



SCHOOL of EXCELLENCE  
in EDUCATION

**Board of Directors Regular Meeting**  
**Tuesday, February 11, 2014 at 6:00pm**  
1826 Basse Road, San Antonio, Texas 78213 (Location 2<sup>nd</sup> Floor)

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**Minutes**

**1. OPENING PRAYER**

A. Board Secretary opened in prayer.

**2. MEETING CALLED TO ORDER**

A. Pledge of Allegiance & “Our Creed” – Students from Dr. David Copeland Elementary/  
Dr. David Walker Intermediate

B. Roll Call, Establishment of Quorum

- i. Board President opened at 6:11pm and called role. In attendance were Mr. Joe Martinez, and Mrs. LaVergie Washington. Board President noted that Dr. Yasan Gooding and Mr. Lee Phillips would be absent. In attendance Superintendent, Dr. Matthews.

The following were also in attendance:

- |                    |                        |
|--------------------|------------------------|
| 1. Ringney H. Mena | 8. Cristen Darden      |
| 2. Yvette Munoz    | 9. Sheilda Madkins     |
| 3. Debbie Benton   | 10. Alma R. Garza      |
| 4. Angel E. Perez  | 11. Serrita Dumas      |
| 5. Laura Neitzel   | 12. Tami Cavanaugh     |
| 6. K.E. Knox       | 13. Teresa Johnson     |
| 7. Deborah Maurer  | 14. John Anthony Brown |

**3. ACKNOWLEDGEMENT OF VISITORS TO BE HEARD**

A. No visitors to be heard.

**4. GOVERNANCE – Dr. Matthews**

A. Discussion of the 2012-2013 Annual Financial and Compliance Audit Report – Mr. Knox & Garza/Gonzalez Associates

- i. Garza/Gonzales Associates went over the Financial Statement, Financial Compliance report, and the Report on the Conduct of the Audit. Also, the Audit Summary that summarizes both reports that covers the full audit.
- ii. The audit is due to TEA by January 28<sup>th</sup>; however, there were some issues wherein it was not submitted, but the district did submit a *Draft Financial Statement* to TEA.
  1. The final report will be submitted to TEA and they did not believe there would be any findings, as long as it's submitted 30 days after the January 28<sup>th</sup> date.
- iii. “Annual Financial Report” the auditors are issuing an *Unmodified Opinion* on the financial statements, which is what the district has received in previous years,



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- which states there are no significant deficiencies, no material weaknesses or noncompliance findings to be reported.
- iv. *Net Assets at August 31, 2013* as of now the district has \$3,416,105, and it shows the district has increased by \$265,419.
  - v. *Debt* – This year the district has entered into a Capital Lease Agreement for Copiers of \$105, 603. The *Principal Outstanding at Aug. 31, 2013* is \$89,607 and that is a new line of debt to the district. Line of Credit for \$600,000. However, as of August 13<sup>th</sup> there are no other outstanding balances.
  - vi. They went over the *Budgetary Comparison* that went over the overall budget for the 2012-2013 school year to include the budget amendments. The district was under by \$227,000.
  - vii. Board President asked about the *Actual Expense*, which was \$13.6 million, which the representative noted they are the total from Grants, General fund, Food Service, and Debt Service fund.
    1. Board President asked what the *Debt Services* covered, which she explained were the funds used pay the district bonds.
    2. She noted that everything should be included because they are a charter school, but right now there are only those three funds. Those show you are still keeping in your budget range.
      - a. Mr. Gonzalez noted that all funds operating need to be included in your budget.
  - viii. Dr. Matthews asked since it shows a large variance does TEA know that, which they explained that the *Management Letter* will be included, but not this particular piece unless it's requested by TEA.
  - ix. Mr. Martinez noted that the board is only seeing a limited amount of the audit, and they are limited on commenting on management, which the auditors agreed.
    1. However, they gave them their best opinions like the variances of the budget and including all funds.
    2. Mr. Martinez didn't feel it was showing everything, which Mr. Gonzales explained that there is the actual budget that compares the three funds (specifically on page 19). It shows all expenditures and findings. The only area not complete is "*Final Amended Budget*" because they don't list at the *Federal Funds*.
    3. Mr. Martinez asked how many changes were made during the year (and when) and what was your total. The auditors explained the amendments were made throughout the school year.
    4. Mr. Martinez asked about the figures were not clear, which the auditors explained that is what TEA it wants reported. They noted you give what the board approves. However, Mr. Martinez noted on page 19 it should show the full budget.
      - a. TEA requires that the budget you report to them is what the board approved in the beginning. They explained that the report does not include the Federal Funds, which Mr. Martinez noted is what should be included.



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5. However, Board President noted that the auditors explained that for the 2014-2015 budget to include every fund. The budget they currently have was worked correctly in the final numbers; however, they only recommended that in the future to include all funds.
- x. Board President asked what specifically Mr. Martinez had an issue with, which Mr. Martinez noted that at last year's audit there were errors on the last report. They are now receiving another report with the figures (they are different), but there are other documents that point out differences. He explained he doesn't have a problem with the combination of the numbers.
  1. Dr. Matthews did make note that in the future both the *General* and *Federal* budgets will be approved by the board meeting.
- xi. Auditors went forward to report that there were some difficulties with the bank reconciliations not being ready in a timely manner, which took longer for the audit to be completed.
  1. They also were given some of the issues that the district has addressed with the board, and what they are planning to do in the future.
- xii. Mr. Martinez did give an apology to everyone and explained he did not mean to offend anyone, only to point out an issue.
- xiii. Auditors noted that they have the structure and timeline to address those issues, and if they come up again next year, then it will be a problem.

