



Five Keys Charter School
Education, Employment, Family, Recovery, and Community

Board of Directors Meeting Minutes

Monday, September 17, 2018 – 3:30 PM

This meeting was held at 120 14th St., San Francisco, CA

Board Members
- Delia Ginorio
- Freya Horne
- Tijanna Eaton
- Vicky Hennessy
- Suzy Loftus
Staff Members
- Steve Good

1. Call to Order & Roll Call		Time																														
The meeting was called to order by Delia Ginorio.		3:35 PM																														
a. Roll Call / Attendance																																
<table border="1"> <thead> <tr> <th>Member</th> <th>Present</th> <th>Absent</th> </tr> </thead> <tbody> <tr> <td>Delia Ginorio</td> <td align="center">✓</td> <td></td> </tr> <tr> <td>Freya Horne</td> <td align="center">✓*</td> <td></td> </tr> <tr> <td>Suzy Loftus</td> <td align="center">✓</td> <td></td> </tr> <tr> <td>Tijanna Eaton</td> <td align="center">✓</td> <td></td> </tr> <tr> <td>Vicki Hennessy</td> <td align="center">✓</td> <td></td> </tr> </tbody> </table> <p>*Arrived telephonically at 3:56 PM Also in attendance: Steve Good (staff), Kelly Ellis and Trevor Skelton (EdTec)</p>			Member	Present	Absent	Delia Ginorio	✓		Freya Horne	✓*		Suzy Loftus	✓		Tijanna Eaton	✓		Vicki Hennessy	✓													
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Tijanna Eaton	✓																															
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b. Approval of Agenda:																																
Motion: Suzy Loftus Second: Delia Ginorio Vote: 4-0																																
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c. Consent Calendar:																																
i. Minutes: June 26, 2018 ii. Check Registers: June, July, August 2018 iii. Credit Card Registers: June, July, August 2018																																

- The board reviewed the previous meeting’s minutes and consulted with EdTec and school leadership on clarifying questions around the check registers and credit card registers.
- Approval of the 6/26/18 minutes contingent on the amendment that Suzy Loftus corrected to Present, as opposed to absent.

Motion: Suzy Loftus
 Second: Vicki Hennessy
 Vote: 4-0

Member	Yay	Nay	Abstain	Absent
Delia Ginorio	✓			
Freya Horne				✓
Suzy Loftus	✓			
Tijanna Eaton	✓			
Vicki Hennessy	✓			

2. Public Comment

No members of the public were present who wished to address the Board.

3. Director’s Report

The Director’s Report included:

- Special Ed Certificate
- Graduation Cohort
- CAASPP Testing
- Employee Loans Policy
- Benefits Renewal
- New classification of employee: Maintenance/Service Workers

Please refer to the full Director’s Report for additional details.

4. Action Items

a. FY 2017-18 Unaudited Actuals Report

Trevor Skelton, EdTec, presented the FY 2017-18 year-end financials represented in the Unaudited Actuals Report. The board reviewed in comparison to the original FY 2017-18 approved budget and asked clarifying questions.

Motion: Delia Ginorio
 Second: Suzy Loftus
 Vote: 4-0

Member	Yay	Nay	Abstain	Absent
Delia Ginorio	✓			
Freya Horne				✓
Suzy Loftus	✓			
Tijanna Eaton	✓			
Vicki Hennessy	✓			

b. Special Ed Certificate Policy

In lieu of a full diploma for students who, due to their learning disability, a certificate of completion is more appropriate.

Motion: Delia Ginorio

Second: Vicki Hennessy

Vote: 5-0

Member	Yay	Nay	Abstain	Absent
Delia Ginorio	✓			
Freya Horne	✓			
Suzy Loftus	✓			
Tijanna Eaton	✓			
Vicki Hennessy	✓			

c. 1-Year Graduation Cohort

As a school of alternative education, Five Keys follows the newly established 1-Year Graduation Cohort model. Based on new CDE guidelines, an updated grade placement and graduation cohort policy was presented and reviewed by the board.

Motion: Suzy Loftus

Second: Vicki Hennessy

Vote: 5-0

Member	Yay	Nay	Abstain	Absent
Delia Ginorio	✓			
Freya Horne	✓			
Suzy Loftus	✓			
Tijanna Eaton	✓			
Vicki Hennessy	✓			

d. CAASPP Testing Policy

Action to expand testing cohort up to age 24 and have the science test occur for 11th grade.

Motion: Suzy Loftus

Second: Freya Horne

Vote: 5-0

Member	Yay	Nay	Abstain	Absent
Delia Ginorio	✓			
Freya Horne	✓			
Suzy Loftus	✓			
Tijanna Eaton	✓			
Vicki Hennessy	✓			

e. Employee Loan Policy

A new policy was presented that clarifies Five Keys' rules and procedures for employee advances. Employees may request to borrow against their accrued PTO up to a maximum of two pay periods' salary, and must pay back within 6 months, and by December 31st of each calendar year all outstanding loans. Board vote contingent on final review from legal consult and additional detail added on what action occurs when the loan is not paid back to the school.

Motion: Delia Ginorio

Second: Vicki Hennessy

Vote: 5-0

Member	Yay	Nay	Abstain	Absent
Delia Ginorio	✓			
Freya Horne	✓			
Suzy Loftus	✓			
Tijanna Eaton	✓			
Vicki Hennessy	✓			

f. Workers' Compensation Renewal

The board reviewed the Worker's Comp proposal for the 2018-19 school year, estimated at \$172K. The board also briefly discussed additional measures the school could take up to improve safety protocol at its sites.

Motion: Suzy Loftus

Second: Vicki Hennessy

Vote: 5-0

Member	Yay	Nay	Abstain	Absent
Delia Ginorio	✓			
Freya Horne	✓			
Suzy Loftus	✓			
Tijanna Eaton	✓			
Vicki Hennessy	✓			

5. Discussion Items

- Trevor Skelton, EdTec, presented updated financials for the 2018-19 Fiscal Year, including updated forecast and cash flow projection.

6. Closed Session – Labor Negotiations (4:32 PM)

7. Report back from Closed Session (4:39 PM)

- Board members received updates on labor negotiations with UESF.

8. Adjournment

The next board meeting was tentatively scheduled for Tuesday, November 20, 2018 at 3:30 PM.

Meeting adjourned by Delia Ginorio, Board Chair at 4:51 PM.