

Board of Directors' Meeting Minutes
Regular Meeting
Tuesday, April 24, 2018
Room 305 at 5:30 P.M.

OPEN SESSION

1. **CALL TO ORDER** by Board President
Meeting called to order at 5:31pm.

2. **ROLL CALL:**

Robert Feinberg (RF), Board President (2019)	x
Meg Rydman (MR), Secretary (2018)	x
Vacant, Treasurer (2018)	_____
Mark Swanitz (MS), Member at Large (2019)	x
Melanie Sutton Hodgdon (MSH), Member at Large (2018)	x
Elizabeth Dowhower(BD), Member at Large (2020)	x
Linda Mayer (LM), Elementary Teacher Rep (2018)	X <i>(left at 6:36pm when closed session was called to order)</i>
Debbie Trujillo , Middle School Teacher Rep. (2018)	_____
Jim Brown (JB), Superintendent College School District	x

OTHER ATTENDEES:

Mark Palmerston (MP), Executive Director	x
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3. **APPROVAL OF AGENDA** for April 24, 2018
Motion to approve agenda: BD
Second: MSH
Discussion: Numbering needs to be corrected as follows:
Change Public Comment to 4.
Change Consent Agenda to 5.
Change Standing Reports to 6.
Change Discussion Items to 7.
Change Discussion Item, Budget Presentation to a.
Change Discussion Item, Call for New Board Members to b.
Change Action Items to 8.
Change Action Item, Discuss and Vote on Second Reading of Policies to a. Change items underneath to i through iv.
Change Action Item, Discuss and Vote on Third Reading of Policies to b. Change item underneath to i.
Change Next Board Meeting Date to 9.
Change Public Comment on Closed Session Item to 10.
Number closed session items 1) and 2).
Change Report out from Closed Session to 11.

Motion to approve agenda as amended: BD
Second: MSH
Vote: Approved 7-0-0

OPEN SESSION

4. **Public Comment**
None.

5. **Consent Agenda**
 - a. Approval of Minutes for Meeting March 27, 2018
Motion to approve minutes: LM
Second: MS
Discussion: MR asked to correct action item 16 to change HF to MSH. The minutes should read, "The board recommended MSH, MR, and RF be appointed to the personnel committee."

Motion to approve minutes with noted correction: LM
Second: BD
Vote: Approved 6-0-1

6. **Standing Reports**

a. Teachers' Report

Elementary

Kindergarten

Kindergartners are preparing for Open House. They're studying vowels, sentence structure, and punctuation. They are practicing addition and subtraction as well as three dimensional shapes. They are enjoying their Arts Outreach ceramics classes.

First Grade

First graders are working on their story, "The Zoo." They are researching animals and creating habitats. In math, they are adding mixed two digit numbers using a hundreds chart and exploring clocks. In science, they are learning what plants and animals need to survive.

Second Grade

Second graders are working on their dinosaur projects, including researching information, writing and typing a report, and creating a 3D sculpture. They've gone on two recent field trips, one to Lake Cachuma and the second to the SB Natural History Museum.

Third Grade

Third graders are preparing for their first Smarter Balanced assessments. They are studying oceanography by researching a sea animal and make a Google slide presentation. They are working on science projects in pairs to demonstrate at Open House. In language arts, they are reading problem/solution stories and learning how to write such a story.

Fourth Grade

Fourth graders completed their mission projects and presented their Google slides to the class. They are working on an author study to analyze and develop writing styles. In math, they are studying the metric system and formulas for area and perimeter. They are also completing a novel study of By the Great Horn Spoon by analyzing figurative language and making connections to social studies. They went on a field trip to learn more about the Chinese immigrant experience during the Gold Rush. They are preparing for Smarter Balanced.

Middle School

Language Arts

Fifth graders are reading Hatchet, making inferences, supporting ideas with evidence and properly citing evidence. They are also enhancing their writing by analyzing uses symbolism, metaphor and, imagery.

Sixth graders are reading The Jungle Book, exploring its thematic content while looking at how authors use methods of characterization to create conflict.

Seventh graders are reading The Adventures of Tom Sawyer by dissecting and analyzing the author's prose and discussing his use of satire and hypocrisy as commentary.

