

# Board of Directors' Meeting Minutes

**Tuesday, April 16, 2013 Multi-Purpose Rm. at 5:00 P.M.**

Public comment during Public Communications is encouraged and welcomed. Total time per speaker is limited to three minutes. Please be advised that, pursuant to State Law, any member of the public may address the Board of Directors concerning any item within the jurisdiction of the Board. Please be aware that items on the agenda are considered to be routine and are normally enacted by one vote of the Board of Directors. If you wish to speak on a specific agenda item, please submit a speaker card prior to the meeting. Total time per speaker is three minutes.

Persons with a disability who require any disability-related modification or accommodation, including auxiliary aids or services, in order to participate in the meeting are asked to contact Mercedes Valencia at least three (3) days prior to the meeting by telephone at (805) 686-7360 or by email at [mvalencia@syvcs.org](mailto:mvalencia@syvcs.org)

PRESENT: Colleen Million (Director), Kelly Scott (President), Chrystine Urban (Secretary), Leah Warson (Treasurer), Brooke Blunt, John Porter, Melanie Sutton-Hodgdon, JoAnn Rosenberg (Teacher Rep, substitute)

ABSENT: Jim Brown (Superintendent); Genevieve Beard (Teacher Rep)

Closed Session (5:00pm)

1. Review Teachers' & director's contract proposals & office manager contract  
*No Vote; Board took no action on Teachers' new contract request.  
Tabled Director's Contract Proposals  
Tabled Office Manager Contract*
2. Personnel performance  
*Tabled; No action*

Open Session (6:00pm)

- 1) Public Comment  
Julia Tipolt (parent); - Positive reflections on Charter School; Teacher Complaint: consistently unprepared, Homework not up to date on web, inaccurate ; no follow through with ; inconsistent in classroom; Not prepared for teacher conferences;
- 2) Consent Agenda
- a) Approval of Minutes for March 19, 2013 *KS moved to approve minutes of March 19; JP 2<sup>nd</sup>; unanimous*
- 3) Standing Reports
  - a) PTSO (Parent Teacher Student Organization)- JP is now a member of PTSO in Golf Tournament Capacity.
  - b) Golf Tournament- JP working with Jeff Holzer on upcoming tournament; location, date
  - c) Hot Lunch Program
  - d) Auction- CM good response for help;
  - e) Director's Report
    - CM Middle School Students attending (9);
    - Middle School Open House Thurs, K-5 Open House Tues.;
    - Kindergarten registration May 2<sup>nd</sup>; Enrollment totals for 2013/14 (see attachment #1) total 210 students, waiting lists; lottery for Kindergarten held today.

- f) Treasurer's Report LW (attachment #2) Auction balance is incorrect. Hot Lunch will be broken out next year; new format for next year; KS inquired regarding when actuals come out July 2013
  - g) Fundraising Foundation  
JP- no report
  - h) Volunteer Hours Report  
"Help Counter" Online System will allow us to trial  
LW; \$1000 came in for "in lieu hours"
- 4) **Discuss & Vote on Board Retreat**  
KS would like to explore ways to maximize our rights; Engage an expert; CM would like a board member to explore & contact Charter School Development; JP, KS will contact legal counsel Frank Blundo, CM will work together; *tabled*
  - 5) **Approval of budget for 2012-2013** Should read 2013-14 school year; (See attachment #3); projected deficit of \$138,884.31; Fundraising is Net; Kitchen is Gross; *approval tabled,*
  - 6) **Discuss & Vote on Pay Scale for (Un)classified Employees;** (attachment 4)  
CM stated that some employees have not had a raise for some time; this seeks to rectify; CM researched various schools Pay Scale; The increase reflected on this is already reflected in our proposed budget. Line item for Substitute teacher will come in under budget; Scale starts at \$10.00 and increases \$2.00 every 2 years. 4.96 increase across the board for this year.  
*CM motions to approve Salary Scale for Classified Employees; MS 2<sup>nd</sup>; approved; BB abstained*
  - 7) **Discuss Adoption of Conflict of Interest Code for 2013-2014; Information Only-** KS stated that School Board should have this Conflict of Interest (Form 700); suggests that she will draft a code when amending By Laws.
  - 8) **Approve Audit Firm for 2013-2014 School Year**  
*KS motioned to approve; JP 2<sup>nd</sup>; unanimous*
  - 9) **Discuss "Safe Place to Learn Act" and current Anti-Bully Policy; create timeline for adoption to reflect Ed Code 234-234.5**  
CM states that we have been audited regarding Bullying Policy; current policy is vague; proposes to adopt a policy that reflects Ed Code; Currently utilize 2<sup>nd</sup> Step; Rachel's Challenge in Middle School; Character Counts; KS- Dept of Education will be monitoring;  
Timeline- KS will provide law to board & CM; CM will bring to staff meeting requesting teacher participation at Friday staff meeting; CM will also speak to school community to solicit input; KS will attend staff meeting.
  - 10) **Discuss & Vote on transfer of eScrip fund balance to Middle School fundraisers** (Field Trips) *Tabled to August Board Meeting*
  - 11) **Discuss & Vote on Teachers Contracts**  
*KS states that the Board will present to all the teachers on Friday at 2:30; no action taken*
  - 12) **Discuss and Approve the Resolution Regarding the Education Protection Account Funds for 2012-2013**  
Re-naming of current monies; KS motions to approve the sample resolution as received from the district; JP 2<sup>nd</sup>; unanimous  
CM will have document rewritten and board members will sign in the office. KS states that final version will be posted with bylaws online in the future.

- 13) Discuss and Vote on 2013-2014 Board Meeting Schedule**  
(Attachment # 5) MS requested change to Thursdays; JP motioned as published; LW 2<sup>nd</sup>; unanimous
- 14) Public comment on agenda items**  
none

Closed Session

- 1) Employee Contracts
- 2) Potential Litigation-  
Insurance carrier has been notified and they will determine if we are covered.
- 3) Discuss Director Evaluation from Teachers