

Advanced Science & Technology Charter Schools Board Meeting Minutes
Monday, February 25, 2019 @ 5:45 PM at ASTEC Central Offices

Board Members Present

F. Hart, E. Parker, P. Nguyen, C. Goldsby, Debra Murray

Board Members Absent

M. Jones

Staff and Guests Present

F. Deskin (CEO), S. Grimes (Superintendent), S. O'Neil (Board Clerk)

1. Call to Order

Debra Murray called a meeting of the Board of Directors of Advanced Science & Technology Education Charter Schools to order on Monday, February 25, 2019 @ 5:48 PM at the ASTEC Central Office conference room.

2. Scholar and Faculty Recognitions

ASTEC's Future Cities middle school team placed 3rd at this year's Regional Competition. The team included: Alberto Atayde, Fabian Gomez, Carlos Gonzalez, Jacqueline Magana, Angelina McDaniel, Solimar Moline-Lopez, and Kaitlyn Nielson. Their teacher leaders included: Ms. Karen Walker, Ms. Karissa Pacione, and Mr. Chris Schat. This team was also awarded the "Special Judges Award" for Best Indoor Environment from the American Society of Heating, Refrigeration, and Air Conditioning Engineers.

Several ASTEC Seniors were also recognized for their achieving more than 100 hours of community service.

3. Audit Results

Mr. Chris Gulekson with Sanders, Bledsoe and Hewett Accounting Firm presented their independent audit findings for the school year 2018. ASTEC Charter Schools was issued a qualified opinion and only one minor, non-material deficiency was noted. The deficiency was due to the reconciliation of revenue and expenses with the Estimate of Needs at year end by the school Treasurer. This reconciliation was corrected. Dr. Deskin explained that the school has policies and procedures in place for the Treasurer and Encumbrance Clerk to Follow. This will be followed monthly.

Mr. Gulekson also noted the strong fund balance of the school. ASTEC's carry over/balance forward was more than \$2,000,000. Mr. Gulekson stated that most schools do not have this large of carryover and felt it was very positive, the funding issues many schools across the state are facing.

- a. L. Parker made a motion to accept the 2018 Audit as presented by Sanders, Bledsoe and Hewett.
- b. P. Nguyen seconded the motion.
- c. D. Murray asked for any discussion
- d. The board unanimously approved the motion.

Sanders, Bledsoe and Hewett also provided the board with a letter of understanding that they would continue to be our auditor for the upcoming year (FY19).

- a. L. Parker made a motion to approve Sanders, Bledsoe and Hewett as ASTEC Charter Schools' auditor for 2019.
- b. P. Nguyen seconded the motion.
- c. D. Murray asked for any discussion
- d. The board unanimously approved the motion.

4. Approve Minutes

The minutes of the October 22, 2018 meeting were presented for discussion and approval by Sherri O'Neil, Board Secretary.

- a. E. Parker made a motion to approve minutes from the October 22, 2018 meeting.
- b. C. Goldsby seconded the motion.
- c. D. Murray asked for any discussion
- d. The board unanimously approved the motion.

5. Budget Update

Dr. Deskin reviewed the revenue and expense budget with the Board and guided the members to the notes on the variances. With 67% of the revenue and expenses in place, she informed the board that the school should have another strong carry-over.

Dr. Deskin proposed that \$30,000 be moved from the salary line budget and into the marketing/development budget line. In the past, ASTEC has had an employee who managed social media, website, flyers, etc. Outsourcing these tasks will save money on salary and benefits. Dr. Deskin also noted that having one group do all of these marketing/development tasks would strengthen ASTEC's brand.

- a. P. Nguyen made a motion to re-allocate \$30,000 from the salaries line budget into the advertising budget.
- b. C. Goldsby seconded the motion.
- c. D. Murray called for discussion.
- d. There being no further discussion, the board unanimously approve the motion.

The following PO's: General Fund - October, 2018 through January, 2019 - PO numbers 167 yo 218 totaling \$807,818; FY18 Activity Fund PO numbers - 50 - 127 totalling \$79,741; and, payroll October through January - \$1,332,679

- a. C. Goldsby made a motion to approve the financials as presented.
- b. E. Parker seconded the motion.
- c. D. Murray called for discussion.
- d. After discussion, the board unanimously approved the motion.

6. Old Business

New Facility Update - Dr. Deskin met with a Financial Investment Fund (FIF) group out of New York as suggested by our financial consultants, HWH Group. FIF has \$100 million from a grant through a partnership with Bank of America and the Walton Group that must be loaned to charter schools. They are interested in loaning ASTEC money for the new elementary school. The FIF group would loan up to 90% for 5 years at 5.6% interest on a 25 year amortization. After the 25 years, the loan could be moved to a local financial institution. They have offered up to \$22 million in funding.

