



**Minutes / 8-11-20**

**Location: PODER Academy**

- A. Attendance:** Marcos Martinez, Nick Avila, Robert Salazar, Carlos Reyes, Rande Pouppirt
- B. Approval of Agenda**
1. Bob motion to move Executive Session to the top of the agenda (6:22pm); affirmed unanimous
  2. Bob motion to add discussion of 457 Deferred Compensation plan to the agenda (6:22pm); affirmed unanimous
- C. Approval of Minutes**
1. Bob motion to approve minutes (6:23pm); affirmed unanimous
- D. Public Comment**
1. No public comment at this time.
- E. Executive Session**
1. Bob motion to enter Executive Session (6:26pm); affirmed unanimous
  2. Bob motion to exit Executive Session (7:16pm); affirmed unanimous
- F. Lease Agreement Resolution**
1. Marcos requests Board authorization to enter into a revised lease between PODER Academy and Pouppirt Properties, to include the gymnasium expansion
  2. Carlos requests copy of certificate of insurance for PODER
    - a. Wants to verify that PODER Academy is holding adequate coverage
  3. Bob motion to authorize new lease agreement between PODER Academy and Pouppirt Properties as presented this day of Aug 11<sup>th</sup>, 2020 (7:31pm); affirmed unanimous
- G. 457 Deferred Benefit Plan**
- a. The school is considering offering employees the option to contribute to their own 457 retirement accounts.
    - i. This account is managed by the State of Wyoming, very reputable
    - ii. Account will be in addition to the defined Pension account they already have which the school contributes to.
    - iii. Employees decide how much to contribute and whether it is drawn before or after tax
    - iv. Many state employees have a 457 account
  - b. Bob: Will the school contribute to these retirement accounts?
    - i. Marcos: No, these are employee funded

- c. Carlos: How many employees have expressed interest in joining this program
  - i. Avila: An email was sent out over the summer and roughly 5 employees have expressed interest so far. There may be more in the coming days as they learn more about the plan.
- d. Avila: Before the Admin team can move forward, the PODER Board of Directors will need to authorize the adoption of the plan
- e. Bob motion to authorize the adoption of the Wyoming 457 Deferred Compensation Plan (7:46pm); affirmed unanimous

#### **H. School / COVID-19 Update**

1. School will open to students on August 24<sup>th</sup>
  - a. A remote learning option will be offered to students who opt to stay home
  - b. Once they chose remote option, must wait until 2<sup>nd</sup> quarter to return to class
  - c. Students can chose to move to remote learning whenever they want
2. Avila worked with the Admin team to develop a list of modifications to the school as precautions to COVID 19
  - a. This includes limited movement, social distancing measures, screening protocols, face covering requirements, and construction of barriers between desks.
  - b. The school is prepared to move to a hybrid learning plan, or to close school entirely if any confirmed cases are identified.
3. Carlos: Will the school provide facemasks to students?
  - a. Marcos: yes, the school will have some in stock
4. Bob: how will bathroom capacities be managed?
  - a. Avila: the staff will monitor to ensure a limit of 6 students enter the bathrooms at once. The others will wait outside the doors.
5. Bob: Will the school have a visitor tracing protocol?
  - a. Avila: The nurse will coordinate tracing if COVID cases are confirmed
6. Bob: Why would a parent choose PODER's remote learning option over the District?
  - a. Marcos: parents who want to eventually return to PODER's in-school program will opt for PODER's remote option.
7. Carlos: Will sanitizers be provided in bathrooms and hallways
  - a. Marcos: Yes
8. Marcos: Other school districts are doing different things
  - a. Denver schools are going virtual for a few months
  - b. There is a good possibility that PODER will go back to virtual learning given the potential for COVID spread.

#### **I. Financial Briefing**

1. Marcos: Next month the school will need to adjust the budget
  - a. School will not qualify for Title I and will not have Title IV
  - b. PODER will receive relief from the CARES ACT
2. The Board will need to review a revised budget in late September, and then a final budget in November or December.
3. Bob: Why is PODER not getting Title 1?
  - a. Marcos: The school dipped below the free and reduced threshold set by the LCSD #1
4. Funds from the CARES Act will help defray funds lost from Title 1

**J. Next Board Meeting**

1. Tuesday, September 29<sup>th</sup> (6:00pm) – PODER

**K. Adjourn** – Bob motion to adjourn (7:49pm); affirmed unanimous



**Location: Virtual Meeting  
Minutes / June 1, 2020**

- A. Attendance:** Marcos Martinez, Nick Avila, Robert Salazar, Carlos Reyes, Amy Di Senso
- B. Meeting Called to Order**—6:20 pm
- C. Public Comment**—No public comment
- D. Approval of Agenda**-- Bob made motion to approve agenda; affirmed unanimous
- E. Approval of Minutes**—Carlos made motion to approve minutes; affirmed unanimous
  
- F. School and COVID-19 Update**
  - a. Poder transitioned into virtual learning format mid-March due to Covid-19. Students completed lessons online and by paper modules. Program deemed a success with approximately 75% of students completing work. Accelerated curriculum was nearly completed when transition took place, so completion of school year was mainly smooth.
  - b. Staff has employed lots of cleaning and disinfecting at the school.
  - c. Lots of communication with the school district. Not sure what next school year will look like. We will not go back to 100% pre-Covid-19 operations. Will know more in July.
  - d. Poder will receive Care Act funds but not sure how district will divide that up.
  - e. Have not gotten final word on Title I funding. Do not think we qualify any longer, but status is still uncertain.
  - f. Received a one-year extension on filing for renewing Charter application.
  - g. Lots of unknown variables. Anticipating large expenses on cleaning supplies, technology, etc. dependent on what type of instruction resumes in the Fall.
  
