



# Scottsdale Country Day School

## Minutes of Meeting of the Board of Directors

December 7, 2017 - 4:00 p.m.

10460 North 56<sup>th</sup> Street, Scottsdale AZ 85253

Office of Steve Prahcharov

1. Call to order  
The meeting of the SCDS Board of Directors was called to order at 4:02 p.m. by Board of Director Kathy Prahcharov.
2. Roll Call  
Kathy Prahcharov took roll call with the following board members present: Steve Prahcharov, Kathy Prahcharov, Robert Hill (telephonically). Board member Mary Alpaugh was not present at the meeting. There were no members of the public.
3. Approval of Agenda  
Steve Prahcharov moved to approve the agenda of the Board of Directors; seconded by Robert Hills. The motion passed unanimously.
4. Approval of Minutes  
Steve Prahcharov moved to approve the minutes for the 10.03.17 meeting of the Board of Directors; seconded by Robert Hill. The motion passed unanimously.
5. Limited Call to Public  
There were no members of the public.
6. President Report  
There were no items to report.
7. Headmasters Report
  - a. 5 Year Charter Board Review  
Steve Prahcharov reported that the 5 year charter board review was held on November 9, 2017. The board review went great and the only item that SCDS has to change is the grade level served to KG-7<sup>th</sup> grade which reflects the actual grades served this school year. This is a voting agenda item for today's meeting. Robert Hill congratulated the SCDS team. Report stands as is, no vote necessary.
  - b. FSY18 enrollment update  
Steve Prahcharov reported that SCDS enrollment at the time of the meeting for FSY18 was at 173 students plus one new student starting in January. Students in each grade are KG 40, 1<sup>st</sup>-38, 2<sup>nd</sup> – 20, 3<sup>rd</sup>- 19, 4<sup>th</sup> – 20, 5<sup>th</sup> - 17, 6/7<sup>th</sup> – 19. Report stands as is, no vote necessary.
8. Financial Report
  - a. Notice of \$4,250.00 payment for sharp boards, no outstanding balance  
Kathy Prahcharov reported that there is no outstanding balance due for the sharp board purchase. Report stands as is, no vote necessary.
  - b. Notice of \$12,00.00 purchase for uniforms and TC items  
Kathy Prahcharov reported that \$12,584.08 in purchase authorization were made for uniforms and tax credit products with the SCDS logo. Robert mentioned a typo in the agenda item should read 12,000.00. Kathy Prahcharov confirmed the typo. Report stands as is, no vote necessary.
  - c. FSY17 Audit  
Kathy Prahcharov reported that the annual audit was held on November 6, 2017. The audit went great and there were no significant findings, only a few discrepancies in the sample student data surveyed. Steve Prahcharov congratulated the SCDS team on a good audit. Report stands as is, no vote necessary.
  - d. P&L



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Steve Prahcharov reported that the first and second quarter of the school year was top heavy with large payments such as curriculum and insurance policies. Accounting is working on creating a year to date report. Steve Prahcharov expects a break even in January. Report stands as is, no vote necessary.

## 9. Discussion and Action Items

### a. Grade level change KG-7 for FSY18

Steve Prahcharov recommended approving a grade level change to KG-7 for FSY18. During discussion, Steve mentioned that the grade level actually served should be reflected per the charter board review. Kathy Prahcharov moved to approve the recommendation made by Steve Prahcharov to submit a grade level change to KG-7 for FSY18. Robert Hill seconded. The motion passed unanimously.

### b. Grade level change KG-8 for FSY19

Steve Prahcharov recommended approving a grade level change to KG-8 for FSY19. Kathy Prahcharov moved to approve the recommendation made by Steve Prahcharov to submit a grade level change to KG-8 for FSY19. Robert Hill seconded. The motion passed unanimously.

### c. FSY18/19 Calendar

Steve Prahcharov recommended approving the 2018-19 school year calendar. During discussion, Steve mentioned that the calendar closely follows the SUSD calendar. Kathy Prahcharov moved to approve the recommendation made by Steve Prahcharov. Robert Hill seconded. The motion passed unanimously.

### d. CBI Lease Agreement

Steve Prahcharov recommended approving the FSY 2019-20 lease agreement. During discussion, Steve mentioned that this is the final year of the current lease agreement. In the new lease agreement, the monthly rate would be \$13,750 and is dependent on enrollment on a scale level. The security fee would increase \$250 per month to \$750 a month with another \$250 increase for the second year to \$1,000 a month. There is an option for a third year extension. Kathy Prahcharov moved to approve the recommendation made by Steve Prahcharov. Robert Hill seconded. The motion passed unanimously.

