



Five Keys Charter Schools
Education, Employment, Family, Recovery, and Community
Board of Directors Meeting Minutes

Thursday February 22, 2024 at 3:30pm

Hybrid meeting held in person at 120 14th Street, SF, CA 94103
 and via teleconference

Board Members
- Tijanna O. Eaton
- Freya Horne
- Sunny Schwartz
- Delia Ginorio
- Paul Miyamoto
Staff Members
- Steve Good

1. Call Charter School Meeting to Order & Roll Call	Time																		
The meeting was called to order by Tijanna Eaton, Board Chair	3:41 pm																		
1a. Roll Call / Attendance & Establishment of Quorum																			
<table border="1"> <thead> <tr> <th>Member</th> <th>Present</th> <th>Absent</th> </tr> </thead> <tbody> <tr> <td>Tijanna O. Eaton</td> <td align="center">✓</td> <td></td> </tr> <tr> <td>Delia Ginorio</td> <td align="center">✓</td> <td></td> </tr> <tr> <td>Sunny Schwartz</td> <td align="center">✓</td> <td></td> </tr> <tr> <td>Freya Horne</td> <td></td> <td align="center">✓</td> </tr> <tr> <td>Paul Miyamoto</td> <td align="center">✓</td> <td></td> </tr> </tbody> </table> <p>Quorum established at 3:42pm.</p> <p>Additional Attendees addressing the board: Steve Good (staff), Amy Cullen (staff), Brian Holmes (EdTec) and Peter Laub (EdTec)</p>	Member	Present	Absent	Tijanna O. Eaton	✓		Delia Ginorio	✓		Sunny Schwartz	✓		Freya Horne		✓	Paul Miyamoto	✓		3:42pm
Member	Present	Absent																	
Tijanna O. Eaton	✓																		
Delia Ginorio	✓																		
Sunny Schwartz	✓																		
Freya Horne		✓																	
Paul Miyamoto	✓																		
2. Closed Session:																			
<ul style="list-style-type: none"> a. Section 54957.6: Conference with Labor Negotiators b. Section 54956.9 Conference with Legal Counsel Regarding existing or anticipated litigation 																			
3. Report out of Closed Session on any action taken:	3:48pm																		
<ul style="list-style-type: none"> • Tijanna Eaton reported there was no action taken during closed session. 																			
4. Consent Calendar																			
<ul style="list-style-type: none"> a. Approval of Consent Calendar <ul style="list-style-type: none"> i. Approve Agenda ii. Approval of Minutes from Public Board Meeting: December 12, 2023 iii. Approve Credit Card Registers - November & December 2023 iv. Approve Certificated Staff Additional Pay (Stipend, ADDPN) - since December 2023 v. Approve School Certificated Management Salary Schedule 																			
<p><u>Approval of Consent Calendar</u> Motion: Sunny Schwartz Second: Delia Ginorio</p> <p>Steve Good noted that in addition to the credit card register and certificated staff ADDPN, there is an item on the Consent calendar to approve School Certificated Management Salary Schedule, based off the board approved budget and COLA increase</p> <p>Request for Public Comment: no request for public comment Board Comment: no board comment</p> <p>Vote: 4-0-0-1</p>																			
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Member	Yay	Nay	Abstain	Absent															
Tijanna O. Eaton	✓																		
Delia Ginorio	✓																		

Sunny Schwartz	✓					
Freya Horne					✓	
Paul Miyamoto	✓					

Consent calendar approved at 3:51pm.

