



AGENDA

HFLI Board of Trustees Meeting

Tuesday, June 29, 2021

9:15am EST/10:15am CST

Notice is hereby given that a Meeting of the Board of Directors of Henry Ford Learning Institute will be held on June 29, 2021 beginning at 9:15AM. **DUE TO COVID-19 EMERGENCY THIS MEETING WILL BE VIRTUAL AND THIS MEETING WILL BE CONDUCTED BY TELEPHONE CONFERENCE AND/OR VIDEO CONFERENCE IN ACCORDANCE WITH THE GOVERNOR'S AUTHORIZATION CONCERNING SUSPENSION OF CERTAIN OPEN MEETING LAW REQUIREMENTS FOR COVID-19 (CORONAVIRUS) DISASTER.**

Members of the public may access the meeting by dialing +1 312 626 6799 or clicking <https://hfli.zoom.us/j/93032030332>

A quorum of members of the Board of Directors will participate in the meeting and will be audible to the public.

Items will not necessarily be discussed or considered in the order they are printed on the agenda below. If, during the course of the meeting, discussion of any item on the agenda should be held in an executive or closed session, the Board will convene in such executive or closed session as permitted by and in accordance with the Texas Open Meetings Act, Texas Government Code Chapter 551.

Roll Call and Quorum Check

Call Meeting to Order

Public Comment

Open Session: Action Items

- a. Review, Discuss and Accept HFLI 2020 Financial Audit
- b. Review and Approve Minutes from Board of Trustees' Meeting on May 18, 2021
- c. Review and Approve Minutes from HFLI Executive Committee Meetings on June 7, 2021



Open Session: Strategic/Discussion Items

- a. Review and Discuss HFLI Year-to-Date Financials
- b. Review HFLI Year-to-Date Dashboard
- c. Review and Discuss Presentation on Governance Analysis by David Phillips, immersive1st
- d. Review and Discuss Possible Organizational Structure for Ford NGL

Schedule of 2021 Board of Trustees' Meetings

August 17, 2021

September 21, 2021

November 16 or 30, 2021

In accordance with the Texas Open Meetings Act (Subchapters D and E of Ch. 551, Texas Government Code), the Board may enter into closed / executive session to deliberate any subject authorized by Subchapter D that is listed on the Agenda for this meeting. Before any closed / executive session is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed / executive session. Any final action, decision, or vote on a subject deliberated in closed / executive session will be conducted in open session in compliance with the Texas Open Meetings Act.

This notice was posted at 4:00pm, June 25, 2021.



MINUTES

HFLI Board of Trustees Meeting

Tuesday, May 18, 2021

9:15am EST/8:15am CST

1. Roll Call, Established Quorum

In Mr. Schmidt's absence, Brent Ott will chair the meeting as Vice Chair, HFLI Board of Trustees. Mr. Ott performed a roll call and determined the following participants:

Trustees Present: Deborah Parizek, Brent Ott, Townsend McNitt

Guests Present: Lisa Kreinbring, Ossama Elroos, and Sonya Nicks of HFLI
Jessica Sanchez of HFA: Alameda School

2. Called Meeting to Order

Mr. Ott officially called the meeting to order at 8:36am Central/9:36am Eastern Standard Time.

Due to the COVID-19 emergency this meeting is virtual, conducted by video conference in accordance with the Texas governor's authorization concerning suspension of certain open meeting law requirements for COVID-19 (coronavirus) disaster.

3. Public Comment

At 4:00pm, May 13, 2021 notice was posted that a meeting of the HFLI Board would be held at this date and time. Mr. Ott called for any public comment. Ms. Parizek confirmed that no requests for public participation were received per Texas Open Meetings Act requirements.

Open Session: Action Items

4. Approved Minutes from Board of Directors Meeting on February 16, 2021

Mr. Ott called for a motion to approve the February 16, 2021 minutes. Ms. Christmas moved. Ms. Parizek seconded. Motion passed.



