

# MINUTES

## Of the Board of Directors of Grimmway Schools

(A California Non-Profit Public Benefit Corporation)

### I. PRELIMINARY

#### 1. CALL TO ORDER

The Board of Directors of this corporation, held their meeting at the time, on the day, and at the place set forth as follows:

Time: 4:01 p.m.

Date: January 27, 2020

Place: 901 Nectarine Court, Arvin, CA 93203

#### 2. DIRECTORS PRESENT

The following directors, constituting a quorum of the Board, were present at the meeting:

Present: Matt Look, Star Parents of Grimmway Academy (SPGA) and Parent Representative; Manuel Pantoja, Secretary and Arvin Community Representative; Ernie Unruh, Kern County Superintendent of Schools Representative

Absent: Tom Mestmaker, President and Dr. Jean Fuller, Grimm Family Education Foundation Representative

Grimm Family Education Foundation Staff Present: Evelyn Steed, Office Manager

Grimmway Schools Staff Present: Casey Yeazel, Executive Director; Mike Romero, Director of Human Resources; Greg West, Director of School Support Services; Michelle Lumis, Executive Assistant; Dr. Monica Jara Guerra, Director of Alumni and College Initiatives

Grimmway Academy Staff Present: Sabrina Reimert, Assistant Principal of Student Services; Zulema Ela, Vice Principal of Academics; Hurshel Williams, Principal; Carmen Dias, Teacher; Jessica Pena, Teacher

Others Present: Cindy Franz, Back Office Provider with EdTec, via Zoom; Emma Pereida-Martinez, Assistant Superintendent, Arvin School District

3. FLAG SALUTE

4. APPROVAL OF MINUTES

A motion was made by Matt Look, seconded by, Ernie Unruh, and passed, to approve the minutes of the Board meeting dated November 25, 2019.

Board Member	Yay	Nay	Absent	Abstain
Tom Mestmaker			X	
Manuel Pantoja	X			
Ernie Unruh	X			
Matt Look	X			
Jean Fuller			X	

Resolved further, that the Secretary of the Corporation is authorized and directed to insert a copy of these certified minutes into the book of minutes of this Corporation and to see that a certified copy of these minutes is kept at the Home Office for the transaction of business of this Corporation.

**II. COMMUNICATIONS**

ORAL COMMUNICATIONS - NONE

LEADERSHIP REPORT

Casey Yeazel, Executive Director, shared the 2018-2019 Fiscal Audit of Grimmway Schools is complete. He shared that the auditors Clifton, Larson, Allen (CLA) reported no findings. Regarding SB740, Casey shared Grimmway Schools received notification from the California School Finance Authority (CSFA) that our lease reimbursement rate for both campuses will be consistent with our initial budgetary projections. Given the oversubscribed nature of the program, we learned late last fiscal year that our reimbursement rates may have been significantly less than our initial budgetary forecasts.

Grimmway Schools applied for a US Department of Education grant titled: *Grants to Charter School Management Organizations for the Replication and Expansion of High-Quality Charter Schools*. This is a competitive grant, and funds may be used for the planning and transitional operational costs involved with growth. We are using our Strategic Growth Plan to inform our application. The total request was just over \$4 million, with funds dedicated to planning and early operations for two new schools, GA Shafter, and additional capacities in the CMO Home Office.

The grant was submitted on January 10th. Given the time sensitivity and complicated nature of the grant application, we worked with KQ Management Inc., a charter school consultant based in Los Angeles that has experience with this particular grant application and a compelling track record of success. Ernie Unruh asked Casey about how our

experience was working with KQ Management and Casey responded, “phenomenal”. Casey thanked all who worked on the grant.

Dr. Monica Jara Guerra shared 37 alumni and 3 Grimmway Academy students attended the college tour on January 24<sup>th</sup> to California Institute of Technology and Cal Poly Pomona. The alumni students are currently fundraising by selling Jamba Juice cards to help pay for costs for an upcoming college tour the week of April 6<sup>th</sup> – April 9<sup>th</sup>. To-date, the students have raised over \$1,200 by selling baked goods at the Arvin High Football games and hot cocoa at the Winter Concert. Plans have been made to tour the following colleges: San Jose State, Santa Clara University, UC Berkeley, University of San Francisco, UC Santa Cruz, Cal State East Bay and Stanford.

Dr. Jara Guerra was a guest speaker at the Bakersfield College concurrent enrollment meetings at Arvin High School on December 4<sup>th</sup>. Kern 2 College was added as a resource for the concurrent enrollment courses at Arvin High School per Bakersfield College faculty recommendation. Dr. Jara Guerra is working closely with BC staff to better align and streamline supports for our students. December’s after school support included two additional four-hour study sessions and a scholar holiday celebration.

