



**SPECIAL BOARD MEETING  
AGENDA**

**May 5, 2020, 4:00 PM**

[info@creteacademy.org](mailto:info@creteacademy.org) (323-791-1600)

**Conference Line: 712-770-5505; PIN: 173509**

6103 Crenshaw Boulevard, Los Angeles, CA

1. **Welcome**
2. **Public Comment** [info@creteacademy.org](mailto:info@creteacademy.org) (323-791-1600)
3. **Review and Approval of April Board Meeting Minutes** BOARD REVIEW AND VOTE
4. **Mr. Brett Mitchell, COO's transition to Crete Principal** BOARD DISCUSSION AND VOTE  
-Board to vote on position salary
5. **Crete Board Treasurer Election** BOARD DISCUSSION AND VOTE

Public Comment: the meeting location is wheelchair accessible. Speakers needing any disability related or language accommodation should notify the board Secretary a minimum of 24 hours in advance of the meeting to arrange for accommodations, and inform the staff upon arrival.



## REGULAR BOARD MEETING

### AGENDA

**April 22, 2020, 5:00 PM**

[info@creteacademy.org](mailto:info@creteacademy.org) (323-791-1600)

**Conference Line: 712-770-5505; PIN: 173509**

6103 Crenshaw Boulevard, Los Angeles, CA

1. **Welcome**

A welcome from board president was provided- The regular board meeting commenced at 5:04 p.m. and adjourned at 6:23 pm in which a quorum was present. Lisa Jones from CSMC introduced herself as our new school business manager and provided an introduction for her facilitation of the board through March financials.

2. **Public Comment [info@creteacademy.org](mailto:info@creteacademy.org) (323-791-1600)**

No members of the public were present for this meeting.

3. **Review and Approval of January, February, and March Board Meeting Minutes**

Regular Board Meeting- January 29, 2020	BOARD REVIEW AND VOTE
Special Board Meeting- February 18, 2020	
Special Board Meeting- March 10, 2020	
Special Board Meeting- March 20, 2020	

January, February, and March Board Meeting Minutes were motioned for approval and seconded with a unanimous vote of approval.

4. **Crete Board Member Term: Alexander Robinson, Member** BOARD REVIEW AND VOTE  
Board President Election

A motion was approved unanimously for an additional one-year board member term for Mr. Alexander Robinson.

Mr. Alexander Robinson and Mr. Sergio Martus both expressed interest in the Board President position. Following a board member discussion, each member was presented to the board with a motion for election. Six of the seven board members were present for the vote- with a majority vote of three to one for (approval) the election of Sergio Martus to a one-year Board President term.

The board notes this election will require the immediate replacement of the board treasurer position and will schedule a special board meeting (via Doodle Poll) within two weeks of this meeting to discuss and vote on the stated position. After board discussion, this period will allow the full board consideration and review of the treasurer position and its responsibilities prior to the pending vote.

5. **Executive Director Report**

a. **School Climate Update- COVID-19 School Closure Update**

An update provided the confirmation that Crete will remain closed for the remainder of the academic year. Leadership noted that they began to prepare for closure around 3/16 allowing for a smooth transition to remote instruction. An administrator is assigned to every grade level and students are receiving instruction and tech support for the following

LMS systems (Zoom, Class Dojo and Google). Crete staff are serving as tutors and available virtually. Special focus is placed on ELA and Math with computers and hotspots available to all who requested. Participation is approximately 50% regular, 35% sporadic, and the remaining students nonresponsive for participation.

b. **Academic Update**

Testing is postponed this year, academic updated provided in item a. summary.

c. **Operations and Human Resources Update**

During this campus closure, Crete has been able to maintain all but two staff members. All vendors that are not being used during the campus closure, have been contacted to ensure no recurring charges will be incurred during COVID-19 pandemic.

6. **Revised Fiscal Policies and Procedures (Re-visit)**

BOARD DISCUSSION

a. *Edit Use of School Assets- Item #207*

Item #207 (Edit Use of School Assets) in the FP&P document was noted for further revision and discussion prior to approval. The board noted in the meeting held on January 29, 2020 that they would like to continue the discussion on the proposed threshold amount and to update the fiscal policy accordingly.

Feedback from the recent oversight visit recommended the amendment of this section of FPP. The FPP policy has been updated to reflect this recommendation.

7. **Sublease Agreement: Teach to Reach (Re-visit)**

BOARD DISCUSSION

The board requested additional information on this request in consideration of the school site lease and sublease guidelines. Additional considerations discussed at the March 10, 2020 meeting by board and CSMC included liability insurance, Crete oversight, and campus security.

This item is not currently an issue for the board to discuss due to Crete closure because of COVID-19. As the school site lease is up for renewal soon, the school leadership will discuss sublease options to accommodate future considerations of this and future agreements.

8. **Virtual Board Member Retreat**

BOARD DISCUSSION

The board secretary would like to propose to the board the scheduling of a virtual board member retreat to discuss short and long-term goals of the board for Crete Academy. Prior to the shelter-at-home order, it had been increasingly challenging to secure the availability of the entire board for a planning retreat.

Presented by the board secretary, the board agreed to the concept of hosting a virtual board member retreat to discuss board goals for the upcoming year and re-connect as a board. A Doodle Poll will be sent to the board to schedule the retreat by mid-May.

9. **MTD Fiscal Reports:**

BOARD REVIEW AND DISCUSSION

a. *YTD Actual to Budget, Balance Sheet, Check Register*

Lisa Jones from CSMC led the board through the highlights of March Financials with special mention to \$43,000 received in donations. Donations have contributed to providing hotspots for families and chrome books. Additional discussion points included the financial savings expected from vendors and services not rendered due to the school closure (COVID-19). YTD, \$56K up from 2<sup>nd</sup> interims. The board should expect to review an updated budget at the next scheduled regular board meeting.

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