Jun 17, 2026

Rockwell Board Meeting

Invited dale.erling@gmail.com rdubois@rockwellhigh.net jeffandjulie@hotmail.com Evan Caldwell board@rockwellhigh.net rprins@rockwellhigh.net dbeltran@rockwellhigh.net ~~cynthiakimballphillips@gmail.com~~ ~~ldasilva@rockwellhigh.net~~ ~~Nicholas Andrew Davis~~

Attachments Rockwell Board Meeting Notes - Rockwell Board Meeting

Meeting records Transcript Recording Recording 3 Recording 2

Summary

The board prioritized infrastructure spending and finalized fiscal planning through budget reallocations for future operational health.

Budget and Infrastructure Planning
Auditors reviewed the financial impact of facility upgrades and confirmed debt compliance remains stable. Leaders discussed aligning large project expenses across 2 fiscal years to manage liquidity.

Final Budget Approval
The board voted to approve the fiscal year 2026 budget with a stipulation to shift facility funding into the 2027 fiscal cycle. This measure ensures balanced debt service coverage projections.

Enrollment and Operations
Administrative reports highlighted progress on safety infrastructure, including electrical and exterior improvements. Discussions covered enrollment trends and the potential for future adjustments to executive compensation structures.

Decisions

Aligned

- **FY26 Budget and HVAC reallocation** The Board approved the fiscal year 2026 budget, with the stipulation that the HVAC expenses are reallocated to the fiscal year 2027 budget.
- **FY27 Budget approval** The Board approved the fiscal year 2027 budget, with the stipulation that the HVAC expenses be included.
- **School fee schedule approval** The Board approved the updated school fee schedule.
- **Additional educator legal liability insurance** The Board approved the acquisition of additional educator legal liability insurance through the current insurance provider, Liberty Mutual.
- **Enrollment contingency removed from director contract** The enrollment contingency is removed from the director's contract, with added language allowing the board to reinstate the requirement if enrollment levels fall in the future.
- **Director annual performance review delayed** The annual performance review for the director is tabled until November to better align with the hire date.
- **Board member elections moved to August** Board member elections are tabled until the August meeting due to the lack of a scheduled July meeting.
- **High School Hall cleaning priority established** The High School Hall is designated as the priority location for cleaning and HVAC preparation during the August maintenance schedule.

We've **updated the Decisions section** using your feedback.

Let us know what you think: Helpful or Not Helpful

Next steps

- [ ] [Nate Adams, The administration, The finance committee] Manage Cash Flow: Monitor monthly operating account requirements and transfer excess funds into the PTIF account to maintain interest revenue.
- [ ] [Nate Adams] Submit Budget: Send the approved fiscal year 2026 budget to the state within 1 month of the vote.
- [ ] [Kat Mitchell, Ana] Purchase Chromebooks: Determine the final quantity and purchase details for student devices by the end of the week. Keep total expenditures below the 50000 dollar limit.
- [ ] [Kat Mitchell] Update ERC Report: Input the correct spending figures for the emergency relief funds into the tracking spreadsheet.
- [ ] [Kat Mitchell, Cindy] Finish Reserve Study: Complete the study for board review by the September or October meeting.
- [ ] [Julie Lundgreen] Draft Contract Amendment: Instruct Cindy to prepare an updated agreement that removes the enrollment contingency and review the document with Kat Mitchell.
- [ ] [Evan] Request Board Candidate Resume: Contact Shen Wilkinson to request a resume or credentials for potential board membership.
- [ ] [Evan, Danny] Review Board Candidate: Evaluate the provided professional documents to determine if the applicant is a suitable candidate for the board.
- [ ] [Evan] Share Candidate Documents: Forward the received resume or credentials to the administration team.

Details

- **Call to Order**: The governing board of Rockwell Charter High School met on June 17, 2026, with board members Evan Caldwell, Ann Larabe, and Dale Erling present in person, while Kat Mitchell and Chris Kiefer attended online. After performing the Pledge of Allegiance, the board initiated the meeting to review financial updates and budget approvals (00:10:04).
- **HVAC Capitalization and Debt Covenant Compliance**: David Erickson, representing the auditing company, explained the financial implications of the

proposed HVAC upgrade, which is estimated to cost between $500,000 and $650,000. They clarified that while the project is an expense, it will be capitalized as property and equipment on the balance sheet, meaning depreciation will be added back into the net income for debt covenant calculations, effectively neutralizing the expense's impact on debt compliance (00:11:26) (00:13:47). The auditor noted that as long as the school maintains sufficient cash on hand, exceeding the 35-day requirement, the project would not negatively impact their debt compliance status (00:15:59).