5. Approved Minutes from HFLI Executive Committee Meetings on March 12 and 14, and May 4, 2021

Mr. Ott called for a motion to approve the March 12 and 14, and May 4, 2021 Executive Committee minutes. Ms. Christmas moved. Ms. Parizek seconded. Motioned passed.

Ms. Parizek shared that she had received informal notice of a grant in support of youth and educators in Detroit, and that another major grant had been moved to the next stage in the process.

6. Approved TEA Submissions Regarding the Impact of Winter Storm Uri

Mr. Ott introduced Ms. Sanchez, who reviewed the need for the submissions:

- TEA Waiver for Winter Storm Uri Submissions
- TEA Waiver for Missed School Days due to Winter Storm Uri
- Resolution to Pay Employees for Missed Days due to Winter Storm Uri

Mr. Ott asked for a motion to approve all three submissions. Ms. Christmas moved. Ms. McNitt seconded. Motion passed.

7. Approved HFA Alameda School 2021-22 Employee Working Calendars

Ms. Sanchez reviewed the three different school employee calendars (school leaders, teachers, academic counselor) determined by work classification for SY2021-22. There will be a 1.5 week Summer Institute for all staff.

Mr. Ott called for a motion to approve the school employee working calendars. Ms. McNitt moved. Ms. Parizek seconded. Motion passed.

8. Approved HFA Alameda School 2021-22 Calendar

Ms. Sanchez introduced the calendar, explained that it reflects alignment to the NAISD calendar with embedded professional development days for staff and return to on-campus/in-person instruction as the primary method of instruction and engagement. SAISD is transitioning to a year-round calendar. Mr. Ott called for a motion to approve the proposed calendar. Ms. McNitt moved. Ms. Christmas seconded. Motion passed.

9. Approved TEA 2021-22 Allotment and TEKS Certification Form

Ms. Sanchez explained that the Board's approval of this form is required to allow her to purchase books and other materials for instruction at HFA Alameda School. Mr. Ott asked for a motion to approve. Ms. McNitt moved. Ms. Parizek seconded. Motion passed.



10. Approved HFA Alameda School Policy on Dual Credit

Ms. Sanchez explained that this policy will address the impact of dual credit grades on high school transcripts, among other concerns. The school's attorneys are currently reviewing it to ensure that there is a fair policy. Mr. Ott asked for a motion to approve the concept of dual enrollment policy, and that it moves to executive committee for final approval. Ms. McNitt moved. Ms. Christmas seconded. Motion passed.

Open Session: Strategic/Discussion Items

11. Provided update on HFA Alameda Campus Facilities (Alameda Theater Sublease Extension, UTSA 2021-22 Lease Extension)

Ms. Parizek provided an overview on the current status of HFA Alameda School tenancy. ATC Board has approved a 1-year extension to the sublease for space on the ATC campus downtown. There are no significant construction or renovation updates (no new funding secured, no start date for construction, no staff to oversee the project, no ongoing design efforts – any current efforts are related to securing the building until the project can resume). The extension provides time to explore alternatives and see if there may be more potential to re-engage in the Fall/Winter of 2021-22. Community leaders remain strongly supportive, but without significant resources. Councilman Trevino is involved in a run-off election (early June) and his continued position is considered critical support for the school.

UTSA is positive about extending the school lease for the downtown campus. No renegotiation of terms is possible without an increase in expense which the school cannot afford. Efforts remain focused on increasing enrollment and continued excellence in programming, including a closer partnership with the college for unique learning opportunities.

12. Provided Superintendent's Update on HFA Alameda School

Ms. Sanchez provided an update on the following:

- Return to School + On-Campus Instruction Plan

Current instruction is through a hybrid model with 25 students on campus. All SA superintendents are making the move to fully on-campus this fall. Currently 12-16 year-old youth can be vaccinated. The school has not changed its mask policy. All adult employees are vaccinated or on track to do so. HFA Alameda School will offer no distance learning options in the fall.