- G. Budget**
  - a. Due to closures of schools related to Covid-19 and other unknown variables, Marcos recommends the preliminary budget for 2020-2021 school year be put on hold until August. Carlos makes the motion to approve postponing upcoming budget until August; affirmed unanimous (6:55pm)
  
- H. Financial Review**
  - a. Marcos explained there would be one more check in May.
  - b. Next year, PASS and Poder will share expenses 50/50.
  - c. Money was saved because no bonus checks were paid out for test scores, as no state tests were given due to Covid-19.
  - d. Staff development was also cut, so no expenses there.
  - e. There was an increased expense due to purchasing sanitizing products, gloves, and copy paper for home packets.
  - f. Amy makes motion to approve Financial Review; affirmed unanimous (7:07 pm).

**I. Executive Session—Personnel/Facility/Construction/CEO Evaluation**

- a. Carlos makes a motion to enter Executive Session (7:09 pm)
- b. Amy makes a motion to exit Executive Session (8:48 pm)

**J. CEO Salary Resolution**

- a. Marcos requests a 7.5% raise in salary to be paid equally by Poder and PASS.
- b. Amy recalls Marcos did not receive a pay raise the previous year.
- c. Bob makes a motion to accept Marcos' salary increase; affirmed unanimous (8:45 pm)

**K. Schedule Next Board Meeting**

- a. The Board agrees to meet August 4, 2020 at 6 pm.

**L. Adjournment—8:48 pm**



**Minutes / 2-11-20**

**Location: PODER Academy**

**A. Attendance:** Marcos Martinez, Nick Avila, Robert Salazar, Carlos Reyes, Amy DiSenso

**B. Approval of Agenda**

1. Bob motion to approve agenda (6:13pm); affirmed unanimous

**C. Approval of Minutes**

1. Carlos motion to approve minutes (6:14pm); affirmed unanimous

**D. Public Comment**

1. No public comment at this time.

**E. School Update**

1. PODER nominated by the WY Depart of Education
  - a. Criteria for eligibility:
    - i. School must have been in existence for 5 years minimum
    - ii. Must have been a Title I
    - iii. Must have closed the achievement gap
  - b. Three schools in the state are nominated
  - c. PODER fits the criteria
2. PASS visited by U.S. Deputy Secretary of Education
  - a. Amy – He was very knowledgeable, did press conference at the school regarding school choice
  - b. Visited for school choice week
  - c. Nice coverage for the school
3. Chess team – performing very well, preparing for the State tournament
4. Patrick Bannister – WY Rib & Chophouse Best in Class teacher Award
  - a. Was nominated by a parent and won the subsequent vote
  - b. Won \$1,000 plus an ice cream party
  - c. Much appreciation to Wyoming Rib & Chop House

**F. Financials Review (December 19')**

1. Typo at the bottom of page 1
  - a. \$2,192,331 – is actually total assets (not fund balance)
2. On track to end year with roughly \$500,000 in the budget
3. Bob – Looking at November / December, is this standard for expenditures to exceed revenue through those months?

- a. Marcos – School does not receive lot of the revenue during those months, expenditures are likely to exceed revenue during that time
- 4. Bob – Why is the budget position for June 20’ weaker than it was in June 19’
  - a. Marcos: School took on our own SPED costs that are not reimbursed until the following year.
  - b. Furthermore, school took on the salary for a SPED PERA 1-on-1 staff member after her student left the school. This cost will not be reimbursed.
  - c. Bob – Why was this SPED PERA staff member retained if no longer needed?
  - d. Marcos – Admin decided not to retain her and use her in other areas
- 5. Bob – What causes the monthly payroll expenses to increase
  - a. Marcos – Healthcare costs go up, salaries increase with inflation, salaries increase as teachers are retained, etc.
  - b. Increase is in-line with projections
- 6. Bob motion to approve December financials (6:38pm); affirmed unanimous

#### **G. PODER Budget 20’-21’ Review / Approval**

- 1. Marcos: Proposed budget is very similar to the draft presented back in May
  - a. Enrollment projections were adjusted
  - b. School is on the ADM (average daily membership) funding model
  - c. School is projecting a loss of roughly \$148,000 in Title funds due to enrollment not meeting the criteria
    - i. Admin team will make cuts and seek out grant opportunities
    - ii. Title 1 enrollment has decreased over the years as school has appealed to wider sections of the community
  - d. Bob – When will Board know about the Title 1 position?
    - i. Marcos – Will know in April when the final student count is done
- 2. Bob – SPED reimbursement, is that confirmed or merely projected?
  - i. Marcos – Confirmed as a state mandate
  - ii. Bob – Heard about a bill in legislature to adjust in cap in SPED funding
- 3. Bob – Admin should inquire about the Ellbogen Foundation for grant money
- 4. School will move to one Principle for each school – this will lift burden from PODER budget
- 5. Bob: is the nurse a full time position?
  - a. Marcos: position is split between each school
- 6. Amy – Will the janitor salary become part of Rande’s costs
  - a. Marcos: Yes
- 7. Bob: what does the computer tech and phone services include?
  - a. Avila: Expenses are related to network hosting and maintenance
  - b. Does not include maintenance of computers, this is done by Avila
- 8. Bob – Does school have Internet security insurance coverage?
  - a. Avila – school declined that option
- 9. Bob – who is the cell phone provider?
  - a. Marcos: Verizon. Will look into other more cheaper options but Verizon has good coverage
- 10. Amy – What do outreach coordinator costs include?
  - a. Marcos: This includes tabling at festivals, sending out postcards, etc.