5. Approval of Check Register: November & December 2023																																																
Approval of Check Register Motion: Sunny Schwartz Second: Sheriff Miyamoto Request for Public Comment: There is no request for public comment Board Comment: Board Chair announced the Unicorn Authors Club program details Vote: 3-0-1-1	Member	Yay	Nay	Abstain	Absent		------------------	-----	-----	---------	--------		Tijanna O. Eaton	✓					Delia Ginorio	✓					Sunny Schwartz			✓			Freya Horne				✓		Paul Miyamoto	✓				Check approved at 3:53pm.						3:53pm
6. ABIDE Council Report to the Five Keys Board of Directors																																																
- Please refer to the ABIDE Council’s full report for full details - The board of directors celebrated the ABIDE Council’s impact, including Student Council Advisory Committee and asked the intended number of council members and asked how those students are selected - Tim Long mentioned students are referred by their teachers and are open to all interested but there are no active members yet						3:54-4:02pm																																										
7. UESF Updates to the Five Keys Board of Directors																																																
- Tierra Allen provided an update about UESF - we are approaching 3 years of bargaining the classified CBA, usually the typical length of a contract. - members long for clarity on how to be promoted within their unit, how to have their education reflected in their salaries and how they can receive fair compensation conducive to working in a professional environment - UESF reports that 75% of grievances are outstanding in the Special Education dept.						4:02-4:04pm																																										
8. Public Comment																																																
- Karla Munoz, identified herself as a staff at Boyle Heights Youth Technology Center, offered public comment offering concern about the inability to reach a Classified contract agreement.						4:05-4:07pm																																										
9. Director’s Report																																																
Steve Good, President & CEO: - Please refer to the full Director’s report for full details - Announcement of Corecia Davis as incoming CHRO and plan to release Richard Abbatte, Labor Relations Consultant						4:08-4:43pm																																										

<ul style="list-style-type: none"> ● Credentialing update, including a review that Five Keys has spent \$708,628.53 to date on the credentialing program ● Shared Career Technical Education posters revised recently ● Ashley Koch, Chief Education Officer, reviewing: <ul style="list-style-type: none"> ○ Five Keys in Differentiated Assistance / CSI status for graduation rate, but direct result of 1-year graduation cohort exception revoked (same situation for all DASS Schools) and plan for creating an action plan to adopt strategies that will address this ○ WASC Mid-Cycle Report is due June 1, will overlap with the committee work being done with DA status ○ Teacher on Special Assignment as Department Heads of English, Math, Science and Social Sciences receiving positive feedback from principals and teachers ○ March 29th the school will have a 1-day virtual professional development ○ There is a grade level moratorium that will go into place in order to stabilize the testing cohort for CAASSP, students will not be promoted between 10th grade and 11th/12th grade ○ Mid-Year LCAP Review including defining our student demographics to identify subgroups including Adult English Learners (just an example), as well as credits earned to date since that is the data point Five Keys uses to quantify student progress noting that the smaller population in Five Keys Charter School makes the statistical analysis in that LEA strongly influenced by individual situations at the limited site-based sites. CASAS gains in math are one particularly good piece of news. <ul style="list-style-type: none"> ■ CAO to share raw data with the Board of Directors to be shared internally but it has identifiable student data so it cannot be shared publicly ■ Board asked about the status of programming in custody - CEO Steve Good noted that we are still significantly lower in custody in our footprint in both regions; related to staffing shortages among sworn custody staff and the critical mass of students unavailable to make pre-COVID site-based programs resume ○ Previewed the SBAC policy to be voted on during [next month's] Action Items ○ Suggested minor edits to the ISP board policy to be voted on during [next month's] Action Items ● Steve Good will bring to the Board of the Directors at the next meeting to adopt a resolution that will allow any person who retires from the Five Keys Charter School side of programming with 10+ years tenure to be eligible for 1 year of health insurance upon retirement with the intention of applying this as an extension to the family of a founding teacher posthumously 	
10. Discussion/Informational Items	
<p>EdTec presented financials including:</p> <ul style="list-style-type: none"> ● Steve Good summarized that FY 22-23 was a 'break even' year mostly because of unanticipated one-time funding related to COVID ● the concern about the FY 23-24 is a universal concern among all public schools in CA because of the worry of a fiscal cliff and statewide budget cuts ● Brian Holmes presented the school budget forecast to be a negative \$2.5M as we move toward next year <ul style="list-style-type: none"> ○ Governor is forecasting a 0.76% COLA possibility and has not guaranteed it; this is number that has been 7% in the past ● Brian Holmes presented the draft of the Five Keys audit with no major edits expected: <ul style="list-style-type: none"> ○ almost \$1.3M added to the school budget as a result of the auditing process ○ school-specific we met all requirements with no concerns ○ no material findings ● Steve Good reminded the Board of Directors to complete the Form 900 by April 1st 	<p>4:43- 4:53pm</p>

11. Action Items

a. Approve 22-23 Annual Audit

Motion: Sunny Schwartz
 Second: Delia Ginorio

Request for Public Comment: there is no request for public comment
 Board Comment: none

Vote: 4-0-0-1

Member	Yay	Nay	Abstain	Absent
Tijanna O. Eaton	✓			
Delia Ginorio	✓			
Sunny Schwartz	✓			
Freya Horne				✓
Paul Miyamoto	✓			

5:04pm

FY 22-23 Audit approved at 5:04pm.

b. Approve SARC Reports for Five Keys Independence High School and Five Keys Charter School.