### e. 401K contribution for SCDS staff

Kathy Prahcharov recommended tabling this agenda item until February's board meeting due to unknown revenues and expenses at this time. Steve Prahcharov moved to approve the recommendation of tabling the agenda item. Robert Hill seconded. The motion passed unanimously.

### f. Enrollment Cap Increase from 220 to 260

Steve Prahcharov recommended an enrollment cap increase from 220 to 260. During discussion, Steve mentioned that the facility could accommodate the 260 cap. In FSY18 enrollment is anticipated to reach the 220 current cap with the addition of two classes. Robert Hill moved to approve the recommendation made by Steve Prahcharov to increase the enrollment cap from 220 to 260. Kathy Prahcharov seconded. The motion passed unanimously.

### g. Key man insurance policy for Steve and Kathy Prahcharov

Kathy Prahcharov recommended a key man insurance policy for Steve and Kathy Prahcharov in the amount of \$500,000.00 per person with the benefactor being the charter. During discussion, Kathy Prahcharov mentioned that the monthly rate would be approximately \$100 to ensure both. This would be payable by SCDS. Robert Hill asked what the money would be used for. Steve Prahcharov stated that the money could help hire top management to replace the key member as well as money to buffer any unexpected financial changes during the transition such as a decrease in enrollment. Steve Prahcharov moved to approve the recommendation made by Kathy Prahcharov. Robert Hill seconded. The motion passed unanimously.

### h. SCDS Mailing and Physical Address with Charter

Steve Prahcharov recommended changing the SCDS contact information filed with the charter board to reflect the school facility information. During discussion, Kathy Prahcharov noted that the changes would include mailing and physical address along with any additional contact information such as telephone and fax number. Kathy Prahcharov motioned to approve the recommendation of changing the



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SCDS contact information with the charter board, including mailing and physical address and any telephone or fax number listed. Robert Hill seconded the motion. The motion passed unanimously.

i. Revised FSY18 contract for Youblinka Hartley

Steve recommended a new contract for Youblinka Hartley for the remainder of FSY18. During discussion, Steve Prahcharov stated that Ms. Hartley has been an important member of the office team and often works on project beyond the scope of daily office tasks. Robert Hill noted a concern in having a new contract that does not outline the scope of her work which supports the increase in salary. Robert Hill also noted a concern in creating a base level for future candidates for that position. Steve Prahcharov recommended approving a new contract, in addition to the current contract, with a salary for the technology support she provides. Kathy Prahcharov motioned to approve the recommendation for a new contract, in addition to the current contract, with a salary for the technology support that Ms. Youblinka Hartley provides. Robert Hill seconded the motion. The motion passed unanimously.

j. FSY18/19 Staff Contracts

- i. Erin Stanek
- ii. Amberlie Soderberg
- iii. Isabela Martinet
- iv. Erin Sandler

Steve Prahcharov recommended approving contracts for Erin Stanek, Amberlie Soderberg, Isabela Martinet and Erin Sandler for the FSY19 school year. Robert Hill moved to approve the recommendation which was seconded by Kathy Prahcharov. The motion passed unanimously.

v. Reed Puterbaugh

Steve Prahcharov recommended approving a contract for Reed Puterbaugh for the FSY19 school year. During discussion Steve Prahcharov mentioned that Mr. Puterbaugh had taught a lesson to the 6/7 grade students and was a strong candidate for the subject areas he teaches. Robert Hill asked if there are any possible conflicts. Steve Prahcharov stated that his interactions with Mr. Puterbaugh during various school functions showed him to be an experienced and professional teacher with a passion for teaching. Kathy Prahcharov moved to approve the recommendation which was seconded by Robert Hill. The motion passed unanimously.

## 10. Announcements/Adjournment

- a. Scheduled board meeting date February 13, 2018 at 4 p.m.

Kathy Prahcharov moved to adjourn the meeting; which was seconded by Steve Prahcharov. Motion passed unanimously. The meeting was adjourned at 4:36 p.m.

Minutes prepared by:

\_\_\_\_\_  
Kathy Prahcharov

Date Posted: \_\_12/07/17\_\_ Time Posted: \_\_5:21pm\_\_\_\_\_  
Posted By: Kathy Prahcharov, Director of Operations, SCDS