11. Bob – Why are teacher salaries projected to increase so much from one year to the next
  - a. Marcos: Salaries are higher when teachers return, budget assumes high retention this year
12. Bob – Is 5% sufficient for restricted fund balance?
  - a. Marcos – yes, if we exceed then Admin can propose increase to the Board
13. Amy motion to approve PODER Budget 20-21' (7:21pm); affirmed unanimous

**H. Executive Session**

1. Amy motion to enter Executive Session (7:21pm); affirmed unanimous
2. Amy motion to exit Executive Session (7:36pm); affirmed unanimous

**I. Next Board Meeting**

1. Tuesday, April 6<sup>th</sup> (6:00pm) – Napoli's

**J. Adjourn** – Carlos motion to adjourn (7:39pm); affirmed unanimous





**Minutes / 12-10-19**

**Location:** The Metropolitan

**A. Attendance:** Marcos Martinez, Nick Avila, Robert Salazar, Carlos Reyes, Amy DiSenso

**B. Approval of Agenda**

1. Amy motion to approve agenda (6:19pm); approved unanimous

**C. Approval of Minutes**

1. Bob motion to approve minutes (6:22pm); approved unanimous

**D. Public Comment**

1. No public comment at this time.

**E. School Update**

1. Few more days left in the 2<sup>nd</sup> semester
2. Winter school is coming up
3. Chess team – Team had 1<sup>st</sup> place finishes across divisions at last chess tournament
4. Interim WY-TOPP assessment – coming up after Winter Break
  - a. Smaller assessment than the summative
  - b. All students take it except the oldest grade
  - c. Will provide a snapshot of academic position
5. National Charter School Conference
  - a. Top performing teachers will be invited to attend in June
  - b. Trip is funded entirely by visa reward points
6. Independent Charter School Conference (Albuquerque)
  - a. 3 teachers and 2 Admin went on trip
  - b. Went on a school visit to a Native American Charter school
  - c. Got to interface and compare notes with other educators
  - d. Came back with some good ideas and team building
7. Amy – Need to update the marquee in the front of the building

**F. Financials Review (October 19')**

1. Amy: What does “foundation income” refer to?
  - a. Marcos: Refers to the school’s per pupil revenue
2. Marcos: Budget has expired so the Board will need to approve the new budget at the next meeting
3. Amy – why do expenses exceed the revenue?
  - a. Marcos: Expenses are higher up front but revenue will catch up later
  - b. Title revenue, SPED reimbursement, etc. is paid in arrears

4. Bob – What is included in the average monthly payroll expenses?
  - a. Marcos: That covers all employees salary and expenses
    - i. Not just salary, but also health care, benefits, etc.
5. Bob – Is the school going to figure in raises for the next budget?
  - a. Marcos: yes
6. Bob motion to approve the October financials (6:44pm); approved unanimous

**G. Audit Review**

1. Marcos: To reiterate from last meeting, the audit was clean with no findings
2. Carlos: Board had a chance to review the audit
3. Carlos motion to approve the audit 18-19' (6:47pm); approved unanimous

**H. Board Member Vote**

1. Jerri brings useful experience but has not been in attendance
  - a. Board has made numerous attempts to reach out to her but to no avail
  - b. She has not requested information on meetings and has not shown a commitment to Board duties
2. Carlos motion to remove Jeri Griego from the Board due to non-attendance (7:03pm); approved unanimous

**I. Executive Session**

1. Amy motion to enter Executive Session (7:04pm); approved unanimous
2. Carlos motion to exit Executive Session (7:29pm); approved unanimous

**J. Next Board Meeting**

1. Tuesday, February 4<sup>th</sup> (6:00pm) – PODER Academy

**K. Adjourn** – Bob motion to adjourn (7:31pm); affirmed unanimous



**Minutes / 10-15-19**

**Location: PODER Academy**

**A. Attendance:** Marcos Martinez, Nick Avila, Robert Salazar, Carlos Reyes, Amy DiSenso

**B. Approval of Agenda**

1. Carlos motion to approve agenda (6:13pm); approved unanimous

**C. Approval of Minutes**

1. Bob motion to approve minutes (6:15pm); approved unanimous

**D. Public Comment**

1. No public comment at this time.

**E. School Update**

1. Math night – good turn out at the elementary
2. 1<sup>st</sup> quarter of the school year is complete
3. Chess season has been underway
4. Girls on the Run – PODER offers this as an after-school program,
  - a. Partnered with an outside group
5. Other after school clubs at PODER Academy
  - a. Science Clubs
  - b. Wellness Club
6. Wyoming Dept. of Education – cap lifted for sped and transportation funding
7. Revised School Year budget – will discuss at the next board meeting
8. Latina Youth Conference
  - a. Amy – daughter went and enjoyed the experience
  - b. Played with drums and virtual reality on Day 2
  - c. Fun to see other kids from other schools
  - d. Interesting speakers
  - e. Largest attendance ever
  - f. PODER / PASS sent about 17 students

**F. Financials Review (September)**

1. Bob: What does “foundation income” refer to?
  - a. Marcos: that refers to ppr
2. Marcos: School is no longer using a line of credit with finance charges
  - a. Carlos and Amy signed for the new credit card
  - b. Same bank / different product
  - c. No annual fee, no interest charges with new card
  - d. Marcos: Had to have 2 board members sign to approve