- Senior Class, Graduation, College-going

The school's graduation ceremony will be held on June 8 on the UTSA campus and its staff will support livestreaming the event. College acceptances and received scholarships are strong.

- End of Year Events

Ms. Sanchez shared that this year, it was particularly important to restore some traditional events and milestone experiences for end of the school year. Seniors especially expressed a need to feel



like their senior year is coming to an end. There will be a Senior Prom - held outdoors and with socially distant activities - and the long-awaited Pinning Ceremony, among other on-campus events. The Pinning Ceremony for the Class of 2022 will be held at the beginning of the school year in the fall.

- Recruiting and enrollment projections

Recruitment is going well with 75% submission of intent to return letters. 25 applications have been received. The school will conduct more targeted social media and PR efforts in order to increase enrollment. Local officials are predicting that it may take up to 2 years to restore enrollment to pre-COVID levels. Families are still concerned about what schooling will look like next year across the districts and vaccination rates have slowed.

Schedule of 2021 Board of Trustees' Meetings

June 16, 2021
August 17, 2021
September 21, 2021
November 16 or 30, 2021

Schedule of 2021 Executive Committee Meetings

July 6
August 3
September 7
October 2
November 2
December 7

Adjourned Meeting

Mr. Ott adjourned the Board meeting at 8:57 am Central/9:57 am Eastern.



MINUTES

HFLI Executive Committee Meeting Monday, June 7, 2021

Called Meeting to Order

Mr. Schmidt called the meeting to order at 8:30am.

Members Present: Mike Schmidt, Brent Ott, Deborah Parizek

Strategic/Discussion Items

Reviewed and Discussed HFA Alameda Name and Local Political Changes

Ms. Parizek shared the City Councilman Roberto Trevino lost his most recent election and will be replaced by Mario Bravo, who primarily focuses on environmental concerns. This change will affect public support for the school's presence on the downtown Alameda Theater Campus, but that impact is not yet known. In addition, there may be less pressure to make any immediate name changes. A call with Walter Serna to discuss next steps and position the school with new political leadership is scheduled.

Reviewed June 29, 2021, Board of Trustees' Agenda

Ms. Parizek shared the proposed agenda for the June 29th Board of Trustees meeting, which will focus on significant HFLI concerns – governance analysis and sustainability, possible organizational structure for Ford NGL, the HFLI 2020 financial audit and an update on priority organizational efforts.

Reviewed Possible Organizational Structure for Ford NGL

Ms. Parizek updated the committee on a new possible organizational structure for Ford NGL, a unique version of a Limited Liability Corporation (LLC/L3C). This possibility introduced new questions regarding Board responsibility, use of HFLI's 501c3 status, Ford NGL operational autonomy and tax implications for related business income. There will be a meeting with Paul Bryant of Plante Moran to discuss the financial/tax implications and further discussions with Jennifer Oertel, HFLI's legal counsel.

Mr. Schmidt adjourned the meeting at 9:20am.

Henry Ford Learning Institute (HFLI Central Only)

Financial Statements (YTD)

