

Board of Directors' Meeting Agenda
Regular Meeting-MINUTES
Tuesday, June 13,, 2017
Room 304 at 5:30 P.M.

OPEN SESSION

1) **CALL TO ORDER** by Board President 5:35pm

2) **ROLL CALL:**

Meg Rydman (MR), Board President (2018) P

Mark Swanitz (MS), Secretary (2019) A

Heather Fletcher (HF), Treasurer (2018) P

Melanie Sutton Hodgdon (MSH), Member at Large (2018) Arrived at 6:25pm

Robert Feinberg (RF), Member at Large (2019) P

Elizabeth Dowhower(BD), Member at Large (2017) P

Roxanne Usher (RU), Middle School Teacher Rep. (2016) A

Linda Mayer (LM), Elementary Teacher Rep (2017) P

Jim Brown (JB), Superintendent College School District A

OTHER ATTENDEES:

Mark Palmerston (MP), Executive Director P

3) **APPROVAL OF AGENDA** for June 13, 2017

Motion by LM to approve agenda, second RF, vote 5-0, motion passes

4) **Public Comment** on Closed Session Item

No public comment on Closed Session Items

CLOSED SESSION-5:37pm

5) **PUBLIC EMPLOYMENT--Executive Director**

OPEN SESSION-6:04pm

6) **Report out from Closed Session**

Board discussed Executive Director Employment Agreement, no action taken

7) **Public Comment**

No public comment

8) **Consent Agenda**

a. Approval of Minutes for Meeting May 30, 2017

HF requested clarifying language "because checks have not cleared" be added to treasurer's report. Additional request to update numbers of agenda items on minutes. Motion by RF to approve as amended, second by LM, vote 4-0-1 (BD abstained because she was absent for May 30 meeting), motion passes

9) **Standing Reports**

a. Treasurer's Report

Bank statement arrived today, Heather to verify if two checks of interest have cleared prior to summer recess. Paypal account balance will remain in Paypal and be distributed to 401 in August after summer.

b.. Director's Report

Summer projects discussed, including facilities, math curriculum training, Canvas implementation, and hiring.

10) **Informational/Discussion**

a. Options for Kitchen Services 2017-2018

Updated information and modified proposal from Country Garden Catering was presented and discussed. Option to contract with Solvang, including pros-cons of National School Lunch Program, variable cost model, and transportation of food discussed. Option to return to in-house management and staffing of lunch program discussed. Board would like to see more fresh-made vs. processed food items, as well as an opportunity to teach/learn/expose students to different eating habits, and recognize this may come at a cost. Question regarding price of meals was discussed, with the understanding that price was increased to \$4/meal during the 2013-2014 school year, with no recommendation from staff to increase price of meals, however a policy regarding the establishment of a reduced price meal was discussed and will be brought back in August for Board review. The Board provided direction to not continue with Country Garden Catering contract, and will review and approve any contract with outside organization, such as Solvang. The Board will not need to approve internal operations of the program, however would like information presented 3 times next year for review.

b. Board Survey Results

Board discussed survey results from Board Retreat. The following items for follow-up and/or continued work were established:

- *Board Committees: re-establishment of regular meetings of the Executive Committee are desired to coordinate with agenda setting. Policy committee should be reviewed and established.*

- *Board Training/Work: the desire is to have an early fall training/refreshers on Brown Act/Robert's Rules of Order, Roles/Responsibilities of Board/Staff. The Board desires to find ways to be more efficient at meetings, will need to discuss a new chairperson in the fall as Meg will be stepping down as chair, but not resigning from Board. Additional training and/or look at treasurer reports is desired by Board.*
- *Strategic Planning: there is a desire to look at strategic, long-term planning to complement the work of the LCAP and guide longer-term decisions. Director recommends a first step being to expand budget from annual budget to a 3 year budget projection, followed by a look at aspirational strategic goals.*
- *Succession Planning: the Board discussed the need for succession planning for key employees, specifically Director and Office Manager.*
- *Instructional Programs: the Board appreciated lots of assessment data in prior year, and would like to have other data re: curriculum and instruction and how they are meeting standards during the next year.*
- *Policies: a desire was expressed to establish more thorough review of policies and updates.*
- *A need to clarify insurance was expressed. The request is to confirm the school's insurance coverage for Directors and Officers Indemnity is active.*
- *HF, MP, and Mercedes will establish meeting to discuss Board Treasurer's role and work. Information will return to the Board following this meeting.*

11) **Action Items**

- a. Review and Approve Persons to Sign for 401 Account

BD motioned to make the following changes to authorize the following to sign for the 401 account:

- *Remove Leah Warson*
- *Add: Meg Rydman, Robert Feinberg*
- *Continue: Mark Swanitz, Melanie Sutton-Hodgdon*

Motion seconded by MSH, vote 6-0, motion passes

- b. Review and Accept Compensation Comparison Study-Executive Director

MSH motioned to accept the Compensation Comparison Study for the position of Executive Director as presented. Second by HF, vote 6-0, motion passes.

- c. Review and Approval of Employment Contract-Executive Director

BD motioned to table item until after closed session, second by MSH, vote 6-0, motion passes.

12) **Establish Board Meeting Dates-August and September**

The Board established August 15 at 5:30pm and September 19 at 5:30pm as the next two regular meeting dates.

13) **Public Comment on Closed Session Item**

No Public Comment on Closed Session Items

CLOSED SESSION-8:32pm

14) **NEGOTIATIONS WITH COLLEGE SCHOOL DISTRICT-MOU**

LM left at 8:35pm

15) **PERSONNEL MATTERS PURSUANT TO GOV CODE 54957**

MP left at 8:40pm

MP invited back in at 8:58pm, BD left at 9pm, RF absent 9-9:05pm

16) **PUBLIC EMPLOYMENT--Executive Director**

OPEN SESSION-9:23pm

17) **Report out from Closed Session**

Board discussed MOU with CSD, no action taken

Board received update on Personnel Matters, no action taken

Board reviewed Executive Director's Employment Agreement

11) **Action Items**

- c. Review and Approval of Employment Contract-Executive Director

The Board Chair reported that the contract offered to the Executive Director by the Board includes total compensation of Salary, Stipend, and Benefits in the amount of \$114,190. MSH motioned to approve contract with changes, second RF, discussion: HF said she was uncomfortable with contract clause regarding severance upon non-renewal of charter. Vote 3-1.

ADJOURNMENT Meeting was adjourned at 9:25pm