

# MIRUS EDUCATION

*dba Mirus Secondary School*

(A California Non-Profit Public Benefit Corporation)

*Debbie Giaquinta – Chairperson*

*Denise Shields – Member, Aaron Smith - Member*

## ANNUAL BOARD OF DIRECTORS MEETING MINUTES

**Wednesday, June 20, 2018, 1:00 PM**

**Topaz Resource Center ▪ 14135 Main Street, Suite 203, Hesperia, CA 92345**

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### 1.0 OPEN SESSION (1:00 PM)

1.1 Call to Order *Giaquinta called the meeting to order at 1:14pm*

1.2 Roll Call *Members present were Aaron Smith, Denise Shields and Debbie Giaquinta.*

1.3 Establishment of Quorum *The following directors, constituting a quorum of the Board were present at the meeting: Aaron Smith, Debbie Giaquinta and Denise Shields. Giaquinta made a motion to establish quorum. Smith seconded the motion.*

Ayes –3 Nays –0 Abstain –0, Motion Approved

Support Staff Present –Lynne Alipio and Mary Bixby

1.4 Pledge of Allegiance *Giaquinta led all in the Pledge of Allegiance*

1.5 Approval of Agenda *Giaquinta made a motion amend the agenda by moving up item 6.2. Smith Seconded the motion.*

Ayes –3 Nays –0 Abstain -0, Motion and Agenda Approved

### 2.0 PUBLIC COMMENT

If you would like to participate in public comment, please complete a speaker card and submit it to Staff. Public comment for items of interest to the public and within the scope of the Mirus Education Board (non-agenda) shall be no longer than two (2) minutes. Speakers may not yield their time. In accordance with the Brown Act, no discussion or action may occur regarding items that are not on the agenda at this time but it is the Board's prerogative to briefly respond or give direction to staff. All public comment will be heard at this point in the agenda as ordered below. Public comment for agenda items shall be no longer than three (3) minutes. Speakers may not yield their time. Each agenda item being commented on will have a maximum of 20 minutes allotted and each non-agenda item will have a maximum of 10 minutes allotted. If necessary, the Board Chair may equivalently decrease the time for each speaker in order to stay within the allotted maximum.

2.1 Non-agenda Public Comment *There were no comments from the public*

2.2 Agenda Items Public Comment *There were no comments from the public*

### 3.0 CLOSED SESSION

3.1 Board Chair Announcement Regarding Closed Session Items *Giaquinta announced agenda items and moved to closed session at 1:18pm*

3.2 Public Comment on Closed Session Items *There were no comments from the public*

### MOVE TO CLOSED SESSION

#### 3.2.1 Conference with Real Property Negotiators

Pursuant to California Government Code section 54956.8:

Property: APN# 8474-007-031

Agency Negotiator: Mary Bixby, Lynne Alipio

Negotiating Properties: Plaza West Covina LP

Under Negotiation: Terms of Lease

### 3.2.2 Public Employment

#### 3.2.2.1 Founder, President and Chief Executive Officer

**RETURN TO OPEN SESSION** *Returned to open session at 1:26pm*

### 3.3 Report out of action taken in closed session, if any.

*Giaquinta reported no action taken during closed session*

## 4.0 ADMINISTRATIVE ITEMS

### 4.1 President's Report

**4.1.1** Suicide Research *Bixby provided a description of the work currently being conducted to research and implement practices and trainings for student suicide prevention*

**4.1.2** Presentation of Mentor Projects *Bixby updated the Board on the purpose and ongoing progress of the Fellows project that will cumulate with a presentation ceremony in July*

**4.1.3** Graduation Numbers *Bixby reviewed the numbers of Mirus graduates for 2017-2018*

**4.1.4** Marketing Efforts *Alipio discussed the strategic focus of ongoing marketing efforts and importance of capturing enrollment early in the school year*

**4.1.5** SSP-Audeo Prop Z Building Update *Bixby provided an update on the current occupancy status and build out progress of the Prop Z Building in Mission Valley*

### 4.2 Strategic Plan Update

#### 4.2.1 Mirus Secondary School

4.2.1.1 School Participation Report for the period of 2017-2018 Month 7 - 11:  
12/18/17 – 5/4/18

*The Board Reviewed the School Participation Report for Months 7-11*

## 5.0 CONSENT AGENDA

All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board votes on them. The President recommends approval of all consent agenda items.