3. The YTD balance = liquid & capital assets combined
4. After a set amount of years we are due to own the building for \$1
  - a. Rande is currently on the hook for all expenses
  - b. School's balance should go up gradually as a result
5. Amy – what do employee benefits include?
  - a. Marcos: Medical, dental, Afflact, retirement
6. Marcos – Costs will continue to shift over the next few months
  - a. Revenue should remain rather stable
7. PODER shifted to ADM funding model
8. Bob: Is there a level of spending that the board should be approving?
  - a. i.e. City council must approve expenditures beyond \$25,000
  - b. LCCC requires Board approval beyond certain amount
9. Marcos – The CEO has latitude to make unilateral spending decisions within 5% of the approved budget
10. Amy – how much is the line of credit
  - a. Marcos – Line of credit requested is \$100,000
11. Carlos: Are board members liable for credit line?
  - a. Marcos: Board members not held individually liable to school creditors
12. Bob – concerns about Wells Fargo
  - a. Marcos – we can look in to changing if need be
  - b. ADP now does payroll
13. Carlos motion to approve the Sept financials (6:48pm); approved unanimous

#### **G. Audit Review**

1. Marcos: audit went very smooth, zero findings
  - a. Had some findings in the past, but never a dirty audit
2. New auditor this year
  - a. Bob: this format is easier to read
  - b. The comparative trends are easier to read
3. Bob – how was new auditor selected
  - a. Marcos: Opened up bids for auditors, had 3 prospects, one was referred by a former board member from PASS
    - i. Selected candidate works with non-profits
4. Bob – Requests that Marcos inquire as to the correct amount and date for purchase agreement
5. Bob – where else does audit go?
  - a. Marcos: to the district who monitors for dirty audits
6. Bob – what does “Committed – General fund” mean?
  - a. Marcos: some schools have certain constraints built in every year
    - i. PODER does not have this restricted spending policy
    - ii. When Boards do this it is a mess
    - iii. Can leave funding not well distributed
7. Bob – Is the school's cash fund held by Wells Fargo?
  - a. Marcos – yes
8. Bob motion to defer final approval of the audit until next Board meeting (7:15pm); approved unanimous

**H. Executive Session**

1. Amy motion to enter Executive Session (7:18pm); approved unanimous
2. Carlos motion to exit Executive Session (7:32pm); approved unanimous

**I. Next Board Meeting**

1. December 10<sup>th</sup>, 2019 (6:00pm) – The Metropolitan

**J. Adjourn** - Amy motion to adjourn (7:35pm); affirmed unanimous



**Minutes / 8-27-19**

**Location:** The Metropolitan

**A. Attendance:** Marcos Martinez, Nick Avila, Robert Salazar, Carlos Reyes, Amy DiSenso

**B. Approval of Agenda**

1. Carlos motion to approve agenda (6:24pm); approved unanimous

**C. Approval of Minutes**

1. Carlos motion to approve minutes with the following revision (6:26pm); approved unanimous
  - a. Revise reference to “Amelia” to reflect “Amy” throughout the document

**D. Public Comment**

1. No public comment at this time.

**E. School Update**

1. School year started earlier than the District
2. Chess season has begun
3. Added afterschool clubs (social well-being club, science club)
4. Hired a social worker this year
5. MAPS testing is complete
6. School has grown substantially
  - a. Student enrollment is good, no need for marketing
7. Staff is larger which enables more time for admin to address admin issues
8. Free / reduced population has gone down (this could affect funding)
  - a. School appealing to more middle class, more diverse students
9. School had three staff members depart from last year
  - a. Returning teachers add value so school is trying to promote retention
10. Bob: Has transportation funding changed?
  - a. Marcos: last year the funding was decreased at PASS, district reimbursements were slashed. PODER absorbed larger cost. But this year things should back to normal
11. Legislature revised Facility reimbursement rate over the summer
  - a. PODER will get less than initially projected
  - b. Rande will assume all major maintenance soon
12. Bob: There may be money available for families of federal workers or military
  - a. Marcos: Please send this information to the Admin and we will look into it
13. Chess Nationals – school is not going to fund this year in order to replenish financial reserves

**F. Financials Review (June)**

1. Marcos: ended the fiscal year with \$800,000 in the reserve
  - a. Now we have a bit over \$500,000
2. Landlord is going to assume utilities, maintenance, janitor costs, so this line item should go down significantly on the balance sheet
3. Bob motion to approve the June financials (7:13pm); approved unanimous

**G. Executive Session**

1. Amy motion to enter Executive Session (7:13pm); approved unanimous
2. Amy motion to exit Executive Session (7:39pm); approved unanimous