## 5. CAMPUS HIGHLIGHTS

### A. Elementary & Intermediate - (Kelley Elementary/Copeland Elementary/Walker Intermediate/Burch Intermediate)

- i. Kelley
  1. Principal Garza announced that students were in Poteet, TX at the UIL. Every campus came out winning. Kelley had 7 ribbons and 10 medals.
  2. Today the Kinders went to the Rodeo, but did end short due to rain and icy conditions. The Rodeo has provided them with a free trip every year!
  3. They are holding Five STAAR informational meeting with parents.
  4. They are celebrating Black History Month, Valentine's Day, and Friendship Day. Also, celebrating 100 days of schools!
- ii. Burch
  1. Principal Neitzel announced they received first place and second place winners at the UIL. They worked hard and did a great job! They are hoping for more wins on this upcoming weekend (Borne, TX).
- iii. Copeland/Walker
  1. Principal Perez announced his winners at UIL, and he noted that the SEE did a great job and probably could have taken the whole tournament.
    - a. He also recognized Mr. Brown one of his 5<sup>th</sup> Grade teachers and coaches to the students.

### B. Secondary - (Saenz JH/Hawkins HS/Lee Academy)

- i. Mrs. Madkins announced that they have students attending UIL this weekend, and the following weekend students will be attending TAME.



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- ii. They have a UTSA writing project where teachers came to assist students. Afterschool tutorials are taking place as well.
  - iii. Board Secretary asked that the campuses really publicize the students that announces the winners of the UIL.
- C. Board President asked again if there were any visitors to acknowledge that might want to speak to the board, as he thought there was a gentlemen that did. However, no one came up to speak.

## 6. FINANCIAL REPORT

### A. Monthly Financial Report – January 2014

- i. General Fund, Food Service, and Grants Revenues there was a total of \$1.095 million.
- ii. Expenditures were a total of \$1.117 million.
- iii. Net Decrease - (\$21,900) these are encumbered funds, which are funds that have not been paid out and will go out next month.
- iv. Depreciation \$40,841
- v. Month of January there was a Decrease to Fund Balance After Depreciation of – (\$62,831)
- vi. For the year the district is running at revenue and under budget at 40%.

### B. Cash Flow Report – January 2014

- i. Deposits of \$995,00
- ii. Withdrawals –(\$1.163 million) due to three payrolls in January, so cash was higher
- iii. Net Decrease for the Month –(\$168,000)
- iv. Ending Balance \$1.316 million
- v. Total Cash \$2.127 million

## 7. GOVERNANCE

### A. District Enrollment/Attendance Report

- i. Ms. Benton reported the period January 16-February 5, 2014 where Walker had the highest attendance and Hawkins was the lowest attendance.
- ii. Year-to-date 95.6% for attendance
- iii. Mobility Rate for the District is \$25%
  - 1. Dr. Matthews noted you want low 5-10%, but the numbers are not too bad in comparison to other districts.

### B. Discussion of the resolution to close the School of Excellence campuses and facilities and to excuse and pay for employee absences caused by such closure.

- i. Dr. Matthews read over the resolution and clarified to the District and Board that they are not closing the district. He noted it's for closure of the campuses and facilities due to inclement weather.



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- ii. Dr. Matthews explained that they have a process in place to contact everyone when they must close. They are making up the ice day on the Memorial Weekend Monday.

**8. CONSIDERATION OF ACTION ITEMS**

- A. Consideration and take possible action to approve the 2012-2013 Annual Financial and Compliance Audit Report.
  - i. Board Secretary made a motion to approve the 2012-2013 Annual Financial and Compliance Audit Report. Mr. Martinez second the motion. Board President called for a vote, and all Ayes. Motion approved.
- B. Consideration and take possible action to approve the proposed resolution concerning the closure of the School of Excellence in Education campuses and facilities and to excuse and pay for employee absences caused by such closure.
  - i. Board Secretary made a motion to approve the proposed resolution concerning the closure of the School of Excellence in Education campuses and facilities and to excuse and pay for employee absences caused by inclement weather in the amount of \$7,600. Mr. Martinez second the motion. Board President called for a vote, and all Ayes. Motion approved.

**9. CONSIDERATION/APPROVAL OF CONSENT ITEMS**

- A. Consideration and take possible action to approve the minutes for November 12, 2013 Regular District Board Meeting
- B. Consideration and take possible action to approve the minutes for December 17, 2013 Regular District Board Meeting
  - i. Board Secretary made a motion to approve the minutes for November 12, 2013 Regular District Board Meeting and the minutes for December 17, 2013 Regular District Board Meeting. Mr. Martinez second the motion. Board President called for a vote, and all Ayes. Motion approved.

**10. CLOSING PRAYER AND ADJOURNMENT**

- A. Board President adjourned at 8pm, and Board Secretary closed in prayer.

Respectfully Submitted,

Darcelle McDougald  
Executive Administrative Assistant  
Friday, May 9, 2014

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Recommendation of Administration: It is the recommendation of the administration for the Board of Trustees to approve the minutes for February 11, 2014 District Board Meeting.

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Dr. Kenneth Matthews, Superintendent

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Patrick Britton, President



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Dr. Yasan Gooding, Vice President

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LaVergie Washington, Secretary

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Joe H. Martinez, Board of Director

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Lee Phillips, Board of Director