### 5.1 Approval of Meeting Minutes for February 26, 2018, March 21, 2018

*Giaquinta made a motion to approve the Feb 26 Meeting Minutes. Smith seconded the motion.*

Ayes –3 Nays –0 Abstain –0, Motion Approved

### 5.2 Consent Action Items Specific to Mirus Secondary School

#### 5.2.1 Ratification of the Annual Review of the Resource Supervision Policy 3280

*Smith made a motion to approve the Ratification of the Annual Review of the Resource Supervision Policy. Shields seconded the motion*

Ayes –3 Nays –0 Abstain –0, Motion Approved

#### 5.2.2 Approval to Renew Authority to Establish Bank Accounts and Invest Surplus Funds Resolution

*Giaquinta made a motion to approve Renew Authority to Establish Bank Accounts and Invest Surplus Funds. Shields seconded the motion*

Ayes –3 Nays –0 Abstain –0, Motion Approved

#### 5.2.3 Approval of 2018-2019 Pupil Attendance Calendar

*Smith made a motion to approve the 2018-2019 Pupil Attendance Calendar. Giaquinta seconded the motion*

Ayes –3 Nays –0 Abstain –0, Motion Approved

#### 5.2.4 Approval of the Consolidated Application for

5.2.4.1 2018-2019 Certificate of Assurance

5.2.4.2 2018-2019 Protected Prayer Certification

5.2.4.3 2018-2019 LCAP Federal Addendum Certification

5.2.4.4 2018-2019 Application for Funding

*Giaquinta made a motion to approve items 5.2.4.1 through 5.2.4.4. Smith seconded the motion*

Ayes –3 Nays –0 Abstain –0, Motion Approved

**5.2.5 Approval of 2018-2019 Board Meeting Dates**

Wednesday, October 17, 2018, Wednesday, February 20, 2019, Tuesday, June 25, 2019

*Smith made a motion to approve the 2018-2019 Board Meeting Dates. Shields seconded the motion*

Ayes –3 Nays –0 Abstain –0, Motion Approved

**6.0 ACTION ITEMS**

6.1 Approval of Lease Renewal for APN # 8474-007-031 as Presented in Item 3.2.1

*Shields made a motion to approve the lease renewal. Giaquinta seconded the motion*

Ayes –3 Nays –0 Abstain –0, Motion Approved

6.2 Acceptance of Resignation of Board Member Mary Bixby Effective February 27, 2018

*Giaquinta made a motion to accept the resignation of board member Mary Bixby effective February 27, 2018.*

*Shields seconded the motion.*

Ayes –3 Nays –0 Abstain –0, Motion Approved

6.3 Approval for the Compensation Comparability Study for the Founder, President and Chief Executive Officer Position

(Mary Bixby left the room.)

*Giaquinta made a motion to approve the Compensation Comparability Study. Smith seconded the motion.*

Ayes –3 Nays –0 Abstain –0, Motion Approved

6.4 Board Chair Oral Report Regarding Salary and Benefits under Contract for Founder, President and Chief Executive Officer Position

(Mary Bixby left the room.)

*Chairperson Giaquinta, presented and read out loud the Oral Report Regarding Salary and Benefits under Contract for Founder, President/Chief Executive Officer.*

6.5 Approval of Employee Contract for Founder, President and Chief Executive as Presented in Item 3.2.2

(Mary Bixby left the room.)

