

2021 04 20 Tuesday – final reviewed version – 2021 05 19 review

HLA board meeting – by Zoom.

Present: Bernd Liesenfeld, Sharon Sperling, Jacqueline Swank, Bettianne Ford, Sheila Crapo, Non-BOD present Principal Borganelli, Amber Matts, Rebecca Carr, Karen David, Katje Janisch, Bill Karcinski. *Mike Collins not present and has tendered his resignation from HLA BOD after this school year.*

Started / Ended: 4:04pm called to order. Adjourned 5:42 pm.

### Old Business and continuing

- Reviewed February 2021 meeting minutes.
  - Sheila **moved to accept Minutes**, Sharon seconded. All approved.
  - Mike Collins will not require BOD training as his job duties preclude his continuing on HLA BOD.
- School improvements executed and noted.
  - New improvements
    - Picnic tables fundraising started in March and already (virtually) complete. Will have to schedule ordering, delivery and assembly.

### Operational for school, including budget

- Currently 92 B&M students and 13 DA. = 105 total.
- On the state level, FSA has been taking place.
  - FSA testing for upper grades has been on Saturdays (for DA students – the B&M students are during regular school hours), so staff have been working extra hard.
  - School grades are waived by state.
  - 3<sup>rd</sup> grade retentions are not going to be decided by FSA scores, but will rather be at discretion of Principal and parents.
- Kindergarten lottery has been completed. There are 6 siblings and 12 new students from new families.
- Suzanne to attend guardian training in the summer, - this requires shifting meetings to Weds for next while – reflected in scheduling below.
- Grade level parent nights have been taking place – each one is separate this year.
- Robotics camp is being offered (April 24)
- Summer camp is planned (summer is short at only 6 weeks this year).
- Budget items:
  - Low point in budget is to be end of June after dual payroll, at approximately \$65,000 in account.
  - Budget planning:
    - In summary, budget planning is still in early stages due to low clarity on funding from state, especially regarding HB641 rules, direct FTE funding, and CARES type funding. And of course there may be new requirements.
    - HLA does NOT have clarity about DA directives from state. Expectation are that the state will not fund DA students, so it's important that HLA staff communicate with remaining DA families to best plan for their future options.
    - Principal Borganelli will coordinate with various board members that are supporting budget information gathering and compilation. In the absence of updated information from SBAC and state education authorities, the best reasonable plan is to update previous budget information and expectations. Below are assumptions and comparisons to current year incomes and expenditures, noting expected difference between current and expected next year.

- Capital improvements. Compared to the original budget, HLA required \$50k more of capital outlays (QB acct 7400) in School Year 2020-21 (abbreviating as SY20 for current year and SY 21 for next year). Those capital expenditures included upgrades to kitchen, soffits, and then roof. There are no immediately obvious capital expenditure needs for SY21 that are large in scale (above \$10,000). Expected SY21: 50k less required for capital expenditures.
- The after-care program. This program is really important to the users, and as a result it was maintained in spite of being a cash drain. The program is currently (April) closer to pre-pandemic utilization, and it is expected that the program will NOT run a deficit in SY21. Net difference is \$20k less spending for SY21 compared to SY20.
- Basic Instructional Costs. Additional staff members to supplement the grade level teachers were implemented to best serve HLA's population. This cost an extra \$15k for aide wages in SY20 compared to SY19, and it is expected that returning to more normal conditions will see SY21 have about \$10k lower costs than SY20 for extra instructional costs.
- Cleaning expenses were up sharply in SY20. With return close to normal conditions, cleaning services and supplies are expected to be \$10k
- Overall budget revised vs. projected. The revised budget for SY20 sees a negative income of about \$25k, compared to an original expectation of a positive income of \$37k. The significant differences are explained above. Based on analyzing these differences and projecting SY21, with no other changes the budget would project an approximate income (positive) of about \$55k.
- Budget for next year. There is meaningful uncertainty about TSA funding and similar state support revenues, so discussion was begun on how to budget within an uncertain financial environment. There was discussion of a year-end bonus program for staff IF the budget situation does not permit raises for the teaching staff owing to uncertainty about incomes. HLA has a reserve target of 2 months of expenses. Once that's achieved the objective of the non-profit is not to accumulate cash, but to use it to further the educational mission, including by compensating the staff that make HLA succeed.
- Board liaison report follow up:
  - Complaints: re – staff members that were not wearing masks appropriately is now fully resolved.
  - **Board meetings planning.** For the foreseeable future all meetings will be conducted remotely by Zoom or alternate platform.
    - Next board meeting planned for Wednesdays at 4pm by Zoom
      - **May 19 (budget approval).**
      - **June meeting 9<sup>th</sup>.**
    - Note that school calendar goes to June 18<sup>th</sup> this year, so longer than usual.