

BOARD OF DIRECTORS MEETING MINUTES

July 31, 2017

Call to Order / Roll Call

President/CEO Margaret Fortune called the meeting to order at 4:09 pm. Board Secretary Michelle Grace called the roll:

Eleanor Brown: PRESENT Paulette Brown Hinds: PRESENT Bertha Gorman: PRESENT
Scott Loehr: ABSENT Rick Rubino: PRESENT Ollie Watson: ABSENT

Quorum reached.

Adoption of Agenda

Member Rubino made a motion to adopt the agenda as published.

Member Gorman seconded.

Roll call vote:

Brown: AYE Brown Hinds: AYE Gorman: AYE Rubino: AYE

Motion carried.

Public Comment

None heard.

Approve Minutes from June 8, 2017 Meeting

Member Brown made a motion to approve the June 8, 2017 Meeting Minutes.

Member Brown Hinds seconded.

Roll call vote:

Brown: AYE Brown Hinds: AYE Gorman: AYE Rubino: AYE

Motion carried.

Ratify 2017-18 Contracts Totaling \$100,000 or More

Chief Financial Officer Bonnie Bensen presented the item. Due to the timing of the Board meeting happening after the order needed to be placed with the respective vendors to ensure receipt of the goods and services before the first day of the 2017-18 school year, these items are being considered for ratification. Dell Technology: this purchase in the amount of \$134,000 covers a new server for Hardy Brown College Prep, a new server for Rex & Margaret Fortune Early College High School, as well as new staff computers for her employees and Chrome Books to move students in testing grades 3-9 to a 1:1 ratio and maintain the 3:1 ratio for students in grades K-2. Moxie Mechanical: this \$175,000 contract covers the HVAC replacement at William Lee College Prep and Ephraim Williams College Prep. The replacement of the units will result in increased energy efficiency, which enabled Prop 39 Clean Energy Funds to be used. Telepacific: this contract covers the telephone system replacement across the organization for each site, including the home office, which will allow for the integration of all locations onto one Voice Over IP (VOIP) system. There is no cost for the replacement equipment, however, the monthly reoccurring charges will be \$8000 before the high school service is added (\$96,000) however, once the high school lines are added, the total annual costs will exceed the \$100,000 threshold.

Member Rubino made a motion to ratify the contracts for Dell Computers, Moxie Mechanical and Telepacific.

Member Brown seconded.

Brown: AYE Brown Hinds: AYE Gorman: AYE Rubino: AYE

Motion carried.

Renew Contract with Creative Visualization Technology Consulting for 2017-18

Chief Financial Officer Bonnie Bensen presented the item. Fortune School of Education Chief Financial Officer Bonnie Bensen presented the item. Creative Visualization Technology (CVT) has been Fortune's IT provider for several years. CVTC's team consists of three individuals who visit the sites according to a daily schedule, including two trips per month Hardy Brown College Prep. They assist in starting up new schools, ordering equipment as needed and providing support for all sites within the organization. They handle maintenance, troubleshooting and customer service, as well as special events hosted by Fortune School of Education. Staff is very satisfied with their performance and recommends renewing the contract.

Member Gorman made a motion to renew the contract with Creative Visualization Technology Consulting for 2017-18.

Member Brown Hinds seconded.

Roll call vote:

Brown: AYE Brown Hinds: AYE Gorman: AYE Rubino: AYE

Motion carried.

Renew Contract with Revolution Foods for 2017-18

Chief Financial Officer Bonnie Bensen presented the item. Fortune School of Education conducted a bid process for its school meal services. Fortune School students participate in Universal Breakfast, the National School Lunch Program, and Universal Supper. Three vendors were identified as preliminary candidates; after telephone interviews and site visits were conducted, the field of candidates was narrowed to two. After robust staff presentations that included meal tasting, discussion around increased parent and student nutrition education expectations for 2017-18, and a dedicated customer service representative to handle Fortune's account, staff recommends Revolution Foods as the vendor for 2017-18.

Member Gorman made a motion to renew the contract with Revolution Foods for 2017-18.

Member Rubino seconded.

Roll call vote:

Brown: AYE Brown Hinds: AYE Gorman: AYE Rubino: AYE

Motion carried.

Approve Houghton Mifflin Harcourt Textbook Purchases for 2017-18

Chief Financial Officer Bonnie Bensen presented the item. Two years ago, Fortune adopted Houghton Mifflin Harcourt (HMH) curriculum for English Language Arts and mathematics. In grades K-4, there is a need to purchase HMH consumables for all classrooms and textbooks for newly-added classrooms. HMH is currently working on pricing for the needed curriculum and related materials for 2017-18. With that said, the request of the Board is to approve entering into a contract with HMH in an amount not to exceed \$150,000 to purchase additional textbooks and materials needed in grades K-4.

Member Brown made a motion to approve the purchase of textbooks through Houghton Mifflin Harcourt for 2017-18.

Member Brown Hinds seconded.

Roll call vote:

Brown: AYE Brown Hinds: AYE Gorman: AYE Rubino: AYE

Motion carried.

Approve Revisions to Fortune School of Education’s Document Retention and Destruction Policy

Chief Financial Officer Bonnie Bensen presented the item. After researching the retention requirements for corporate and other records as required by the Sarbanes-Oxley Act, it has become evident that some files that were earmarked as “permanent” retention actually have a finite period of time they must be retained, and can be confidentially disposed of once that period of time has passed. To keep the volume of archived files at a manageable level, staff has revised the Document Retention and Destruction Policy to allow the confidential disposal of files as appropriate.

Member Brown made a motion to approve the revisions to Fortune School of Education’s Document Retention and Destruction Policy.

Member Rubino seconded.

Roll call vote:

Brown: AYE Brown Hinds: AYE Gorman: AYE Rubino: AYE

Motion carried.

Information Item: Light of the Valley Church Lease for Rex & Margaret Fortune Early College High School

Chief Financial Officer Bonnie Bensen presented the item. At the April, 2017 meeting the Board approved entering into a lease with Light of the Valley Church to serve as the temporary site for Rex & Margaret Fortune Early College High School. The lease negotiations have concluded, the lease has been signed, and Fortune has early possession of the site to perform technology installation and light tenant improvements to prepare the site for the first day of school on August 23, 2017.

Information Item: Suicide Prevention Policy Update

Chief Operating Officer Michelle Grace presented the item. This item was first brought to the Board in June, 2017. Since receiving the Board’s feedback on the policy in June, staff has workshopped the policy against what other local agencies have developed to help ensure the policy ultimately adopted is comprehensive and can direct Fortune’s staff development around this important issue. In addition, members of the Fortune staff will attend a training presented by the El Dorado County SELPA entitled “Responding to Threats of Suicide and Harm” to further inform and educate the team on recognizing the signs of a student in crisis, appropriate interventions, and the ways in which reports of self-harm should be addressed. The Board will be kept abreast of progress related to the development of this policy.

There being no additional business, the meeting was adjourned at 4:58pm.

Submitted by,



Michelle Grace
Board Secretary