*Giaquinta made a motion to approve the Contract for Founder, President and Chief Executive as presented in Item 3.2.2. Smith seconded the motion.*

Ayes –3 Nays –0 Abstain –0, Motion Approved

6.6 Approval of 4.29% base salary increase for 2018-2019 in the amount of \$1,405.04 representing the amount authorized under Section A.3 of the Founder, President and Chief Executive Officer Employment Agreement (Mary Bixby recused herself and left the room.)

*Smith made a motion to approve 4.29 % base salary increase for 2018-2019 in the amount of \$1,405.04*

*representing the amount authorized under Section A.3 of the Founder, President and Chief Executive Officer Employment Agreement. Shields seconded the motion*

Ayes –3 Nays –0 Abstain –0, Motion Approved

6.7 Approval of Email Retention Policy

*Shields made a motion to approve Email Retention Policy. Giaquinta seconded the motion*

Ayes –3 Nays –0 Abstain –0, Motion Approved

6.8 Approval of Grade Level Determination Policy

*Smith made a motion to approve Grade Level Determination Policy. Giaquinta seconded the motion*

Ayes –3 Nays –0 Abstain –0, Motion Approved

6.9 Approval of the Resolution to Amend the Conflict of Interest Code

*Shields made a motion to amend the Conflict of Interest Code. Giaquinta seconded the motion*  
Ayes –3 Nays –0 Abstain –0, Motion Approved

6.10 Approval of Increase to Base Compensation for Certificated and Classified Employees for Fiscal Year 2018-2019 as outlined in the Board Report

*Shields made a motion to approve Increase to Base Compensation for Certificated and Classified Employees. Giaquinta seconded the motion*

Ayes –2 Nays –0 Abstain –1 (Smith), Motion Approved

**6.11 Action Items Specific to Mirus Secondary School**

**6.11.1** Approval of FY 2017-18 Second Interim Report

*Shields made a motion to approve FY 2017-18 Second Interim Report. Giaquinta seconded the motion.*

Ayes –3 Nays –0 Abstain –0, Motion Passed

**6.11.2** Review the FY 2017-18 May Revised Budget Assumptions and Approval of FY 2017-18 May Revised Budget. *The Board reviewed the FY 2017-2018 May revised budget assumptions and Smith made a motion to approve FY 2017-18 May Revised Budget. Giaquinta seconded the motion.*

Ayes –3 Nays –0 Abstain –0, Motion approved

**6.11.3** Review the FY 2018-19 Preliminary Operation Budget Assumptions and Approval of FY 2018-19 Preliminary Operation Budget

*The Board reviewed the 2018-2019 Preliminary Operation Budget Assumptions. Shields made a motion to approve the 2018-2019 Preliminary Operation Budget Assumptions. Giaquinta seconded the motion*

Ayes –3 Nays –0 Abstain –0, Motion Approved

**6.11.4** Approval of FY 2018-19 Education Protection Account (EPA) Resolution and Expenditure Plan

*Shields made a motion to approve FY 2018-19 EPA Resolution and Expenditure Plan. Giaquinta seconded the motion.*

Ayes –3 Nays –0 Abstain –0, Motion approved

**6.11.5** Approval of the 2018-2019 Local Control and Accountability Plan and Annual Update

*Smith made a motion to approve 2018-19 LCAP. Giaquinta seconded the motion*

Ayes –3 Nays –0 Abstain –0, Motion Approved

**6.11.6** Approval of Local Control Accountability Plan Every Student Succeeds Act Federal Addendum

*Smith Made a motion to approve LCAP ESSA Federal Addendum. Shields seconded the motion*

Ayes –3 Nays –0 Abstain –0, Motion Approved

**7.0 BOARD ANNOUNCEMENTS AND COMMENTS**

From time to time, the board has topics of interest that they would like to share with the community. These are informational in nature and do not require action.

*No additional announcements or comments were made members of the board*

**8.0 ADJOURNMENT**

*Smith made a motion to adjourn the meeting at 2:43pm. Giaquinta seconded the motion*

Ayes –3 Nays –0 Abstain –0, Motion Approved