**H. Next Board Meeting**

1. October 15<sup>h</sup>, 2019 (6:00pm) – PODER Academy

**I. Adjourn** - Bob motion to adjourn (7:43pm); affirmed unanimous



**Minutes / 5-16-19**

**Location: PODER Academy**

**A. Attendance:** Marcos Martinez, Nick Avila, Robert Salazar, Carlos Reyes, Amy DiSenso

**B. Approval of Agenda**

1. Bob motion to approve agenda (6:20pm); approved unanimous

**C. Approval of Minutes**

1. Carlos motion to approve minutes (6:21pm); approved unanimous

**D. Public Comment**

1. No public comment at this time.

**E. School Update**

1. Chess Nationals
  - a. Chess team travelled to nationals tourney in Nashville
  - b. Placed in 11<sup>th</sup> place nationally
  - c. We were hoping for a top 10 finish but are nevertheless content
2. Tennis program
  - a. We need make improvements in this area. Amy says the Saturday tournys are not well conducted, kids running all over
  - b. Avila: this is an area we have targeted for improvement for some time
3. WY-TOPP testing – testing is done and the results are in
  - a. Couple of tests came back lower than projected
  - b. Otherwise students tested well for the most part
  - c. We are okay with the results but not thrilled.
4. Summer tutoring – will start on May 27<sup>th</sup> and go for 2 weeks
5. Facility Updates
  - a. The funding for new gym has been approved by the state
  - b. Rande will not receive the money until the gym is built, must be built before the start of the new biennium.
  - c. Still no confirmation as to when gym will be complete
6. Orientation – 5<sup>th</sup> graders travelled to PASS to sit on some lessons for orientation

**F. Preliminary Budget Approval**

1. Marcos: Won't know the exact revenue and costs until after Oct 1<sup>st</sup> count day
  - a. This is a preliminary budget, will do another in October and November
2. Budget is based on a projection of 177 students
3. Bob: what kind of things might change budget-wise next fall?



- a. Marcos: Expenses related to facility (rental, landscaping, electric, etc.) might be taken over by Rande as part of the lease
    - i. Rande will take over building maintenance expenses
    - ii. Rande wont be charged with certain expenses such as painting, carpet, etc
  - b. Bob what is the incentive for Rande to build a gym?
    - i. Marcos: Rent paid to Rande from the state will increase substantially, so he will get his investment back
    - ii. PODER will not be on the hook for rent increase
  - 4. Bob: Page 1 of 4 – Why the increase in SPED services?
    - a. Marcos: next year we will need to hire our own staff
      - i. This cost will be reimbursed the following year in arrears
      - ii. School may be short on cash until that reimbursement happens.
    - b. Bob will the SPED people be part time or full?
      - i. Marcos: SPED employees will be full time
    - c. Avila: Hiring our own SPED employees will be beneficial to the school
      - i. In the past, the district did evaluations for employees without considering our input
      - ii. We will now have direct input on employee performance and will be able to assert accountability
  - 5. Amelia – How will Nutrition Services work?
    - a. Marcos: The district will continue to provide nutrition services.
  - 6. Bob: How will the parent reaction be to PODER taking on the SPED services?
    - a. Marcos: Parents should not see much of a change.
  - 7. Bob: What is school predicting for Healthcare expenses?
    - a. Marcos: we spend a lot of money on healthcare as of now, provide a top tier plan with no cost to the employee, this will continue to be a large cost
  - 8. Bob: Is the school reimbursed for healthcare?
    - a. Marcos: No, we wish! We have the best plans right now. May need to go to the next tier down if the budget becomes an issue.
    - b. School currently pays for Afflact plans, nothing comes out of pockets
  - 9. Carlos motion to approve the preliminary budget (7:03pm); approved unanimous
- G. Financials Review (March 19')**
- 1. Marcos: \$900,000 in the bank going into summer
    - a. Should come back in August with around \$600,000.
    - b. School does not receive revenue over the summer for ppr, title expenses, and/or other expected reimbursements
    - c. PODER received more revenue then was budgeted, but this will even out over the summer as we purchase curriculum, etc
  - 2. Bob: Was the “actual” column added to the financial statements?
    - a. Marcos: yes
  - 3. Bob: When is the new auditor doing the audit?
    - a. Marcos: over the summer
  - 4. Bob: Does the reserve ever go to zero?
    - a. Marcos: We always want to have a robust reserve for unanticipated expenses
    - b. At least \$300,000 – \$400,000 in reserve
  - 5. Bob motion to approve financials (7:14); approved unanimous

**H. Executive Session**

1. Amelia motion to enter Executive Session (7:15pm); approved unanimous
2. Bob motion to exit Executive Session (8:23pm); approved unanimous

**I. CEO Salary Increase**

1. Marcos proposes a 0% salary increase at this time
  - a. Admin team will also not take a raise from PODER
2. Bob motion to approve a 0% increase for CEO (8:26pm); approved unanimous

**J. Next Board Meeting**

1. August 27<sup>h</sup>, 2019 (6:00pm) – Poor Richards

**K. Adjourn** - Amelia motion to adjourn (8:30pm); affirmed unanimous



**Minutes / 3-25-19**

**Location:** Uncle Charlie's

**A. Attendance:** Marcos Martinez, Nick Avila, Robert Salazar, Carlos Reyes, Erin Kendall, Amy DiSenso, Geri Griego

**B. Approval of Agenda**

1. Bob motion to approve agenda (6:23pm); approved unanimous

**C. Approval of Minutes**

1. Jeri motion to approve minutes (6:24pm); approved unanimous

**D. Public Comment**

1. Welcoming Erin Kendall
  - a. She is the PODER front office secretary
  - b. She is observing the Board meeting for a class project

