

**Minutes:** Connections Education Center Meeting Board of Directors  
**Date:** 7-27-18  
**Notetaker:** Jason Portman/recorder  
**Attendees:** Directors – Sonia Kay, Michael Kridel, Scott Strochak, , Jay Huebner, Stephen Padula (by phone)  
 Others – Debra Johnson, Jason Portman  
**Absent:** Directors – Elinor Siklossy, Tara Saltzman

<b>Call To Order</b>	<b>Board Member: Sonia Kay</b>	<b>Time: 9:0`0 am</b>
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**INTRODUCTIONS**

Introductions were made

**PUBLIC COMMENTS**

Notes: No Public Comments made at this Board Meeting

**BOARD MINUTES**

**Topic** Board Minutes **Presenter** Sonia Kay  
**Discussion** Approval of Board Minutes from Board Meeting 6-29-18

Motion Made	Motion Second	Board Members In Favor	Board Members Opposed
Michael	Scott	Unanimous	None

Notes: None

**Topic** Board Minutes **Presenter** Sonia Kay  
**Discussion** Approval of Board Minutes from Board Meeting 7-20-18

Motion Made	Motion Second	Board Members In Favor	Board Members Opposed
Michael	Scott	Unanimous	None

**TREASURER'S REPORT**

**Topic** Treasurer's Report **Presenter** Jason Portman  
**Discussion** Review Monthly Financial Statements

Motion Made	Motion Second	Board Members In Favor	Board Members Opposed
Michael	Scott	Unanimous	None

**Notes:**

Jason explained that we will proceed forward with reviewing Budget vs Actual and the reports submitted to District for board meetings. Michael asked for clarification as to why there is a difference in gross revenue in the GASB and the budget vs actual. Although not materially different, it should be the same and should be fixed. Jason will consult with Bill Hunter to reconcile. Mr. Kridel noted that while Connections has made progress in reporting financials there is still progress to be made in more consistent reporting. Suggestion made to meet with Bill Hunter and Michael Kridel to review internal controls. Motion made to Accept Budget vs Actual for the operating budget for the period 7/1/17-5/31/18 accepted as presented with acknowledgement of the variations of revenues and other items from the GASB.

**PRINCIPAL'S REPORT**

**Topic** Staffing & Student Update  
**Discussion** Changes & Updates  
**Result(s)** Under 2018 – 2019 Update

**Topic** School Year 2018-2019 Update  
**Discussion** Updates  
**Result(s)** For the 2018-2019 School Year : all teachers hired, 1 Para-Professional needs to be hired (interviewed candidate yesterday  
 Theme for the year will be "Communication"  
 Current enrollment is at 63  
 Open House: Saturday, August 11<sup>th</sup>  
 Review of PBC Youth Service Department grant will begin in October.

**FY 18 Final Budget Amendment**

**Topic** FY18 Budget **Presenter** Jason Portman  
**Discussion** Final Budget Amendment for FY18

Motion Made	Motion Second	Board Members In Favor	Board Members Opposed
Michael	Jay	Unanimous	None

**Notes:** A discussion took place about why there is a need to amend the budget retroactively. Jason explained that he works on projections and cash flow and Ellen and Bill work on the reconciliation. This final budget amendment is a District requirement. Jay asked for clarification on 7100/Board of Directors. Jason explained what services goes into this line item. Asked for clarification on 7400. Jason explained the difference between 7400 and 7900. Jay asked about revenue and expenditures and whether they should equal out. Michael explained that it is fine to show a positive balance because you should be building financial security for future expenditures. Motion to Approve Final Budget Amendment FY18 made by Michael.

OLD BUSINESS

Topic **1310 Old Congress Building Update** Presenter Jason Portman  
Discussion Status Update

Motion Made	Motion Second	Board Members In Favor	Board Members Opposed
N/A	N/A	N/A	N/A

Note

No update at this time. We continue to have issues with timeliness and quality of issues are brought to their attention. Scott asked whether we were keeping track of issues. We have copies of all emails/correspondence.