Eighth graders are reading The Diary of Anne Frank and preparing to write a research paper about WWII.

Mathematics

Fifth graders are using place value and algorithms to understand multi-digit multiplication with different combinations of numbers and decimals.

Sixth graders finished their study of simplifying expressions.

Seventh graders are studying identifying and using a scale factor through the use of ratios, finding connections between tables, equations, graphs, and situations in order to identify rates of growth and constant of proportionality, and simplifying expressions.

Eighth graders are studying relationships between graphs and equations, graphing equations using slope-intercept, and solving systems of equations.

Social Studies

Fifth graders are finishing the Colony unit.

Sixth graders went on a field trip to the California Science Center to view the King Tut exhibit. They are finishing their unit on Ancient Israelites.

Seventh graders finished a unit about the late middle ages and the Ottoman Empire. They began a unit on the Renaissance and the Scientific Revolution.

Eighth graders are studying the Civil War, including presentations of their research reports and creative projects. The Reagan Library field trip was postponed due to weather. The end of year is so busy for eighth graders, so the seventh grade will go on that trip instead.

Science

Fifth graders are researching different types of extreme weather. They learned how to read weather maps and to understand how high and low pressure systems work.

Sixth graders are studying ecosystems. They used the garden to observe relationships between plants and animals.

Seventh graders are studying viruses and bacteria through group work and presentations.

Eighth graders completed their study of Newton's Laws. They helped in the garden in preparation for Earth Day.

BD asked a question about 5th grade field trips. MP explained they have opportunities come to them on campus & LM invites them to join on a bike ride, but nothing off campus is planned.

b. PTSO Report

No report included in packet. MP mentioned that recent meetings were canceled due to illness. He commented the PTSO is currently helping with administrative professionals day and staff appreciation week. He also indicated that the PTSO is looking to vote in their leadership in May rather than wait until the beginning of next school year.

c. Treasurer's Report

We are up to date on LCFF in lieu property taxes. The final payments come in May and in June there are some other large revenue sources. In the information included in the Board packet, other local revenue does not yet reflect the foundation's check that was delivered. Approximately \$43,000 of the \$56,000 check will go to the county treasury. The remaining \$13,000 will remain in the 401 account as auction starter funds. Will clear the account after the auction. Fiscal 27 report shows current cash balance of approximately \$119,000 in restricted CA Clean Energy Jobs Act. Bids are due at 3:00pm on April 25. Ideally, a contractor will be on campus the day after school closes to start work.

d. Director's Report

MP provided the Board with highlights of the school's Earth Day celebration. It featured the theme of 3 Rs - respect, repair, reflect - and activities included planting new starts, pulling weeds, and making an earth day pledge. There were special guests including a well-selected keynote speaker, Julio Carrillo, from the Chumash Environmental Office, and representatives from two local papers.

Two Roadmap meetings were held this month. Parents in attendance encourage development of a language program, and they indicate an openness to online versions. Teachers are investigating a writing program, and the middle school team has drafted a thoughtful idea for a block schedule. These will be incorporated into the LCAP.

The auction is this Saturday.

MP gave his final presentation to the College School District Board. The topic was attendance. The report shows that we made progress on getting students to attend school, and we did not see a decline from P1 to P2 as we have in most recent years. Chronic absenteeism is new in the state accountability system as of last school year, 2016-17. The state calculates it at 10% of possible days, which equates to 18 days for SYVCS. We always counted the number of students with 10 or more absences as chronically absent, which is more stringent. We won't go back and recalculate for past years. Last year we saw an increase in tardies in second half of year for an unknown reason. On the report, it is now broken up into first half and second half of year to allow for closer monitoring.

Interviews are in process for a possible middle school science or math teacher. We are still seeking a suitable music teacher.

April 25 is administrative professionals day. We offer a big thank you to Mercedes.

Staff appreciation is the week of 5/7. MP encourages participation

State testing will take place during the weeks of 5/7 and 5/14.

The science test will be the week of 5/21, followed by the necessary high school tests for our eighth graders.

MP commented that the staff is continuing to notice impacts from the school closure due to the fires. It's pushed back testing a couple of weeks later than normal, and it is also impacting progress reports currently going out since they cover a shorter time frame.

The boys volleyball team won the championship, a first for the Charter team.