Motion: Delia Ginorio
 Second: Sheriff Paul Miyamoto

Request for Public Comment: none
 Board Comment: none

Vote: 4-0-0-1

Member	Yay	Nay	Abstain	Absent
Tijanna O. Eaton	✓			
Delia Ginorio	✓			
Sunny Schwartz	✓			
Freya Horne				✓
Paul Miyamoto	✓			

5:05pm

SARC for INDH and FKCS passed at 5:05pm.

c. Approve Updated Corporate Resolution of Executorial Authority Granting Signing and Authority to Conduct Business, including the ability to negotiate employee contracts and salary for Five Keys Schools and Programs

Motion: Sheriff Miyamoto
 Second: Delia Ginorio

Request for Public Comment: no request for public comment
 Board Comment: none

Vote: 4-0-0-1

Member	Yay	Nay	Abstain	Absent
Tijanna O. Eaton	✓			
Delia Ginorio	✓			
Sunny Schwartz	✓			
Freya Horne				✓
Paul Miyamoto	✓			

5:06pm

Updated Resolution of Corporate Executorial Authority passed at 5:06pm.

d. Approve and Adopt Board Meeting Report Code of Conduct

Motion: Sheriff Paul Miyamoto

Second: Delia Ginorio

Request for Public Comment:

- Tierra Allen said that the union would like to see this agenda and would like to make sure this is not an intent to suppress the union’s voice as UESF will be impacted by this policy.
- Matthew Milton said that while the union messages are not always positive, the goal is to give a report from the Union’s perspective

Request for Board Comment:

- Steve Good commented that this is a representation of the same policy from the prior meeting and that it’s not intended to suppress any agendized board report
- Steve Good named that the policy protects the right to dissent and provide a difference of opinion
- Sunny Schwartz noted that the Board does not wish to censor anyone, just to make transparency the intention for integrity and professionalism

Vote: 4-0-0-1

Member	Yay	Nay	Abstain	Absent
Tijanna O. Eaton	✓			
Delia Ginorio	✓			
Sunny Schwartz	✓			
Freya Horne				✓
Paul Miyamoto	✓			

5:12pm

Board Meeting Report Code of Conduct passed at 5:12pm.

e. Approve COO (Formerly Deputy Executive Director) Employment Agreement Renewal / Review

Motion: Sheriff Miyamoto

Second: Sunny Schwartz

Request for Public Comment: there is no request for public comment

Request for Board Comment: none

Vote: 4-0-0-1

Member	Yay	Nay	Abstain	Absent
Tijanna O. Eaton	✓			
Delia Ginorio	✓			
Sunny Schwartz	✓			
Freya Horne				✓
Paul Miyamoto	✓			

5:13pm

COO Employment Agreement Renewal / review passed at 5:13pm.

f. Approve CEO Performance Evaluation Salary COLA 1%

Motion: Delia Ginorio

Second: Sunny Schwartz

Request for Public Comment: no request for public comment

Request for Board Comment: none

Vote: 4-0-0-1

Member	Yay	Nay	Abstain	Absent
Tijanna O. Eaton	✓			
Delia Ginorio	✓			
Sunny Schwartz	✓			
Freya Horne				✓
Paul Miyamoto	✓			

5:14pm

CEO Salary COLA 1% passed at 5:14pm.

12. Adjournment of Charter School Meeting

Motion: Delia Ginorio

Second: Sheriff Paul Miyamoto

Request for Public Comment: none

Vote: 4-0-0-1

Member	Yay	Nay	Abstain	Absent
Tijanna O. Eaton	✓			
Delia Ginorio	✓			
Sunny Schwartz	✓			
Freya Horne				✓
Paul Miyamoto	✓			

5:16pm

Meeting adjourned at 5:16pm.