**E. New Board Member**

1. Marcos had a chance to meet with Amy DiSenso
  - a. Currently sits on the parent advisory board
  - b. Been consistently involved with the school
  - c. Assists with in the school's library
  - d. Has been a valuable asset to the school
  - e. Marcos explained the difference between a working board vs. a governing board
  - f. Marcos formally submits a nomination on her behalf
2. Amy: Currently has 1<sup>st</sup> grade and a 7<sup>th</sup> grade student at the schools
  - a. She was excited to see a charter school in Wyoming
  - b. She is from South Texas
  - c. Her kids are in the second year with the school
  - d. She wants to be more involved with her children's education
  - e. She has an education background; Education major
3. Board discussion:
  - a. Jeri: is a bonus to have a parent from PODER and PASS
  - b. Bob: Sounds like a good choice for a board member
  - c. Carlos agrees: has shown a solid investment in the school
  - d. Marcos: she comes every Friday to help at the school
4. Bob: Did she offer to join the board, or was she approached?
  - a. Marcos: No, Marcos recruited her
  - b. She had some bad experiences with past boards, she prefers a governing board

5. Carlos motion to approve addition to the Board (6:38pm); unanimous
  - a. Bob: Overwhelming welcome to the Board

#### **F. School Update**

1. Only about a month away from the Wy-Topp; will be doing a training for staff
  - a. Highest performing class will be win trip to Dave n' Busters
2. Chess tournament – looking for another top 10 team finish at Nationals
3. Will need to start working on the application again, only granted a 3 year charter
4. Have offered employee contracts already, wanted to lock in staff early this year
  - a. Will have a good returning percentage of staff
5. Jeri – how did the legislative session impact the school?
  - a. Marcos: legislation for transportation reimbursement passed. So the Secondary school will be reimbursed fully for those costs
  - b. PASS also received funding for a new gymnasium
  - c. Legislation did not affect the elementary directly, mostly related to the Secondary school
6. Bob: Update on the computer science requirement? How will that impact PASS?
  - a. Marcos: still a little ways out, maybe in the next year or so
  - b. Won't be an issue to incorporate the requirements; does not seem to be a large imposition
    - i. School will be ordering new computers
    - ii. Recently upgraded projectors in the classrooms

#### **G. Financials Review (February 19')**

1. Marcos: Will end school year with about \$700,000 in reserve
  - a. Not anticipating any unexpected expenditures over the summer
  - b. Will see a rise in expenditures in the next few months (i.e. ordering curriculum for next year)
2. Jeri – employee expenses were slightly lower, why?
  - a. Marcos: we had a position that we have not filled
3. Jeri motion to approve February financials with the understanding that budget information will be incorporated into future financial reports (6:57pm); approved unanimous

#### **H. Executive Session**

1. Bob motion to enter Executive Session (7:34pm); approved unanimous
2. Bob motion to exit Executive Session (7:57pm); approved unanimous

#### **I. Next Board Meeting**

1. May 16<sup>th</sup>, 2019 (6:00pm) – PODER Academy

#### **J. Adjourn - Jeri motion to adjourn (8:03pm); affirmed unanimous**



## Minutes / 2-4-19

**Location:** PODER Academy

- A. Attendance:** Marcos Martinez, Nick Avila, Robert Salazar, Carlos Reyes
- B. Approval of Agenda**
  - 1. Carlos motion to approve agenda (6:38pm); approved unanimous
- C. Approval of Minutes**
  - 1. Bob motion to approve minutes (6:38pm); approved unanimous
- D. Public Comment**
  - 1. No public comment at this time
- E. School Update**
  - 1. PODER is focused on reaching proficiency
  - 2. Chess season coming to a close
    - a. Both teams at PODER and PASS won 2<sup>nd</sup> place at recent tourney
  - 3. Tennis season just around the corner
  - 4. Winter break school went well
  - 5. Bob: Parent inquired about sports at PODER, wants to know if we offer anything other than tennis/chess
    - a. Marcos: PODER is focused on tennis and chess at the elementary level. At the secondary level, PASS will look to expand on athletic programs. PASS is teaming up with South, and will offer tennis, chess, soccer, and possibly others
  - 6. Need 2 more board members
    - a. Marcos/ Nick will work on a parent candidate
    - b. Bob/Carlos will work on a community member
- F. Financials Review (December 18')**
  - 1. Marcos: Will end the school year with a healthy reserve at about \$700,000
    - a. Trying to move more shared expenses over to PASS
  - 2. Bob motion to approve financials (7:07pm); approved unanimous
- G. Executive Session**
  - 1. Carlos motion to enter Executive Session (7:08pm); approved unanimous
  - 2. Bob motion to exit Executive Session (7:40pm); approved unanimous
- H. Next Board Meeting**
  - 1. March 25<sup>th</sup>, 2018 (6:15pm) – Cheyenne Country Club
- I. Adjourn** - Carlos motion to adjourn (7:47pm); affirmed unanimous



**Minutes / 12-4-18**

**Location: Sanford's**

**A. Attendance:** Marcos Martinez, Nick Avila, Robert Salazar, Carlos Reyes

**B. Approval of Agenda**

1. Bob motion to approve agenda (6:37pm); approved unanimous

**C. Approval of Minutes**

1. Bob motion to approve minutes (6:38pm); approved unanimous

**D. Public Comment**

1. No public comment at this time

**E. School Update**

1. Parent/teacher conferences are coming up for the end of 2<sup>nd</sup> quarter
2. Wy-Topp assessments coming up in the 3<sup>rd</sup> quarter
3. Chess tournaments will ramp up after Winter break
  - a. Group of kids from PODER going to nationals
4. Technology – School is adding new Smartboard technology in classrooms
5. School is using support staff efficiently
  - a. Lots of small group work with behavior students
6. Carlos – what is update on new Smartboards?
  - a. Marcos: Procured for the upper grades, will consider upgrading in all other classrooms as well
7. Bob – Recommends that the teachers present to the PODER Board
  - a. Would like to see more interaction with the Board

