



Five Keys Charter School
Education, Employment, Family, Recovery, and Community

Board of Directors Meeting Minutes

Monday, November 20, 2018 – 3:30 PM

This meeting was held at 120 14th St., San Francisco, CA 94103

Board Members
- Delia Ginorio
- Freya Horne
- Tijanna Eaton
- Vicky Hennessy
- Suzy Loftus
Staff Members
- Steve Good

1. Call to Order & Roll Call		Time																														
The meeting was called to order by Delia Ginorio.		3:41 PM																														
a. Roll Call / Attendance																																
<table border="1"> <thead> <tr> <th>Member</th> <th>Present</th> <th>Absent</th> </tr> </thead> <tbody> <tr> <td>Delia Ginorio</td> <td align="center">✓</td> <td></td> </tr> <tr> <td>Freya Horne</td> <td align="center">✓</td> <td></td> </tr> <tr> <td>Suzy Loftus</td> <td></td> <td align="center">✓</td> </tr> <tr> <td>Tijanna Eaton</td> <td align="center">✓</td> <td></td> </tr> <tr> <td>Vicki Hennessy</td> <td align="center">✓*</td> <td></td> </tr> </tbody> </table> <p>*Departed at 4:45 PM Also in attendance: Steve Good (staff), Kelly Ellis and Trevor Skelton (EdTec)</p>			Member	Present	Absent	Delia Ginorio	✓		Freya Horne	✓		Suzy Loftus		✓	Tijanna Eaton	✓		Vicki Hennessy	✓*													
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b. Approval of Agenda:																																
Motion: Freya Horne Second: Delia Ginorio Vote: 4-0																																
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c. Consent Calendar:																																
i. Minutes: September 17, 2018 ii. Check Registers: September, October 2018 iii. Credit Card Registers: September, October 2018																																

Motion: Freya Horne
 Second: Delia Ginorio
 Vote: 4-0

Member	Yay	Nay	Abstain	Absent
Delia Ginorio	✓			
Freya Horne	✓			
Suzy Loftus				✓
Tijanna Eaton	✓			
Vicki Hennessy	✓			

2. Public Comment

No members of the public were present who wished to address the Board.

3. Director’s Report

Steve Good, executive director, presented the Director’s Report, which included updates on the following:

- Benefits Open Enrollment
- ADA Update
- Payroll/PTO
- New Tablets Contract
- Attendance Waiver for 11/16
- Navigation Center
- Social Media/Marketing
- Women’s Trailer
- Local Indicators
- Grants and Contracts

Please refer to the full Director’s Report for additional details.

4. Action Items

a. Approval of Local Indicators for Dashboard

Board members reviewed the draft narrative and indicators to be submitted up to the state for the CA Dashboard.

Motion: Freya Horne
 Second: Delia Ginorio
 Vote: 4-0

Member	Yay	Nay	Abstain	Absent
Delia Ginorio	✓			
Freya Horne	✓			
Suzy Loftus				✓
Tijanna Eaton	✓			
Vicki Hennessy	✓			

b. Approval of Navigation Center Contract

Board members reviewed the contract between Five Keys and the City and County of San Francisco to operate the 125 Bayshore Navigation Center through August 31, 2020.

Motion: Freya Horne
Second: Delia Ginorio
Vote: 4-0

Member	Yay	Nay	Abstain	Absent
Delia Ginorio	✓			
Freya Horne	✓			
Suzy Loftus				✓
Tijanna Eaton	✓			
Vicki Hennessy	✓			

c. FY 2017-18 Audit

Trevor Skelton, EdTec, presented the results of the FY 2017-18 audit prepared by Squarmilner. Board members reviewed the audit, asked clarifying questions, and voted to accept the results of the audit.

Motion: Delia Ginorio
Second: Freya Horne
Vote: 4-0

Member	Yay	Nay	Abstain	Absent
Delia Ginorio	✓			
Freya Horne	✓			
Suzy Loftus				✓
Tijanna Eaton	✓			
Vicki Hennessy	✓			

d. FY 2018-19 1st Interim Financial Report

Trevor Skelton, EdTec, walked board members through the 1st Interim Financial Report. Board members reviewed, asked clarifying questions, and voted on approval of the report.

Motion: Freya Horne
Second: Delia Ginorio
Vote: 4-0

Member	Yay	Nay	Abstain	Absent
Delia Ginorio	✓			
Freya Horne	✓			
Suzy Loftus				✓
Tijanna Eaton	✓			
Vicki Hennessy	✓			

5. **Discussion Items**

- Trevor Skelton, EdTec, presented updated financials for the 2018-19 Fiscal Year, including updated forecast and cash flow projections.

6. Closed Session – Labor Negotiations (4:48 PM)

7. Report back from Closed Session (4:55 PM)

- No action was taken during Closed Session.

8. Adjournment

The next board meeting was tentatively scheduled for Tuesday, January 29, 2019 at 3:30 PM.

Meeting adjourned by Delia Ginorio, Board Chair, at 4:59 PM.