

**Optimist Youth Home & Family Services
Charter School Board Meeting
6957 N. Figueroa St.
Los Angeles, Ca. 90042
YLC Board Room**

Meeting Minutes for: Mar. 3, 2014

Call to order: 6:01 p.m. Bill Snyder

Welcome: Bill Snyder

Flag Salute: Dee Gadbury

Roll Call of Members: Bill Snyder; quorum confirmed

Officers in attendance:

Bill Snyder-President

Dee Gadbury, Vice President

Malak Kazan, Secretary

Board Members in attendance:

Dennis Andolsek

Larry Brown

Ted Carter

Pam Duben

Steve Duben

Jesse Fox

Linda McWeeney (PSE Rep.)

Jeff Morris

Linnie Murphy

Richard Niederberg

Past Presidents in attendance:

Terry McWeeney, Immed. Past Pres.

Bill Bertrand

Staff in Attendance:

Doug Buttrick

Crystal Brackin

Sil Orlando

Meeting Agenda:

1. Approval of Agenda Items: Bill Bertrand motion and Dee Gadbury second; approved; no opposition
2. Approval of Minutes from prior Meeting: Richard Neiderberg motion and Ted Carter second; approved no opposition
3. Public Comment on non-agenda items: No public attendees.
4. Public Comment on agenda items: No public attendees

Fiscal Report: Doug Buttrick

Doug Buttrick, CFO reported that Optimist Charter School (Optimist) is projected to achieve a net income of \$15k in FY13-14 compared to the budget of \$116k, resulting in a negative

variance of (\$101k). Much of this was due to expenses for the Charter had been charged to the NPS and we corrected that in January. Nevertheless we project a surplus of \$15K at year's end.

Forecasted average ADA for FY13-14 is 70 based on an enrollment of 78 students and a 90% attendance rate. Enrollment and ADA have been adjusted to P1 Certification totals. These figures are lower than originally budgeted (81 ADA with 90 students enrolled).

Balance Sheet is as follows:

As of January 31, 2014, the school's Cash Balance was \$229k. By June 30, 2014, the school's cash balance is projected to be \$313k.

As of January 31, 2014 the Deferred Revenue balance was \$0.00.

As of January 31, 2014 the Accounts Payable balance, including payroll liabilities, totaled \$393k.

Discussion Items requiring action:

1. Approval of:

- a. Approval of Harrington Group to perform the independent audit for the Charter School at a cost of \$7500.00 This firm is an approved audit firm by LACOE. Steve Duben motion and Richard Niederber second; no opposition

Special Guest Presentation by Paul Landry:

Mr. Landry from LACOE presented a training for all board members on proper filing of the form 700. We need to do annual filings in March of each year. Assuming members and those who might leave the board also need to complete these forms when they come on or leave the board. Paul distributed individual packets to each board member with specific instructions, the form itself, and last year's form where applicable. Forms must be filed directly with his office before the end of March. He will accept scanned completed and signed forms though they must be followed up with a hard copy mailed to his office. The presentation was thorough and easily understood. President Snyder thanked Paul for the excellent presentation.

Meeting Adjournment: 6:54 p.m.

Next Meeting Date: April.7, 2013 at 5:15 PM.

Respectfully Submitted: Malak Kazan, Optimist Charter School Board - Secretary