



**LOTUS SCHOOL FOR EXCELLENCE BOARD MEETING
Minutes**

Date: 03/07/2019

Time: 5:30 PM (Mountain Time)

Place: Executive Director's Office; 11001 E Alameda Ave Aurora, CO 80012

Board Members in attendance:

Mr. Don Knapp, President
Mr. Nursen Konuk, Vice-President
Ms. Joe Peters, Treasurer
Mrs. Angela Velez-Reyes, Secretary
Mrs. Nuran Yilmas, member

Additional attendees:

Mr. Tim Farmer, Attorney
Mr. Bart Skidmore, CPA

Executive Director:

Mr. Michael Hecker

Agenda: (Motioned by Joe for agenda approval, seconded by Nursen, Agenda adopted)

- ✓ Call to order
- ✓ Pledge of allegiance
- ✓ Public comments: None

- ✓ Board comments: both Don and Angela commented on their experiences at attending the Annual Charter League Conference and how valuable it is.

- ✓ LSE Financial Report (see attached financial memo for more detail)
 - Bart's highlights:
 - General fund balance is 335K
 - The lag in % of revenue is due to the mill levy distribution of funds not revenue.
 - LSE's proposed budget will be given to the board at April's meeting
 - LSE is undergoing a PARA audit with no for-seen problems

- ✓ Executive Director's Report (see attached memo for more details):



- Mr. Hecker's highlights:
 - Current enrollment 880 students
 - Construction / Renovation completion date is 3/27/2019
 - Ribbon cutting ceremony for the new building addition is 4/11/2019 at 4:30 pm.

✓ Action Items:

- Joe brought forth a motion to amend January's board minutes upon Mr. Heckers request.
- Nursen seconded the motion and it was unanimously approved.
- Nursen brought forth a motion for February's board minutes to be revised. Joe seconded, unanimously approved
- Nursen brought forth a motion to start executive session to discuss Mr. Heckers performance evaluation, for retainment purposes, for the next 2019-2020 school year. Angela seconded Executive Session (closed to public pursuant to C.R.S. & 24-6-402(f)) unanimously approved. Started at 6:25 pm.
- Joe motioned and Don seconded for the Executive Session to end, unanimously approved, ended at 7:20.
- Joe motioned for the approval of the Executive Director's employment agreement, Nursen seconded, unanimously approved.
- Joe motioned to offer Mr. Hecker an employment contract good for one year for the 2019-2020 school year with a salary increase to 120k contingent on the following criteria:
 - Executive Director will have professional development training.
 - The contracted Executive Director salary is non- negotiable

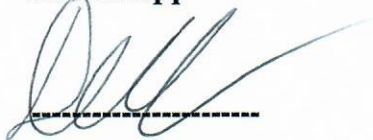
✓ Discussion Items:

- The next board meeting to be held on 4/11/2019 at 5:30
- LSE board meetings will take place every 1st Thursday of the month starting in May.
- Mr. Hecker verbally agreed to the contract renewal.
- Don motioned for the adjournment of the meeting; meeting adjourned at 7:36 pm.

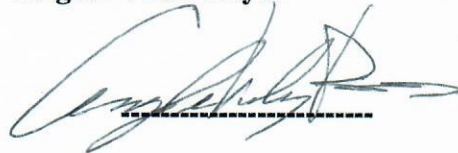


LOTUS
SCHOOL FOR EXCELLENCE

Board President:
Don Knapp

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Board Secretary:
Angela Velez-Reyes

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MEMORANDUM

TO: BOARD OF DIRECTORS

FROM: MICHAEL HECKER, ED.S. - EXECUTIVE DIRECTOR

SUBJECT: MONTHLY SCHOOL REPORT

DATE: MARCH 7, 2019

- **Topic: Enrollment**
 - Goal: 880 students with schedules by August 2019
 - Action: Lottery Day procedural changes, enrollment predictability model
- **Topic: Safety**
 - Goal: All required emergency drills occur in 2018-19
 - Action: New Emergency Drill schedule, emergency drill procedures rewrite
- **Topic: Instruction**
 - Goal: Focus on standards-aligned lessons
 - Action: Ongoing staff training on standards implementation, ANET 1-1 coaching, Walk-throughs, mini-observations
- **Topic: Assessment**
 - Goal: Focus on standards-aligned assessments
 - Action: ANET Assessments training, future department focus, checks for understanding aligned with standards
- **Topic: School Culture**
 - Goal: All voices and/or perspectives are heard, mutual respect, constructive relationships and trust abound
 - Action: Open-door policy, Instructional Leadership groups (Elem-BLT, Sec-Blt), recent Board surveys of parents and teachers, future Breakfast with Principal, focus group meetings with staff/students/parents
- **Topic: Athletics**
 - Goal: Inclusive, comprehensive, growing program
 - Action: Spring Sports beginning, more sports added, Dynamic Basketball and Cheer Club sports, Basketball B team Champions!
- **Topic: Curriculum**
 - Goal: Standards-aligned curriculum for all grades and for all subjects
 - Action: Departments determining curricular needs (data-based), curriculum adoption schedule to be set

MEMORANDUM

TO: LOTUS FINANCE COMMITTEE/BOD
FROM: BART SKIDMORE, CPA, MBA – FINANCIAL CONSULTANT
SUBJECT: 2019 JANUARY FINANCIAL NOTES
DATE: MARCH 7, 2019

The following is a discussion of the January 31, 2019 Financial Statements:

FY 18-19 Budget:

Overall, we are projecting a General Fund Balance increase of approximately of \$335K. All Fund expenditures were 50.31% of budget through January 31, 2019 vs. 58.2% for the same period last year. All Fund revenues were 55.68% of budget through January vs. 61.9% for the same period last year. The 2018 Mill Levy distribution began in January with payments continuing equally through June causing a slight drag on the revenue % vs budget.

Balance Sheet Analysis:

The School's current cash position at 1/31/19 was \$372.5K more than the same period last year. At January 31, 2019, Lotus held approximately \$1,959,662 in cash compared with \$1,587,205 on January 31, 2019. Other current assets increased approximately \$56.8K (Grants Receivable). Current liabilities increased \$15.8K over the prior year due to accounts payable.

FY20 Draft Budget RECAP with no changes:

- 1) Teacher/staff average pay increases of 10.7%
- 2) Tuition support up to \$50,000
- 3) Health insurance premium coverage increase of 5%
- 4) All other expense categories increasing by 3%
- 5) The resulting impact is a surplus of \$190K
- 6) Full year of debt service principal and interest; \$615K
- 7) No proposed capital projects

Our goal is to submit a draft budget to APS by 4/15/2019. LSE can adjust this budget and submit a final to APS by 5/15/2019.

Calendar Year 2017 PERA Audit:

Lotus was randomly selected by PERA to undergo an audit for 2017. This process is underway and we should have the results within the month.

Legislative Update:

I have been monitoring the Legislative Bills being introduced and their progress. Currently there is nothing of significance that would materially impact Lotus. I encourage you track these bills at : <https://www.chalkbeat.org/2019-bill-tracker/>.

Please let any finance committee members know if you have any questions.