



Five Keys Schools and Programs
Education, Employment, Family, Recovery, and Community

Board of Directors Meeting Minutes

Thursday, April 29, 2019 – 3:30 PM

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

- Board Members**
- Delia Ginorio
 - Freya Horne
 - Suzy Loftus
 - Sunny Schwartz
 - Tijanna Eaton
 - Vicky Hennessy

- Staff Members**
- Steve Good

1. Call to Order & Roll Call	Time																														
The meeting was called to order by board member Suzy Loftus.	3:39 PM																														
a. Roll Call / Attendance																															
<table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 30%;">Member</th> <th style="width: 20%;">Present</th> <th style="width: 20%;">Absent</th> </tr> </thead> <tbody> <tr> <td>Delia Ginorio</td> <td align="center">✓*</td> <td></td> </tr> <tr> <td>Freya Horne</td> <td></td> <td align="center">✓</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>*present via teleconference Also in attendance: Steve Good (staff) and Trevor Skelton (EdTec)</p>		Member	Present	Absent	Delia Ginorio	✓*		Freya Horne		✓	Suzy Loftus	✓		Tijanna Eaton	✓*		Vicki Hennessy	✓													
Member	Present	Absent																													
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Suzy Loftus	✓																														
Tijanna Eaton	✓*																														
Vicki Hennessy	✓																														
b. Approval of Agenda:																															
<p>Motion was made to approve the agenda, with the amendment to move item 5 g. to 1 c. Motion: Tijanna Eaton Second: Vicky Hennessy Vote: 4-0</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 20%;">Member</th> <th style="width: 10%;">Yay</th> <th style="width: 10%;">Nay</th> <th style="width: 10%;">Abstain</th> <th style="width: 10%;">Absent</th> </tr> </thead> <tbody> <tr> <td>Delia Ginorio</td> <td align="center">✓</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Freya Horne</td> <td></td> <td></td> <td></td> <td align="center">✓</td> </tr> <tr> <td>Suzy Loftus</td> <td align="center">✓</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Tijanna Eaton</td> <td align="center">✓</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Vicki Hennessy</td> <td align="center">✓</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Member	Yay	Nay	Abstain	Absent	Delia Ginorio	✓				Freya Horne				✓	Suzy Loftus	✓				Tijanna Eaton	✓				Vicki Hennessy	✓			
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c. Appointment of a new board member to fill vacant seat																															

Motion was made to appoint Sunny Schwartz to the board of directors of Five Keys Schools and Programs for an indefinite term.
 Motion: Tijanna Eaton
 Second: Vicky Hennessy
 Vote: 4-0

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

d. Consent Calendar:

- i. Minutes: February 5, 2019
- ii. Check Registers: January, February, and March 2019
- iii. Credit Card Registers: January, February, and March 2019

Motion: Sunny Schwartz
 Second: Vicky Hennessy
 Vote: 5-0

Member	Yay	Nay	Abstain	Absent
Delia Ginorio	✓			
Freya Horne				✓
Sunny Schwartz	✓			
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

Steve Good, executive director, presented the Director's Report, which included updates on the following:

- 5Keys Org Chart
- New Programs for 2019-20
- Reductions in CTE program
- P-2 ADA
- SB 126
- Expansion into Marin and Sonoma counties
- Women's Bus
- Home Free
- AB 1505
- Five Keys Culture Survey Results
- Hourly Staff Payroll timing change

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

4. Action Items

a. Adjustment to the Agenda

A motion was made to correct the agenda to move the following items under action: 5 b, 5 c.

Motion: Sunny Schwartz

Second: Tijanna Eaton

Vote: 5-0

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

b. 2019-20 School Calendar

Board members reviewed the proposed school calendar for 2019-20.

Motion: Sunny Schwartz

Second: Vicki Hennessy

Vote: 5-0

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

c. Resolution of Executorial Authority Granting Signing Authority to Conduct Business

Board members reviewed the resolution to authorize signing authority for the Board President, Secretary, Treasurer, or Executive Director to execute contractual documents. A motion was made to approve the resolution amended to read that all signed contracts will go to the board at the subsequent meeting of the board of directors.

Motion: Tijanna Eaton

Second: Vicki Hennessy

Vote: 5-0

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

5. Discussion Items
<ul style="list-style-type: none"> Trevor Skelton, EdTec, presented updated financials for the 2018-19 Fiscal Year, including updates to the 2019-20 state budget, updated forecast and cash flows.
6. Closed Session – Legal matters pertaining to employee terminations (4:48 PM)
7. Report back from Closed Session (5:00 PM)
<ul style="list-style-type: none"> No action was taken.
8. Adjournment
Meeting adjourned by Delia Ginorio, Board Chair, at 5:12 PM.