**F. Financials Review (September - October 18')**

1. Marcos: School is sitting in a healthy position
2. Will be even more healthier once an agreement is solidified with Rande
  - a. Sitting on half a million dollars roughly
3. Bob: what does “foundation payment” refer to in line items?
  - a. Marcos: this refers to the payment that comes from the district
4. Carlos motion to approve financials (6:56pm); approved unanimous

**G. Audit Vote**

1. Marcos: Official motion to approve is needed
  - a. Board had a few weeks to review

2. Carlos motion to approve the PODER Audit 17-18 (7:00pm); approved unanimous

#### **H. Budget Vote**

1. Very similar budget to the one presented in May
2. Key differences form the one in May:
  - a. Page 1 – We confirmed our enrollment although this will fluctuate based on average daily membership
  - b. Workers Comp is now in as a separate line item
    - i. Less claims = less costs
    - ii. School has not had a lot of claims
  - c. Page 4 – Building and land: years are zeroed out because Rande will be taking on those costs under new arrangement
  - d. Last page on the budget: moved the contingency on last page up a few lines
3. Carlos: On line item labeled media and website: do we use it advertise?
  - a. Nick: we do most of our marketing through more efficient channels usually via social media and guerilla marketing
4. Bob – Will the cost of the lease for the facility increase?
  - a. Marcos: yes, more square footage equals more money from the state
5. Bob – where are the new SmartBoards recently purchased in the budget
  - a. Marcos – couched in the computer/technology line item
  - b. Also page 3 – software support costs
6. Carlos: What is the cellphone costs include?
  - a. Marcos: only Admin gets the phones
  - b. They are key for communication amongst the Admin
  - c. Bob concerned with the optics; PODER is paying the bill for employees who split time at PASS
7. Bob – On Page 3, what does the “purchased/accounting services” include?
  - a. Marcos – Includes costs for CSMC that does general accounting along with David Green who is our new auditor
  - b. Bob: how much did David save us?
    - i. Marcos: about an 8 to 10 thousand dollar difference, David came referred
8. Carlos motion to approve Budget 18-19 (7:31pm); approved unanimous

#### **I. Executive Session**

1. Bob motion to enter Executive Session (7:31pm); approved unanimous
2. Bob motion to exit Executive Session (7:58pm); approved unanimous

#### **J. Next Board Meeting**

1. February 4<sup>th</sup>, 2018 (6:15pm) – PODER

#### **K. Adjourn - Carlos motion to adjourn (8:05pm); affirmed unanimous**



**Minutes / 10-29-18**

**Location: PODER Academy**

**A. Attendance:** Marcos Martinez, Nick Avila, Robert Salazar, Carlos Reyes, Jeri Griego

**B. Approval of Agenda**

1. Jeri motion to approve agenda (6:21pm); approved unanimous

**C. Approval of Minutes**

1. Jeri motion to approve minutes (6:24pm); approved unanimous

**D. Public Comment**

1. No public comment at this time

**E. School Update**

1. National Forum to Advance Rural Education (Denver)
  - a. Bob: good conference and bonding experience; the PODER presentation went well, other schools were interested in what PODER was doing
  - b. Marcos: good team building exercise,
  - c. Avila: no mention of behavior management at the conference, this topic often gets overlooked because it is complex
2. Fall Festival was last Friday, community building event for the school, parents got to know each other
3. Academic progress looking good so far at PODER
  - a. State scores came out, PODER is among the top but we would like to regain the number 1 position
  - b. Jeri – did the school get any publicity?
    - i. Marcos: The Secondary got some press but not the elementary
    - ii. The state growth chart is available, will post on Facebook
4. Avila: Security has been updated at PODER
  - a. Security mechanisms added at front door, cameras inside with motion detectors
  - b. School will undergo drills designed for intruders
  - c. Bob – is playground secure?
    - i. Marcos & Avila: Ned to find a balance between security and functionality, high fences around parameter were rejected, playground is somewhat vulnerable, limited options there



## **F. Financials Review (June 18')**

1. Marcos: School is sitting in a healthy position
2. School does not receive funding over the summer so there was a dip in funds
3. Financials are snapshot of financial position from the close of August
4. Need to do a new budget at next meeting when expenses are solidified, once in spring and once in fall
5. Jeri – what are the expectations for Board members in budget process?
  - a. Marcos: Board is tasked with approving or rejecting budget
6. Spending will follow a seasonal pattern, but no major changes occurred
7. Carlos motion to approve the financials (6:51pm); approved unanimous

## **G. Audit Review**

1. Board should review the audit over the next few weeks, Board will need to approve the audit at the next meeting
2. Bob: Did not go with MHP this year for audit?
  - a. Marcos, MHP doubled their cost, and also there was a potential conflict of interest since they also serve LCSD 1
  - b. Audits should be independent
  - c. Went with referral from the PASS Board
    - i. New auditor was very thorough
  - d. Findings
    - i. We were over budget slightly, should have done an amendment budget then put up for a vote again
  - e. The issue is that the District does not get us invoices until months later, sometimes after audit
3. Bob: where are the new auditors based out of?
  - a. Marcos: Based out of California
4. Jeri: Does someone from the office come on-site?
  - a. Marcos: not this year, but we will request that they visit the school next year
5. Bob: If the school district was part of the issue that led to the findings, how did the auditor take that into account?
  - a. Marcos: It's a catch 22 – district needs our numbers, and we need theirs
6. Jeri – At the community college, there is a policy of not purchasing anything 6 weeks prior to a deadline to make audits cleaner. Does PODER entertain such as policy?
  - a. Marcos: would be tough policy to implement for the school due to unforeseen expenses
7. Jeri – Does the next audit happen in August?
  - a. Marcos: yes
8. Bob: How qualified is the auditor selected? What is their 'claim to fame'?
  - a. Marcos: This auditor works with other large organizations including the Wyoming legal defense fund

