are normally increased and will report on this for our Dec. meeting.

Mary Kate Baker will give an update on her grant research.

Megan Williams suggests keeping the “reopening” plan updated and approved.

10 Adjourn Open Session

Emily Williams moved to adjourn open session

Mary Kate Baker seconded

Session adjourned by unanimous voice vote, 7-0

11. Approve Closed Session Agenda

Gerard Fenech moved to approve the agenda

Christina Campbell seconded

Agenda approved by unanimous voice vote, 7-0

12. Closed Session: Employee Review

12.1 The Board will review the Executive Director 2020-2021 goals. The Board will be asked to approve these goals and set a date for review. (A)

13. Adjourn Closed Session

In closed session, the Board approved the proposed Executive Director goals.