

# Board of Directors' Meeting MINUTES

**Tuesday, November 19, 2013 Multi-Purpose Rm. at 6:00 P.M.**

PRESENT: Mark Palmerston (Director, non-voting), Leah Warson (Board President), Mitchi Dragonette (Treasurer), Chrystine Urban (Secretary), John Porter, Melanie Sutton Hodgdon, Mark Swanitz, Debbie Trujillo (Teacher Rep. non-voting), Joann Rosenberg (Teacher Rep., non-voting), Jim Brown (District Superintendent)

Frank Blundo (Attorney) via phone

ABSENT: NONE

OPEN SESSION (Meeting called to order 6:03pm)

***JP motioned to move to closed session; MS 2<sup>nd</sup>; unanimous***

CLOSED SESSION (6:05)

- 1) Potential Litigation- 1 case  
Frank Blundo via phone

Open Session (6:18)

- 1) Report from Closed Session
  - a. Reviewed case; no action taken
- 2) Public Comment on Non-Agenda Items NONE
- 1) Consent Agenda
  - a) Approval of Minutes for October 22, 2013 and Special Meeting October 30, 2013  
Changes to minutes of October 22, 2013 will reflect MSW changed to MSH in item #5 and LW nominated as "Chairman of the Board" rather than President; reflect 2<sup>nd</sup> by JR in item #7; ***MS moved to approve with changes; JR 2<sup>nd</sup>; Unanimous***  
Changes to minutes of October 30, 2013 will reflect MS added as present. ***MS moved to approve with changes; MSH 2<sup>nd</sup>; Unanimous with JP abstaining due to absence.***
- 2) Standing Reports
  - a) PTSO (Parent Teacher Student Organization) MP: \$10K startup for Foundation, in additional to \$40K; \$5K in 401 account for Field Trips; major fundraising is over for year.
  - b) Director's Report MP; 6<sup>th</sup> graders are at camp; 8<sup>th</sup> grade Astro 2 weeks ago; 7<sup>th</sup> grade Catalina.  
Math Program- adding Algebra 1 class for 8<sup>th</sup> grade, parents are returning approval forms; Mrs. Taylor will be in Algebra 1 class as instructional aide, hiring additional support to replace her other duties, new expenditure within Budget.  
Audit- -0- findings; 401 account in particular improved.  
Parents have 1400 volunteer hours logged.

Enrollment is 196; K is lower, currently 14 students. Reviewing wait list.

Staff evaluations have begun.

MOU finalized, budget reflects increase of \$10K: Lawn maintenance;

Increase for Board training.

Lego League won 2<sup>nd</sup> place last weekend, qualified for Regional finals.

Friday is the Thanksgiving Feast.

- c) Teacher's Report- JR & DT: reported on various learning experiences and activities in each classroom.
  - d) Treasurer's Report- MD (Board Financial Reports)
  - e) Fundraising Foundation- JP: Golf Tournament moved to Friday May 30 at Alisal Ranch Course will include Golf and Tennis; Car Raffle concludes Nov. 20, funds are running through PTSO.
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- 3) Discuss & Vote on 1<sup>st</sup> Interim Budget Report for 2013-2014 (#3) JP questioned item addition ***JP motioned to approve 1<sup>st</sup> Interim Adjustments to the 2013-2014; MD 2<sup>nd</sup>; unanimous***
  - 4) Discuss & Vote on 401 Account Reconciliation Addresses Restricted funds held over for 2010/2011; proposing close out Restricted Funds(#3A); ***MSH motions to transfer positive Restricted Funds into Teacher Wish List; JR 2<sup>nd</sup>; unanimous***
  - 5) Review draft of Common Core State Funding Plan additional \$40,400; 3 categories Textbooks, Technology Equipment; Staff development; can be spent next year as well. LW inquires about Technology costs, MP will be meeting with JB regarding infrastructure; **Set for vote next month.**
  - 6) Discuss & Vote on Conflict of Interest Policy (#4) Kelly Scott and Alan Blakeboro creating document; Form 700; need to work out details such as where it will be submitted which categories future consultants would apply under; County Board of Supervisors will receive document; JR questioned reason for document, MP stated all Boards have this in place. ***Tabled to next month***
  - 7) Discuss & Vote Uniform Complaint Policy- ***Tabled to next month***
  - 8) Discuss & Vote on Classroom Food Policy (#5) Parent request to MP; MP suggesting further defining what the "Classroom" encompasses. Parent feedback was positive. Board discussion, MS suggests "Parent Options" be strengthened by changing "Parents will be asked to bring..." to "Parents are required to bring...". MD inquired about other allergies. MP would like better definition of what Classroom based activity is. Tabled pending additional clarifications, ***No action taken.***
  - 9) Discuss future dates for Board Retreat and teacher meeting- Increase Board communication. MP inviting Board to next Staff meeting 1:30 to 3:00 Dec. 6<sup>th</sup>, meeting will be noticed and an Agenda posted. BOARD Retreat- MP proposing January meeting, MS recommended Tipton House, Sedgewick; Jan. 11 tentatively, 9:00-2:00; CU will organize.

- 10) Board Member Reports on CSDC Conference- LW favorite seminar "Getting Your Board on Board"; MD new board member, legal aspects, establish policies. Monitoring Board performance; Board timeline; reaching out to community; MSH attended multiple presentations; MP focused on leadership; suggesting going to larger Spring conference, with 2 Board members and 3 teachers; Positive feedback for all.

Board meeting dates (green); By Laws (yellow) distributed

#### Open Session

- 11) Report from Closed Session (6:18pm)  
Reviewed case; **No action taken.**

- 12) Public Comment on Agenda items

Parent (grandmother) statement "thanked Board for hard work".

Adjourned 7:39pm