



Board of Trustee Meeting
August 5, 2024 at 7:00pm

Attendees	Dermoth Mattison, Executive Director (ex-officio trustee)	Present
1	Keith Brown (Chair)	Present
2	Kanika Mobley (Secretary)	Present
3	Adel Hageb (Treasurer)	Present virtually
4	Margaret Banks (Trustee)	Present virtually
5	Michelle Haynes (Trustee)	Present
6	Karlene Cowan (Trustee)	Present virtually
7	Kevin Warren (Trustee)	Present
8	Arturo Cuchillas (Trustee)	Absent

Meeting Agenda

1. Welcome
2. Call to Order and Roll Call
 - a. July Board Meeting called to order at 7:30 pm
3. Approval of June Meeting Minutes
 - a. Kevin Warren motions to approve the June meeting minutes. Adel Hageb seconded. Motion carries.
4. Public Comment Period
 - a. No public comments
5. Executive Director’s Report
 - a. Finance (w/ Board Treasurer)
 - June financial statement as of 6/20/24 prior to audit
 - Revenue improved by \$56K
 - Expenses improved by \$13K (Attributed to savings with instructional salaries)
 - OTP expenses increased by \$63K (Attributed to contracted services,

student activities and culture, and utility bills from Church Ave.)

- Surplus of \$4387 year end
- Net surplus from inception: \$14,065
- Initial feedback from auditors stated everything looked on track
- Full audit will take place in August
- Kevin Warren Motion to accept the unaudited year-end financial report. Michelle Haynes seconded. Motion carried.

b. Facility

- 82 Carlton Ave site :
- Partitions installation completed
 - AC installation completed
 - 85% of painting completed
 - 80% of network infrastructure installation completed

c. Operations

- New Student recruitment: 136 current students
 - Fully enrolled
 - Kindergarten: 87
 - 1st Grade: 102
 - 2nd Grade: 80
- Staff recruitment
 - Near fully staffed
 - Ongoing phone and in-person interviews
 - Current vacancies: Art teacher & Music teacher
 - New teachers start on 8/12/24
 - Returning teachers start on 8/19/24
- Kevin Warren Motions to Accept the Executive Director's report. Michelle Haynes seconded. Motion carries

6. Adel Hageb resignation from board

- a. Kevin Warren motions to accept Adel Hageb's resignation from board and treasurer position. Karlene Cowan seconded. Motion carries.

7. Acceptance of Karlene Cowan as interim treasurer

- a. Michelle Haynes Motion accept Karlene Cowan as interim treasurer. Kevin Warren seconded. Motion carried.

8. . Resolution to Approve Lease Addendum

- a. Kevin Warren Motion to Approve the resolution to approve lease addendum. Michelle Haynes seconded. Motion carries.

9. Adjournment

- a. Kevin Warren motions to adjourn the meeting. Michelle Haynes seconded. Motion carries.

- Meeting adjourned at 8:35 pm