



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

Board of Directors Meeting Minutes

Tuesday, February 5, 2019 – 5:30 PM

This meeting was held at 1 Dr Carlton B Goodlett Pl Room 456, San Francisco, CA 94102

Board Members - Delia Ginorio - Freya Horne - Tijanna Eaton - Vicky Hennessy - Suzy Loftus Staff Members - Steve Good
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1. Call to Order & Roll Call		Time																														
The meeting was called to order by Delia Ginorio, Board Chair.		5:43 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></td> <td align="center">✓</td> </tr> <tr> <td>Suzy Loftus</td> <td align="center">✓</td> <td></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>Also in attendance: Steve Good (staff) 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:																																
<p>Motion: Suzy Loftus Second: Delia Ginorio Vote: 4-0</p> <table border="1"> <thead> <tr> <th>Member</th> <th>Yay</th> <th>Nay</th> <th>Abstain</th> <th>Absent</th> </tr> </thead> <tbody> <tr> <td>Delia Ginorio</td> <td align="center">✓</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Freya Horne</td> <td></td> <td></td> <td></td> <td align="center">✓</td> </tr> <tr> <td>Suzy Loftus</td> <td align="center">✓</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Tijanna Eaton</td> <td align="center">✓</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Vicki Hennessy</td> <td align="center">✓</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Member	Yay	Nay	Abstain	Absent	Delia Ginorio	✓				Freya Horne				✓	Suzy Loftus	✓				Tijanna Eaton	✓				Vicki Hennessy	✓				
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c. Consent Calendar:																																
<ul style="list-style-type: none"> i. Minutes: November 20, 2018 ii. Check Registers: November, December 2018 iii. Credit Card Registers: November, December 2018 																																

Motion: Vicki Hennessy
 Second: Suzy Loftus
 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:

- 320 13th St, Oakland Building Purchase
- Instructional Minutes
- Homeless Services Agency Contract
- Classified Union Agreement
- Employee Handbook
- Catastrophic Leave Bank
- Org Chart
- Xerox
- SARC

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

4. Action Items

a. 2017-18 SARC

Board members reviewed the 2017-18 School Accountability Report Card (SARC) for approval.

Motion: Suzy Loftus
 Second: Delia Ginorio
 Vote: 4-0

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

b. Homelessness and Supportive Housing Contracts

Board members reviewed the multi-year agreement between Five Key Schools and Programs and the San Francisco Department of Homelessness and Supportive Housing for the award of \$402,388 for Housing Focused Case Management for approval.

Motion: Vicki Hennessy

Second: Delia Ginorio

Vote: 4-0

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

c. 320 13th Street, Oakland, CA Purchase

Board members reviewed the LOI, and voted on approval for the financing and purchase of the office building at 320 13th Street, Oakland for \$4,200,000.

Motion: Suzy Loftus

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 updates to the 2019-20 state budget, updated forecast and cash flows.

6. Closed Session – Public Employee Performance Evaluation (6:40 PM)

7. Report back from Closed Session (6:46 PM)

- Board members voted to approve updated compensation for members of the leadership team, to include a COLA salary increase for the executive director.

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

8. Adjournment

Meeting adjourned by Delia Ginorio, Board Chair, at 6:48 PM.