Mike Romero, Director of Human Resources, shared HR hosted its first Virtual Job Fair on December 12<sup>th</sup>. This was the first of its kind and we hope to continue developing new and innovative ways to reach prospective candidates in the upcoming year. Some of the virtual engagements we are working on are virtual tours of campus, online workshops and webinar for job seekers, video interviews and demos, etc.

Human Resources have also started working with both sites to identify new positions for the '20-'21 school year. Some positions have already been posted and more will be made available over the next several weeks as HR engages with our teachers regarding their plans for the 20-21 school year.

Spring 2020 Health and Wellness initiatives will be forming soon, with wellness classes taking place at both school sites.

Greg West, Director of School Support Services, shared that over the winter vacation, A/C Electric was able to install the structure for the carports on the Kinder playground and the west playfield. In addition, all underground conduit was run from the structures to the electrical room near the Cafe Kitchen. Over the next three weeks, the electrical panels and wiring will be run and a new transformer will be added to the electrical room. In order to avoid disruption on campus, we will wait until Spring break to install the solar panels and finish the structure. If all current deadlines are met, we anticipate finishing the project by the end of April.

Manuel Pantoja asked what percentage are we saving with solar. Greg said about \$36,000 - \$40,000 a year. The pay-off of the project will be in seven years. Additional lighting will be added underneath structures.

Greg shared the open enrollment window opened on January 6th for both campuses. First enrollment meetings held on January 21st and we had a larger than usual turnout. The open enrollment window closes March 6th and if needed, the Lottery at both campuses will occur on April 15<sup>th</sup>.

*PRINCIPAL'S REPORT-Grimmway Academy Arvin*

Hurshel Williams, Principal, shared Instructional Coaches and the AP of Academics will engage in a two-day professional learning experience through the New Teacher Center. This will be the seventh in a series of eight Professional Learning Series events that began last year.

Hurshel also touched on the solar project at Grimmway Academy. The panels will provide GA classrooms with renewable energy and are expected to save \$56,000 annually in electrical costs. Over 25 years, this system is anticipated to save the academy \$1.7million. This is a significant step forward in our organization's environmental efforts.

Grimmway Academy Arvin's track team has a few upcoming events in Bakersfield and Hurshel asked for support to cheer on the students.

*PRINCIPAL'S REPORT-Grimmway Academy Shafter*

Assistant Principal of Student Services, Sabrina Reimert shared 100 days of school celebration is coming up on January 31<sup>st</sup>. Parent Teacher meetings are occurring this week, along with safety meetings. Focus in February will be on compassion. Farmer's Market will take place on February 6<sup>th</sup> from 3:30 pm to 5:30 pm. Upcoming cooking class and family garden day on February 22<sup>nd</sup>, along with Bingo night on March 15<sup>th</sup>.

*ARVIN AND SHAFTER PARENT REPORT*

Matt Look, President of Star Parents of Grimmway Academy (SPGA) at GA Arvin, provided the parent report. No meeting was held due to no quorum. Father/daughter dance takes places on February 7<sup>th</sup>. Approximately \$4,000 was made from raffle ticket sales, which was used to purchase uniforms, busses for track and assist in fundraising for athletics.

*GRIMMWAY SCHOOLS STAFF REPORT*

Carmen Dias, Teacher, shared the Arvin staff report. Carmen thanked Michael and Daisy from the Home Office for the video of the music program. An Award assembly is being held this Wednesday, January 29<sup>th</sup>. March 17 is the Kern County Science Fair competition. There was a strong turnout for APTT meetings last week. Carmen shared she was able to accompany the alumni students on the college tour with Monica.

Carmen discussed the Sister City project. Our students may have a chance to travel to Japan for a week to experience Japanese culture. An informational meeting is set for

February 6th at Grimmway Academy Arvin. The trip is June 10-19<sup>th</sup>. An itinerary will be sent out shortly. Last year we had a Grimmway Academy alumnus attend the sister city trip to South Korea. Manuel Pantoja asked who pays for the fees? Carmen said students must pay for their own trip. However, most students fundraise and earn enough to pay for the entire trip. Ernie asked about the concerns with travel to Japan and Carmen said she would research the concerns.

#### *KERN HIGH SCHOOL DISTRICT REGIONAL OCCUPATIONAL CENTER COMMUNITY CLASSROOM TRAINING*

Principal, Hurshel Williams shared The Kern High District ROC would like to partner with Grimmway Schools to place high school students (interns) at GA Arvin and the Home Office, as entry level office assistants. This program is part of the ROC's Community Classroom Training and provides the opportunity to high school students to prepare for today's job market through valuable work experience.