Dr. Deskin consulted with Gene Rainbolt and Charlie Holland with BancFirst, who advised applying for the 90% loan.. Dr. Deskin has prepared all the required documents that will be submitted prior to March 1st. Close is estimated to take 90 days.. This would allow us to start the construction in June, 2019 with a projected move-in date of August, 2020.

FSB, our architect, has begun developing the plans for the elementary school. The plan would include the elementary school, parking lots and the soccer field. Fields and Futures Foundation will build the soccer fields at costs. Dr. Deskin expressed a concern about adding the gym at this time. This would be an additional cost and she recommended we be conservative and leave delay the gym until more monies are raised.

Dr. Deskin was introduced to Kathy Cronemiller by Sarah Roberts with Inasmuch Foundation. Ms. Cronemiller is one of the leaders in early childhood development here in the state. Kathy and Dr. Deskin have had several productive meetings. The Inasmuch Foundation suggested ASTEC consider adding a Pre-K program to our elementary school plans. This is a very underserved group in the inner-city.

Ms. Cronemiller has offered enough space at her church (located just down the street from ASTEC on 23rd) for ASTEC to begin a Pre-K program in the fall of 2019. They have offered space, kitchen services, and furniture to get us started. Ms. Cromiller has also offered to assist in selecting a seasoned executive director. Kathy will offer her services to ASTEC as a volunteer. The church has agreed to lease the space for \$5,000 a month.

Ms. Cronemiller and Dr. Deskin are meeting with Jim Sconzo at the Community Action Center to seek approval and funding for 3 and 4 year olds. Other funding would come from DHS.

- a. P. Nguyen made a motion to move forward with the ASTEC Early Childhood Education Center in the fall of 2019.
- b. F. Hart seconded the motion.
- c. D. Murray called for discussion.
- d. After discussion, the board unanimously approved the motion.

Dr. Deskin gave an update on the CSP/Walton Grant Timeline. The initial timeline for the grant that was awarded to us was not accurate. Therefore, the grant timeline was extended. Interviews have started for the new elementary school principal position.

7. New Business

The 2019/2020 school year calendar was presented to the Board. Dr. Deskin reminded the board that ASTEC operates by school hours and not by days of instruction. Dr. Deskin noted that the only significant change might be a change in the date the 2020 high school graduation ceremonies due to a conflict with Oklahoma City Community College booking schedule.

- a. E. Parker made a motion to to approve the 2019/2020 school calendar with the confirmation of the graduation date.
- b. C. Goldsby seconded the motion.
- c. D. Murray called for discussion.
- d. After discussion, the board unanimously approved the motion.

Dr. Deskin presented a list of additional employee benefits to offer ASTEC employees starting in the FY20 school year. After some discussion, a final list of new benefits was offered for approval. It was also noted that if ALL of the benefits were used by employees, it would cost ASTEC approximately \$30,000 but the benefits would also save money and retraining for new employee's.

- a. F. Hart made a motion to to approve the new employee benefits with the suggested changes/deletions/additions.
- b. C. Goldsby seconded the motion.
- c. D. Murray called for discussion.
- d. After discussion, the board unanimously approved the motion.

Dr. Deskin explained that our Public Comments for Board Meetings document needed to be reviewed and updated. The new document was aligned with the Open Meetings Act and states that should a person want to address the Board, they would need to “sign-up and provide their written comments to the Board Clerk at least 24 hours prior to a meeting.”

- a. C. Goldsby made a motion to accept the new Public Comments document
- b. F. Hart seconded the motion.
- c. D. Murray called for discussion.
- d. After discussion, the board unanimously approved the motion.

Dr. Deskin and Debra Murray told the group that they had been meeting with potential board members. The individuals include: Gordon Chandler with AMC Mortgage; Chris Griswold with Chris Griswold, PC - a provider of legal services for commercial real estate, energy and business community; Steve Cortez, an estate planning attorney; and, Shad Glass, Executive Vice President at Kimray.

Sherri O’Neil reviewed all of the school activities coming up for the remainder of the school year. She noted the Chocolate & Art Festival to be held on Thursday, March 14, 2019. Once we finalize the date for the 2020 graduation, the notice will be sent to members.

8. Adjourn Meeting

- a. F. Hart made a motion to adjourn the board meeting at 7:58 p.m.
- b. P. Nguyen seconded the motion.
- c. Meeting was adjourned

Respectfully submitted,

Sherri O'Neil
ASTECC Board Clerk