- **HVAC Budget Allocation**: Nate Adams and the board discussed the timing of the HVAC expenditure, noting that while it was originally in the fiscal year 2026 budget, the project timeline might push the majority of expenses into the fiscal year 2027 budget (00:17:52). The board agreed to motion for a contingent approval that would move the funding allocation for the HVAC system from the fiscal year 2026 budget to the fiscal year 2027 budget to align with actual project timing (00:18:59).
- **Banking and Interest Income**: Nate Adams reported on the status of the school's bank accounts, explaining that they are moving funds from the Mountain America account to the PTIF (Public Treasurer’s Investment Fund) account to maintain liquidity and interest-earning potential. They noted that after the HVAC expenditure of approximately $650,000, the PTIF account balance will decrease, potentially reducing interest income, but they intend to carefully manage cash levels to mitigate this loss (00:21:57).
- **Approval of Meeting Minutes**: The board reviewed the minutes from the May 30th meeting, and after asking for comments or changes, they moved to a voice vote and approved the minutes (00:24:35).
- **Fiscal Year 2026 Budget Adjustments**: Nate Adams reviewed the fiscal year 2026 budget, noting that while some items went over forecast, there are approximately $112,000 in identified savings across several line items that will bolster the bottom line (00:25:31). Once these savings are recognized during the audit process, the school's debt service coverage is projected to return to a range of 1.24 to 1.25 (00:27:07).
- **Fiscal Year 2026 Budget Approval**: The board voted to approve the fiscal year 2026 budget with the specific stipulation that the funds for the HVAC system be moved to the fiscal year 2027 budget, effectively reallocating the expense based on the project timeline (00:28:12) (00:31:07).

- **Fiscal Year 2027 Budget Discussion**: Nate Adams presented the fiscal year 2027 budget, characterizing it as a moving target that will be updated until October 1st (00:31:07). They reported that the budget projects a debt service coverage greater than 1.2, even without factoring in potential savings from updated benefit enrollment costs, and emphasized that the administration is focused on reaching the budgeted enrollment target of 237 students (00:32:07).
- **Fiscal Year 2027 Budget Approval**: The board moved to approve the fiscal year 2027 budget, with the stipulation that the HVAC expenses be included within it, and confirmed this via a formal vote (00:33:18).
- **School Fee Schedule Approval**: The board conducted the second hearing regarding the school fee schedule, which now includes additional fees for CTE (Career and Technical Education) programs discussed in the previous meeting (00:35:14). Upon review, they moved to approve the updated fee schedule (00:36:25).
- **ERC Fund Spending - Facility Infrastructure**: Kat Mitchell reported on the status of spending for ERC funds, noting that lighting projects with Kodell are underway and that rebates were applied directly to lower the total cost (00:37:35). They also confirmed that new emergency battery backups have been installed on all exit lights and that ballistic film installation for exterior windows within 75 feet of entrances is scheduled for the following week, keeping the school ahead of 2030-2032 mandates (00:39:04).
- **ERC Fund Spending - Curriculum and CTE**: Kat Mitchell updated the board on curriculum purchases, including math and health materials and new CTE courses, noting that purchasing through the state-approved vendor Gilbert and Wright allowed the school to receive a 25% discount (00:41:27).
- **ERC Fund Spending - Maintenance and Equipment**: Kat Mitchell noted that landscaping between the seminary and the school has been cleared and that crack sealing for the parking lot is planned (00:42:45). Regarding Chromebooks, they reported that procurement is ongoing with several bids, including Trafera, and that they are navigating bulk-ordering constraints to ensure the costs remain under the $50,000 threshold that would require a separate RFP process (00:43:53).
- **HVAC Project Status and Timeline**: The board received an update on the HVAC project, noting that contractors inspected the building, found no unusual issues, and identified one unit that needed to be upsized from two tons to three tons. The installation plan involves pumping down interior units soon, with the full

replacement of rooftop units scheduled for the fall break to avoid safety risks during school hours, and a commitment to complete all interior work by August 19th, including the addition of hail guards to protect the equipment (00:48:24).