7. **Discussion Items**

a. Budget Presentation-Expenditures (Services & Other Operating Expenses, Contract Services)
MP presented information about services and other operating expenses - the final budget area for Board review for the year. He reminded the Board that this is the area where we have contracts with the district and with outside vendors. The expenditures total 24% of the budget, which looks quite different than other district budgets, but these are our mission-driven, people-driven expenditures.

MP reviewed expenditures associated with the MOU, which are our contracted programs, services, and shared costs.

Elements such as miscellaneous staffing, field trip expenses, and contract services are our choices. These positions staff the programs we think are so integral to our school program. MP noted that field trip expenditures didn't previously show up as a line item before. We didn't have a firm grasp on what we were spending, but delineating it in this manner demonstrates the school's commitment to these experiences.

The contract services lists organizations that we choose to contract with for:

- maintenance & operations
- custodial and landscaping
- People Helping People

MP noted that this is the area where we can make the most impact in terms of what matters most to us as a school and to do the things that we say that we believe in.

MP explained further about the MOU charges. The charges going from the Charter to the district were previously broken down, but they now show as a single line item as a result of an external audit at the district last school year. In order to be able to continue to separate them out on our budget, so we can understand clearly what we are paying the district for, the account codes were tagged. This way we can look at each thing individually and know what is the cost for each.

At the next meeting, MP will bring a budget for the Board to adopt for next year which will include a 3-year budget projection, as well as the LCAP.

b. Call for New Board Members

The Board is in need of 3 new members. Treasurer position is currently vacant. MS's last meeting is June 12. MSH's last meeting will be June or August, depending on need. The Board hopes to bring in candidates to the May meeting. The Board is encouraged to think about individuals who might be meaningfully interested and ask them to submit a formal letter of interest at least a week prior to the May meeting.

Changing signatures on the 401 account will also be agendaized for the May meeting.

8. **Action Items**

a. Discuss and Vote on Second Reading of Policies

i. Fundraising Policy

Motion to approve Fundraising Policy: MS

Second: MSH

Discussion: Policy is materially the same as first reading. Moved auction to school fundraising activity. This policy basically indicates certain fundraising activities are approved. Day to day, staff has ability to pick and choose and do these as specified. If someone wants to undertake a fundraising activity that is anticipated to make more than \$500, the Board must approve it first.

Vote: Approved 7-0-0

ii. Computer Use Policy

Motion to approve Computer Use Policy: BD

Second: MS

Discussion: Nothing changed since first reading.

Vote: Approved 7-0-0

iii. In the Absence of Director Policy

Motion to approve In the Absence of Director Policy: MSH

Second: BD

Discussion: Nothing changed since first reading.

Vote: Approved 7-0-0

iv. Purchasing Procedure Policy

Motion to approve Purchasing Procedure Policy: MS

Second: MSH

Discussion: This level of detail is necessary when it comes to use of public funds. Our expenditures are closely monitored to be certain we are appropriately spending public money on school-related needs.

Vote: Approved 7-0-0

b. Discuss and Vote on Third Reading of Policies

i. Suicide Prevention Policy

Motion to approve Suicide Prevention Policy with correction to typo: MS

Second: BD

Discussion: Policy is written to accommodate evolving resources. Policy allows that newly discovered resources such as a website or manual can be added by attaching as an appendix which won't require Board approval every time.

MSH asked if there is training in place for students to understand signs and what to do. MP indicated that the policy requires us to put these things in place. He plans to use PHP to implement this policy.

Vote: Approved 7-0-0

9. **Next Board Meeting Date**

a. Next Regular Board Meeting May 29, 2018

Agenda items will include: board candidates; signature changes; LCAP and budget.

10. Public Comment on Closed Session Item

None.

CLOSED SESSION

Closed session was called to order at 6:36pm.

1. PERSONNEL MATTERS PURSUANT TO GOV CODE 54957
2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION-Executive Director

Closed session adjourned and open session resumed at 7:03pm.

OPEN SESSION

11. Report out from Closed Session

MP provided the Board with an update on personnel matters. The Board discussed surveys, evaluation processes, timelines, and next steps for Executive Director's evaluation.

ADJOURNMENT

Meeting adjourned at 7:04pm.