

Board of Director's Meeting Agenda
Regular Meeting
Tuesday, June 14, 2016
Music Room at 5:00 PM

OPEN SESSION

- 1) Call to Order by President (5:13)
- 2) Roll Call:

Leah Warson (LW)	present
Elizabeth Dowhower (BD)	absent
Heather Fletcher (HF)	present
Melanie Sutton Hodgdon (MSH)	absent
Meg Rydman (MR)	present
Mark Swanitz (MS)	absent
Debbie Trujillo (DT)	present
Eugenia Pappas (EP)	present
Jim Brown (JB)	absent
- OTHER ATTENDEES
- Mark Palmerston (MP) present
- Robert Feinberg (RF) present
- 3) APPROVAL OF AGENDA for June 14, 2016 (MR) (DT)
- 4) Public Comment
 - a. Letter from Kellie Henkel regarding vaccinations (MP read) see attachment
- 5) Consent Agenda
 - a. Approval of Minutes for Meeting May, 24, 2016 (MR) (DT) 5-0
- 6) Standing Report
 - a. Teachers: (MP) Monday there was a lunch provided by the K class and the teachers gave Mrs. Howell a baby shower during the lunch break. On Tuesday the staff cleaned-up their classrooms in preparation for the summer break. Mark will be around in June.
 - b. Treasures: (MP) Mark and Mercedes have been going through line items on the budget to decide if accounted for in the correct fund. Mark stated that SYVCS may run approximately a \$20,000 deficient.
 - c. PTSO: No report
 - d. Director's Report: (see written report) 1. We have a new Wi-Fi installation. 2. Prop 39 energy project may be delayed. 3. Jackie Ackermann will be hired on as the new 4th grade teacher. 4. Science interviews are scheduled for Thursday with 3 applicants interviewing. 5. Attendance: (see attachment) There has been a reduction in chronic absences. 6. Enrollment: (see attachment) There is a waiting list for 5th grade and there will be 4 new students joining the 6th grade class. 7. August board meeting 8/16. 8. Teachers comeback to school on 8/15. School begins on 8/18. 8. Plan the weekend before school begins for the board and teachers meet and greet on Sun 8/14.
- 7) Information Discussion
 - a. LW: missing board members so advised to postpone electing new President and Secretary
 - i. Tabled voting on positions
 - HF: stay as treasurer
 - b. Lunch Program: HF did analysis. MP scheduled meeting with chefs and Chef Bethany will be moving to Orcutt. Jason has identified specific school to lunch program training during the summer and will be working on menu items. HF stated school needs a contract with the lunch program. MP will work with Pam to outline program.
- 8) Action Items
 - a. Update on and First Reading of Policies
 - i. Reimbursement Policy: MP asked that in addition to the policy that the board looks at an amount that the board feels comfortable with such as \$10,000 on purchases that need to be approved by the board. LW stated it used to be \$5,000. MP stated he has not located that information but would like to revisit the \$5,000 or \$10,000 amount. MP suggested that all items need to be shipped to school address if school is going to be reimbursing the items, such as

when shipped from Amazon, as these items cannot be guaranteed to be received if shipped to other locations. HF preferred that it goes through process where it first goes through the school. HF asked about the school having a credit card. MP stated looking into the liability versus the perks to the school, such as cashback. HF added that the policy should state the number of days it will take to be reimbursed. HF recommended 5 business days. MR stated that the purchases could go through a PO process such as with the store Really Good Stuff.

- ii. Fundraising Policy: MP is looking at what we are currently doing and ask that it be revisited in August.

b. Approval of Policies

- i. Field Trip Policy: MR stated concerns over movies in cars and personal devices. MP shared that devices have been allowed on long field trips while on the bus. MP added that the board might consider adding a Chaperone Policy for parents to sign that are accompanying a field trip. This would be on the back of the Field Trip policy. HF asked that for the title TRANSPORTATION be moved to the top of the 2nd page. (see attachment)

1. HF DT 5-0

- c. Review and Vote for Level 1 Computer Technician: MP would like the board to consider Eric Hemming's contract. He would be working 5 hours a week for 20 weeks during regular business hours. The pay would be \$800 month at \$40 per hour. Discussion about how the process to report tech help be a ticket system. A teacher would submit a ticket for assistance. MP stated continue to use Lanspeed for higher tech jobs. RF asked which school currently use Lanspeed. MP stated College, Los Olivos, Ballard, and SYVCS. RF asked can Lanspeed be used as a backup if Eric is sick. MP stated he will request that Eric makes it up another time. Lanspeed can be a backup for network questions. RF asked if Eric can document work so that SYVCS and Lanspeed knows what has been worked on. MP stated it can be put onto a Goggle Doc. RF would like to know how Eric will be dispatched and his time monitored. LW asked what will happen if job is not performed adequately. MP responded that the contract could be month to month and that a 30 day notice could be added to the contract. MP added that the contract would go throughout the school year August to June.

1. MR LW 5-0

- d. Review of Proposal to develop MOU with People Helping People: MP made note that the insurance is worded so that People Helping People (PHP) will also name SYVCS as a PHP rep working here. RF suggested that it be looked over by an attorney. (see section q) MP stated it would work as a referral process. LW asked what that process might look like and who would be notified, such as parents. MP would seek approval form parents if it is an individual piece, such as with a SST. RF asked if PHP will be working with teachers to support better mediation. MP stated that PHP rep will have own office. The PHP rep will be working with situations that are student/family, in-the-moment, and staff. EP asked if it will be the same person throughout the school year. MP responded that SYVCS will have 1 intern for the whole school year. MP asked permission to move forward with getting ready for PHP to meet in August. Item was reviewed.

- e. Review and Approval of Opening PayPal Account for Fundraising and Electronic Payments: MP stated that PayPal would not be used for yearbooks, birthday grams, or school apparel. Those items are Student Council. It would be used for school lunches.

1. MR DT 5-0

9) Board Advanced Agenda: Reviewed

10) Public Comment on Closed Session Item

CLOSED SESSION 6:35pm DT, EP left

1. Personnel Matters Pursuant to Gov. Code 54957
2. Certificated Teacher Negotiations
3. PUBLIC EMPLOYEE PERFORMANCE EVALUATION-Executive Director

OPEN SESSION

11) Report out from Closed Session-No Action Taken

12) Approval of Updated Staffing Plan 2016-2017

- a. MR HF motion to approve (3-0)

ADJOURNMENT Meeting was adjourned at 7:16 PM