- **Summer Cleaning and Maintenance Coordination**: Kat Mitchell explained that because of the high volume of maintenance projects, including cleaning, lighting, and painting, they have requested that teachers refrain from returning to their classrooms to set up until August 10th and 11th to avoid interference with the contractors (00:51:18).
- **Reserve Study Planning**: Kat Mitchell reported that work on a reserve study has begun, which will create a long-term replacement schedule for assets like furniture, carpeting, bathroom stalls, and asphalt to ensure these expenses are manageable within yearly budgets (00:53:24). They anticipate having a completed study ready for the board to review by the September or October meeting (00:55:51).
- **Risk Management and Facility Safety**: Kat Mitchell updated the board on the upcoming final safety inspection, noting that identified tripping hazards in the concrete have been painted to increase visibility, and electrical cord issues are being resolved in coordination with an electrician to meet safety requirements (00:56:54).
- **Optional Insurance Coverage**: Kat Mitchell recommended purchasing additional educator legal liability insurance through the school's current provider, Liberty Mutual, noting that risk management coverage through public entities is insufficient for the school board's legal status as an independent entity (00:59:09). Because the cost of this additional coverage is lower than the amount already budgeted for insurance, the board moved to approve the purchase of this optional liability insurance (01:00:32).
- **Enrollment Update**: Kat Mitchell reported on current enrollment, stating there are 214 enrolled students plus 9 pending for a total of 223, which is nearing the fiscal year 2027 target of 237. They noted that historical data indicates an upward trend in enrollment patterns for the school (01:04:12).
- **Lottery System and Registration Updates**: Kat Mitchell provided an update regarding the lottery system and registration processes, noting that new pending acceptances are currently in the lottery system and the next lottery is scheduled for approximately one and a half weeks in the future. To assist families, in-person tours and walk-in registration events were organized for June, with Don and Christy providing support to families with questions (01:06:27). These in-person

sessions, including one held the previous Thursday and another scheduled for the following day, have been successful, with families expressing satisfaction regarding the available computer access and assistance (01:07:43).

- **Director Contract Contingency and Compensation**: Julie Lundgreen proposed removing the enrollment contingency from the contract of Kat Mitchell, noting that the original hiring agreement included a $10,000 salary reduction contingent on meeting specific enrollment goals (01:08:59). Because enrollment is trending positively and savings are anticipated from electrical upgrades, the board agreed to remove the contingency and increase the salary (01:09:25). Teen Center recommended including language in the new contract that would allow the board to reinstate the enrollment requirement in the future if enrollment falls, and Julie Lundgreen agreed to have Cindy draft the revised contract with this provision included (01:10:36).
- **Director Annual Performance Review**: The board discussed whether to perform an annual review for the director, Kat Mitchell. While Kat Mitchell requested a 360-degree review, the board determined that the current review format was insufficient and that there was not enough time to prepare a new one (01:11:45). Given that Kat Mitchell began the position in November, the board reached a consensus to table the review until November to ensure it reflects a full year of service (01:12:50).
- **Executive Session Conclusion and Authorization**: Following the discussion, the group took a voice vote to close the executive session (01:14:22). The board then moved to resume the public session and authorized Julie Lundgreen to proceed with the actions decided upon regarding the contract, which passed with a voice vote (01:15:08).
- **Board Member Elections and Recruitment**: The board discussed the election of board members and a potential new candidate, Shen Wilkinson, who expressed interest in filling the seat vacated by Lisa Pinkham. The board decided to table elections until the August meeting. Regarding the recruitment, Evan was tasked with requesting a resume from Shen Wilkinson, and both Evan and Danny will conduct an initial evaluation of the candidate before presenting their recommendation to the board and administration in August (01:15:30).
- **Executive and Enrollment Report Approval**: A formal motion was made and seconded to approve the executive and enrollment report, which was subsequently passed by a voice vote of the board members (01:17:31).

- **August Training Schedule and HVAC Replacement Prioritization**: Kat Mitchell discussed the August training schedule, noting that the organization will maintain flexibility regarding the four scheduled work days for teachers, which are designated as non-professional development days for classroom preparation (01:18:30). Regarding the HVAC replacement project, Kat Mitchell identified the High School Hall, which is the North Hall, as the priority area for the contractor to begin work, as they are working backward from the high school area toward the administration office (01:19:26).