

**The Learning Center Board Meeting Minutes**  
**March 15, 2017**

**Minutes by: Cyndee Zeck/Christy Kearce**

**Board Members:** Cindy Perini, Marlene Sotelo, Christy Kearce, Brian John, Dr. Jack Scott

**Guests in attendance:** Lelis Rossique, Ruthie Bunkelman, Stacie Routt, Zayra Chin, Cyndee Zeck, Michael Miller, Francis Barrientos, Connie Hare

Meeting was called to order at 6:36 pm

Minutes - approval tabled until later in the meeting

**President's report:**

-Update – Prior year FY15 audit by the State – appeal of findings was granted. Debi Johnson, former executive director was instrumental in winning the appeal by providing time and documentation to the school.

-M- Motion to approve gift card for Debi Johnson

-M- Jack Second- Brian For- All

- Audit of FY16 was performed by the State and findings were made during the October 2015 period. Information

has already been submitted to the AG to explain the situation at school with administration in the hospital at the time. For the February period of 2016 the State's auditor commented that TLC was the best school he had seen so far. The issue continues to be out of field teachers. Each September and January TLC will approve out of field teachers so the issue does not arise again. TLC Board of Directors must complete this approval so the school does not have to rely upon the PBCSD to approve teaching out of field.

-Conflict of Interest Policy- item was previously emailed to all Board members and is being brought forward based on a recommendation by the school's external auditor. Each Board member must certify that they are in compliance with this policy.

-M- Motion to approve conflict of interest policy

-M- Jack Second- Brian For- All

-Grant Policy- current policy needed review per district comment that the policy needed to state compliance with Federal Guidelines.

-M- Motion to approve conflict of interest policy

-M- Brian Second- Marlene For- All

-After Care/Summer Camp- Our budget meeting brought to light summer camp and aftercare budgets. TLC employees have 7 students which may participate in

either aftercare, summer camp or both. TLC employees are provided some of these services at a 50% discount. This needs to be addressed for budget purposes. This policy was put in place initially due to an emergency situation. The PBCSD does not provide these types of discounts. We want to go back to prior policy. Implementation would occur for this summer camp of 2017 and next school year aftercare program starting in August 2017. The proposed phase out of the discount would be a TLC employee discount of 20% for FY18 and then FY19 has no employee discount for services. It is important to give employees the information as soon as possible for planning purposes as decisions for summer are being made now. Discussion was stopped on this specific topic in order to review the school's budget.

-FY17 Budget Amendment was presented and reviewed. Revenue increase of \$252,820 thousand bringing total revenue projection to \$3,832,210. Increased expenses of \$221,041 bringing total expense projection to \$3,811,942. The anticipation for year end results of operations is a positive change in fund balance in excess of twenty thousand.

-M- Motion to approve the budget with amended rent expenses

-M- Brian Second- Jack For- All

–After Care/Summer Camp discussion continued on staff discounts. Discussion was tabled on providing staff discounts of 20% until the next months meeting.

- The Staff will continue to have the discount until the end of the school year.

#### Budget-

October 2015 audit found something that we might have to be fined \$180,000 for. We will be left over with about \$136,000 after this year.

- WE have 130 students in the month of February
- 71 staff members
- Increase of 11% of health insurance
- We have a positive budget but we need to protect ourselves.

M- Motion to approve the budget with the two changes of the ELS Foundation of 9 payments instead of 10 payments.

M- Motion to approve the budget

M- Marlene Second- Jack For- All

Motion to approve that on individual cases of staff to be allowed a 20% discount for summer camp this summer only, June 2017.

M- Christy Second- Marlene For –All  
Jack abstained

– We will notify the staff so they can prepare themselves for the summer.

**Upcoming Events:**

March 31<sup>st</sup> - 2<sup>nd</sup> Awe in Autism expo  
Matt Savage concert

May 6<sup>th</sup> - Anglers for Autism

Motion to approve the November minutes  
M- Jack Second Marlene For – All

Motion to approve February minutes  
M- Jack Second- Marlene For- All

**Treasurer's report:**

Total Bank accounts: \$233,978.12  
Total accounts receivable - \$53,214  
Current Asset- \$293,050.32  
Motion to approve report-  
M- Marlene Second- Brian For- All

**Principals report:**

School will have a 4 week camp.  
ESY Monday thru Thursday 8:00- 11:00  
Camp- 8:00 – 2:30 After care – till 4:30

Motion to approve the 4 week camp  
M- Jack Second- Marlene For- All

- Control open enrollment next month
- Teacher training
- New student registration
- Interviewing new teachers
- 15 openings of new students
- Honda classic was a success
- Autism speaks walk was very nice
- Classroom pictures are coming up
- The testing began in each of the classrooms
- March 12<sup>th</sup> we had the Pro am
- Sprit week is coming
- Marlene and Erin were a huge help in the trainings
- Pam Minelli worked so hard on the bus grants
- Pods in the hallways are used for transitions for the students.
- Teachers were excited about their teacher baskets

**Foundation report:**

- We saw the pictures of the new sensory garden
- High school will hopefully be open on July 2017

Old Business

New Business

Meeting adjourned 8:29 pm

M- Marlene Second- Brian For- All

Presidents signature: Cynthia H. Perini