OLD BUSINESS

Topic **1188 Marine Drive** Presenter Jason Portman  
Discussion Status Update

Motion Made	Motion Second	Board Members In Favor	Board Members Opposed
N/A	N/A	N/A	N/A

Notes:

No update at this time. Steve will follow-up and report for next meeting.

OLD BUSINESS

Topic **Board Expansion** Presenter Sonia Kay  
Discussion By-Laws & Governance

Motion Made	Motion Second	Board Members In Favor	Board Members Opposed
N/A	N/A	N/A	N/A

Notes:

New by-laws vote tabled. Will be put on next meeting agenda for approval so that corrections can be made.

OLD BUSINESS

Topic **Corrective Action Plan** Presenter Jason Portman  
Discussion Corrective Action Plan Update

Motion Made	Motion Second	Board Members In Favor	Board Members Opposed
N/A	N/A	N/A	N/A

Notes: Please see treasurers report and review of monthly financials. FY19 budget projections for fundraising and grants are on target

OLD BUSINESS

Topic **Grants / Development Plan** Presenter Jason Portman  
Discussion **Grants / Development Plan**

Motion Made	Motion Second	Board Members In Favor	Board Members Opposed
N/A	N/A	N/A	N/A

Notes: New grants are in the process of approval.

OLD BUSINESS

Topic **Explanation of funding streams/student** Presenter Jason and Debi  
Discussion Explained how funding is based on Matrix level of each student. Explained that when developing the budget for the next year we project using the mean of what we are given per student. Explained how classes are developed and therapy caseloads are assigned.

## NEW BUSINESS

**Topic** Professional Contract Approval for Accounting Services  
**Presenter** Soni  
**Discussion** Accounting Contract

Motion Made	Motion Second	Board Members In Favor	Board Members Opposed
Michael	Steve	Unanimous	None

Notes:

Explanation regarding the contract that Steve signed as board chair in FY17. Motion made to ratify the previously accepted professional service contract between Connections and Hunter and Simmons for Accounting services dated July 1, 2017

## NEW BUSINESS

**Topic** FY 18 Audit Engagement Letter  
**Presenter** Soni  
**Discussion** FY 18 Audit Engagement Letter

Motion Made	Motion Second	Board Members In Favor	Board Members Opposed
Michael	Steve	Unanimous	None

Notes:

Board discussion that this is a 1-year contract with Infante and Company with the added responsible person from Infante. Motion made by Michael to approve the Audit Engagement Contract for the audit of FY18.

## FUNDRAISING / MARKETING REPORT

**Topic** Sunshine Fund  
**Discussion** Initiated Sunshine Fund for FY18 to assist in supporting staff throughout the year. Last year the amount was \$450/board member. Discussion whether this was adequate. Michael explained that most boards have some type of financial commitment that varies in most organizations.  
**Result(s)** Will add this expectation to the Board of Directors Manual when it is adopted.

**Topic** Next Board Meeting Date Change  
**Discussion** Change to Thursday, August 23<sup>rd</sup> at 6:00 at Padula, Bernardo, and Levine due to conflicts the previous date of 8/24/18.  
**Result(s)** Meeting date: Thursday, August 23<sup>rd</sup> at 6:00 at Padula, Bernardo, and

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Topic **Paperwork disseminated at board meetings**  
 Discussion Michael brought up that we need to make sure that materials disseminated at board meetings be collected from guests at the end of each meeting.  
 Result(s) Will add to policies

**CALENDAR**

	Next Board Meeting August 23, 2018 at Padula, Bennardo, Levine 6:00pm

<b>Call To Adjourn</b>	<b>Board Member: Sonia Kay</b>	<b>Time: 10:10 am</b>
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<b>Minutes Approved:</b>	<b>Board Member:</b> <i>Sonia L. Kay</i>	<b>Date:</b> <i>8/23/18</i>
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