9. Jeri – Was there a bid process where the merits of each auditor candidate were compared?
  - a. Marcos: yes

**H. Executive Session**

1. Carlos motion to enter Executive Session (7:05pm); approved unanimous
2. Jeri motion to exit Executive Session (7:55pm); approved unanimous

**I. Next Board Meeting**

1. December 4<sup>th</sup>, 2018 (6:15pm) – Sanfords

**J. Adjourn - Jeri motion to adjourn (8:06pm); affirmed unanimous**



**Minutes / 8-20-18**

**Location:** Little America

**A. Attendance:** Marcos Martinez, Nick Avila, Robert Salazar, Ann Redman, Carlos Reyes, Jeri Griego

**B. Approval of Agenda**

1. Jeri motion to add by-laws approval and officer elections (6:28pm); approved unanimous

**C. Approval of Minutes**

1. Carlos motion to approve minutes (6:28pm); approved unanimous

**D. Public Comment**

1. No public comment at this time

**E. School Update**

1. Tennis team did very well, got some first and second place finishes
2. PASS students have begun traveling to South to play on tennis team
  - a. A PODER student is playing on varsity in his freshman year
3. School just completed MAPS assessments for Fall
4. Tutoring and clubs have started from 4-5pm
5. Professional development was moved Thursday from 4-5pm
6. Classes are near capacity; enrollment is good
7. Lots of staff returning, but some new folks as well; lots of growth
8. PODER is turning into a 3-sport school with soccer, tennis and chess
9. Legislative changes: Now a 3-year rolling average of enrollment for funding
  - a. Transportation and SPED funding has been affected
  - b. PASS will now receive zero funding because the school has not been in existence for 3 years
  - c. Marcos is challenging this interpretation of the statute
10. Bob: Does school use Canvass management system?
  - a. Marcos: No
  - b. Bob: school district is switching over to Canvass, might want to consider it

**F. Financials Review (June 18')**

1. Budget is lower because school does not get funding over the summer

2. Ann: any changes that Board should be aware of?
  - a. Marcos: lots of curriculum orders in August
  - b. Spending follows a seasonal pattern, but no major changes
  - c. School is sitting in good financial shape; ending school year with over million dollar surplus
  - d. Legislative funding changes have not affected PODER yet
3. Bob: Why are the recommended targets greater than 100,000 for cash on hand?
  - a. Marcos: most schools want to end their target with over \$100,000
  - b. PODER is almost always surpassing the targets
  - c. Ann: at what point in the fiscal year should school reach those targets?
    - i. Marcos: anytime before the end of the fiscal year
4. Jeri – are there restrictions on the money?
  - a. When is the surplus too large? Can we invest it?
  - b. Marcos: Want to have money in the reserve in case things happen
    - i. We can not invest it as a non-profit
5. Bob motion to approve the financials (7:00pm); approved unanimous

#### **G. National Forum to Advance Rural Education**

1. Batelle for Kids
2. Board is invited, transportation and lodging costs are covered
  - a. Board members need to confirm ASAP if they are coming
3. People come from all over the country will attend the conference
4. Bob: what is the justification for a Board member to attend?
  - a. Marcos: great bonding experience, some workshop sessions will be offered geared toward Board members
5. Conference is geared toward K-12 but is trying to reach out to universities
6. Bob: Are PODER teachers National Board certified?
  - a. State pays \$5,000 for each teacher
  - b. Has school considered this?
  - c. PODER will look into this

#### **H. PASS Charter Renewal**

1. PODER board may be asked to attend the meeting for PASS
2. Put the date on the radar

#### **I. By-Laws Revisions**

1. Avila proposed a series of by-laws revisions at the meeting prior
  - a. Board approved and amended those revisions
  - b. Board will not now vote on the final draft
2. Bob: Should board members have PODER email accounts
  - a. In a legal dispute, personal emails could be subpoenaed
  - b. Avila: this will not serve any legitimate purpose
  - c. Would be one more email for the board to stay on top of

- d. Board agrees that Board member email addresses should not be listed on the website at this time
3. Bob motion to approve the By-laws revisions (7:57pm); approve unanimous

**J. Officer Elections**

1. Board nominates Bob for Chair
  - a. Discussion: Bob is most senior and next in line
  - b. Bob brings experience from his position on the LCCC Board
  - c. Jeri motion to appoint Bob as new Chair (8:08pm); approved unanimous
2. Board nominates Carlos for Vice-Chair
  - a. Jeri motion to appoint Carlos as vice-chair (8:09pm); approved unanimous
3. Geri motion to appoint Ann Redman as Ex-Officio Board Member (8:11pm): approved unanimous

**K. Executive Session**

1. Bob motion to enter Executive Session (8:13pm); approved unanimous
2. Bob motion to exit Executive Session (8:31pm); approved unanimous

**L. Next Board Meeting**

1. October 22<sup>nd</sup>, 2018 (6:15pm) – PODER Academy

**M. Adjourn** - Carlos motion to adjourn (8:40pm); affirmed unanimous