The interns would offer clerical support and train besides Grimmway Schools Accounting Clerks and Administrative Assistants to learn the follow skills: confidentiality in the workplace, employee safety practices, customer service, telephone etiquette, indexing and filing, basic record keeping, business event planning, business math/machine calculations, and Microsoft Excel and Word.

The training runs January 28, 2020 through May 2020. Internship positions are non-paid and students are covered under Worker's Compensation through the KHSD. One intern will be placed at GA Arvin and two will be placed at the Home Office.

#### *18-19 SARC FOR GA ARVIN AND GA SHAFTER*

Greg West, Director of School Support Services shared the highlights of the School Accountability Report Card for the 18-19 school year for each school. The 18-19 SARC for each school will be placed on the board agenda for February 2020 as an action item.

#### *FISCAL REPORT*

Cindy Franz from EdTec (back-office provider) shared the December 2019 financial update via Zoom. Cindy stated the cash balance remains healthy.

For GA Arvin, Cindy shared the forecasted net income is currently \$369,830 a \$50,328 increase from the previous forecast.

For GA Shafter, the forecasted net income is currently \$119,589 a \$46,290 increase from the previous forecast.

For the Home Office, the forecasted net income is currently \$30,523, a \$43,594 increase from the previous forecast.

### III. ACTION ITEMS

#### A. FISCAL

1. The Directors were presented with the Purchase Orders and Warrants and Credit Card Register for the month of November 2019 that were considered, and discussed. On a motion duly made by Matt Look, seconded by Ernie Unruh, and carried, the Board approved the November 2019 Purchase Orders and Warrants and Credit Card Register.

<b>Board Member</b>	<b>Yay</b>	<b>Nay</b>	<b>Absent</b>
Tom Mestmaker			X
Manuel Pantoja	X		
Ernie Unruh	X		
Matt Look	X		
Jean Fuller			X

2. The Directors were presented with the Purchase Orders and Warrants and Credit Card Register for the month of December 2019 that were considered, and discussed. On a motion duly made by Ernie Unruh, seconded by Matt Look, and carried, the Board approved the December 2019 Purchase Orders and Warrants and Credit Card Register.

<b>Board Member</b>	<b>Yay</b>	<b>Nay</b>	<b>Absent</b>
Tom Mestmaker			X
Manuel Pantoja	X		
Ernie Unruh	X		
Matt Look	X		
Jean Fuller			X

3. The Directors were presented with the Approval of the 1<sup>st</sup> Interim for GA Arvin that were considered, and discussed. On a motion duly made by, Ernie Unruh, seconded by Matt Look, and carried, the Board approved the 1<sup>st</sup> Interim for GA Arvin.

<b>Board Member</b>	<b>Yay</b>	<b>Nay</b>	<b>Absent</b>
Tom Mestmaker			X
Manuel Pantoja	X		
Ernie Unruh	X		
Matt Look	X		
Jean Fuller			X

4. The Directors were presented with the Approval of the 1<sup>st</sup> Interim for GA Shafter that were considered, and discussed. On a motion duly made by, Matt Look, seconded by, Ernie Unruh and carried, the Board approved the 1<sup>st</sup> Interim for GA Shafter.

<b>Board Member</b>	<b>Yay</b>	<b>Nay</b>	<b>Absent</b>
Tom Mestmaker			X
Manuel Pantoja	X		
Ernie Unruh	X		
Matt Look	X		
Jean Fuller			X

5. The Directors were presented with the Approval of 18-19 Fiscal Audit for Grimmway Schools that were considered, and discussed. On a motion duly made by, Matt Look, seconded by Ernie Unruh, and carried, the Board approved the 18-19 Fiscal Audit for Grimmway Schools.

<b>Board Member</b>	<b>Yay</b>	<b>Nay</b>	<b>Absent</b>
Tom Mestmaker			X
Manuel Pantoja	X		
Ernie Unruh	X		
Matt Look	X		
Jean Fuller			X


6. The Directors were presented with the Approval of Authorization to Contract with Grant Consultant KQ Management Inc. that were considered, and discussed. On a motion duly made by, Matt Look, seconded by Ernie Unruh, and carried, the Board approved the Authorization to Contract with Grant Consultant KQ Management Inc.

<b>Board Member</b>	<b>Yay</b>	<b>Nay</b>	<b>Absent</b>
Tom Mestmaker			X
Manuel Pantoja	X		
Ernie Unruh	X		
Matt Look	X		
Jean Fuller			X

On a motion the board adjourned at 4:54 p.m.

### **CERTIFICATE OF SECRETARY**

I certify that I am the duly elected Secretary of the Grimmway Schools, a California nonprofit public benefit corporation; that these minutes, consisting of seven (7) pages are the minutes of the meeting of the Board of Directors held on January 27, 2020.

  
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 Secretary