May 31, 2021

| | <u>May 2021 YTD</u> <u>Actual</u> | <u>HFLI 2021</u> <u>Board</u> <u>Approved</u> <u>Budget</u> | <u>% of</u> <u>Budget</u> | <u>Budget</u> <u>Remaining</u> | |
|---------------------------|--------------------------------------|--|------------------------------|-----------------------------------|---|
| Grants | 170,000 | 740,000 | 23.0% | 570,000 | A |
| Earned Revenue | 86,500 | 305,000 | 28.4% | 218,500 | B |
| Administrative Fees | 50,000 | 200,000 | 25.0% | 150,000 | |
| Interest/Dividends | 5,068 | 25,000 | 20.3% | 19,932 | |
| Other | 183 | 2,500 | 7.3% | 2,317 | |
| Forgiveness of Debt | <u>280,138</u> | <u>0</u> | <u>0.0%</u> | <u>(280,138)</u> | C |
| Total Revenue | 591,890 | 1,272,500 | 46.5% | 680,610 | |
| Wages and Benefits | 392,746 | 930,879 | 42.2% | 538,133 | |
| <u>Other Expenses</u> | | | | | |
| Travel | 29 | 10,433 | 0.3% | 10,404 | D |
| Information Technology | 3,285 | 8,186 | 40.1% | 4,901 | |
| Professional Services | 90,240 | 280,463 | 32.2% | 190,223 | |
| Admin-General | 17,261 | 48,100 | 35.9% | 30,839 | |
| Admin-Office | 9,617 | 31,505 | 30.5% | 21,888 | |
| Marketing & Communication | 530 | 71,375 | 0.7% | 70,845 | E |
| Admin-Staff Developmental | 1,524 | 3,400 | 44.8% | 1,876 | |
| Grants & Scholarships | 0 | 6,000 | 0.0% | 6,000 | F |
| Other Income (Loss) | <u>55</u> | <u>600</u> | <u>9.2%</u> | <u>545</u> | |
| Total Other Expenses | <u>122,541</u> | <u>460,062</u> | <u>26.6%</u> | <u>337,521</u> | |
| Total Expenses | 515,287 | 1,390,942 | 37.0% | 875,654 | |
| Change in Assets | <u>76,603</u> | <u>(118,442)</u> | <u>-65%</u> | <u>(195,045)</u> | |

Comments:

- A. Decrease in Grants due to timing of funds coming in. We have submitted \$695k in grant applications
- B. Decrease in Earned revenue due to programs starting in June.
- C. Increase in Forgiveness of Debt due to the first Paychex Protect Program (PPP) loan being forgiven.
- D. Decrease in Travel due to COVID-19 restrictions.
- E. Decrease in Marketing & Communication due to less expenses.
- F. Decrease in Grants & Scholarships due to time of grant received.

Henry Ford Learning Institute (HFLI Central Only)
Statement of Financial Position
May 31, 2021

ASSETS

| | |
|-----------------------------|------------------|
| Cash and Cash Equivalents | 160,233 |
| Comerica Investment | 2,176,270 |
| Flagstar Bank | 25,041 |
| Accounts Receivable | 257,141 |
| Prepaid Expenses | 5,456 |
| Total Current Assets | 2,624,141 |

Fixed Assets

| | |
|-------------------------------|---------------|
| Furniture & Equipment | 165,765 |
| Leasehold Improvements | 22,924 |
| | 188,689 |
| A/D - Accumulated Depreciated | (150,623) |
| Total Fixed Assets | 38,066 |

| | |
|---------------------|------------------|
| Total Assets | 2,662,206 |
|---------------------|------------------|

LIABILITIES AND NET ASSETS

| | |
|---|----------------|
| Accounts Payable | 25,005 |
| Loans Payable - Paycheck Protection Program | 135,581 |
| Accrued Vacation | 68,114 |
| Total Liabilities | 228,700 |

| | |
|---|------------------|
| Net Assets | 2,433,507 |
| Total Liabilities and Net Assets | 2,662,206 |

Henry Ford Learning Institute (HFLI Central Only)

2021 EOY Projected Cash Flow

| | <u>2021</u> |
|-------------------------------|--------------------|
| Cash balance, 5/31/21 | \$185,274 |
| Grant Revenue | \$740,000 |
| Earned Revenue | \$305,000 |
| Administrative Revenue | \$150,000 |
| Dividends/Interest | \$23,675 |
| Misc. | \$3,870 |
| Outstanding Receivables | <u>\$1,677</u> |
| | |
| Total cash available | \$1,409,497 |
| | |
| Salaries and Benefits | \$530,233 |
| Other Expenses | \$337,521 |
| Outstanding Payables | <u>\$0</u> |
| Total expenditures | \$867,754 |
| | |
| Cash balance, 12/31/21 | \$541,743 |

Investment as of 5/31/21 - \$2.1M