

**Santa Ynez Valley Charter School  
Board of Directors' Meeting Minutes  
Tuesday, November 27, 2012  
Multi Purpose Room, 6:00 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 Consent Calendar are considered to be routine and are normally enacted by one vote of the Board of Directors. If you wish to speak on a Consent Calendar Item, please do so during the Public Communications.

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**Present: Colleen Million, Brooke Blunt, Chrystine Urban, Kelly Scott, Leah Warson, Melanie Sutton-Hodgon**

**Absent: Jim Brown, JoAnn Rosenberg, John Porter**

Open Session (6PM)

1. **Public Comment** – *Stacey Vogel, Parent; Shared concerns regarding the “Candy Grams” sponsored by our Student Council at various times during the school year. Feels that children not receiving them could have their feelings hurt; suggested another type of fundraiser be considered to replace this one such as a bake sale. Secondly, she shared concerns regarding the music program for the 4<sup>th</sup> & 5<sup>th</sup> graders.*
2. **Consent Agenda**
  - a) *Approval of Minutes for October, 2012; KS motioned to approve; CM seconded; unanimous*
  - b) *Approval of Warrants and Purchase Orders; KS reaffirmed that vote is not required as money is already spent and purchases are reviewed by Board President and Principal.*
3. **Standing Reports:**
  - a) *PTSO (Parent Teacher Student Organization) – no report*
  - b) *Golf Tournament – no report*
  - c) *Hot Lunch- CM reported revenue to date \$ 11,579.00, expenditures \$ 8,444.65, net \$3,134.35; does not include deposit made by LW today; Talisa Gil has received Food Certification to satisfy Health Dept. requirements; Students orders have increased and students are happy with menu.*
  - d) *Auction- No report*
  - e) *Director's Report –*
    - *Students will be participating in Christmas Basket Program through Mission Santa Ines, program is non-denominational; 5<sup>th</sup> grade students will be going to Mission to box and help as is traditional; all classes will adopt needy families and supply gifts.*
    - *New report “Civil Rights Data Collection”- utilizes CAL PADS; CM & MV will be working on this; information goes into school district, County, State.*
    - *CM has trained Mrs. Rosenberg to work with English Learners in the afternoon using ELD. ADEPT training (one day) was attended by Alice Taylor (certified CELT- California English Language Test) and Cindy Beery. Parents may opt out of English development, must sign a waiver “denying services”. CM trying to reduce unnecessary IEP’s due to language barriers rather than actual learning deficiencies.*

- SISC self-insured company will be doing audit this Thursday on Facilities, property liability. (California Charter schools Association Joint Powers Authority handout)
- Facilities Audit by SISC II Self-insured Schools of California; SY school is responsible for upkeep and CM has notified SY School of deficiencies found in Playground; overall very pleased with SY Charter School's Safety.
- Moss & Levy Fiscal Audit- received over Thanksgiving break; CM will send back Draft; noted: Student Body Funds 2/10 cash receipts were missing tally sheets; CM has put into place all recommended actions & submitted 5 page action plan. Audit confirmed corrections were made from last year's findings.
- CM spoke with SANSOne, Matt DeBarnardi, and they will do walk through of new additional playground area this week. 2<sup>nd</sup> graders will come up to big playground.
- 8<sup>th</sup> grade student, Marisol returned to SYVCharter

f) Treasurer's Report-

LW; handouts; nothing to report

CM had additional financial reporting:

- Astro Camp- \$394.00 additional to provide parent to oversee student with health concerns. Added teacher chaperone due to lack of parent volunteers. Additional \$395.00 bus transportation for parent & teacher.
- Catalina Camp added teacher \$198.00 and \$174.00 for bus transportation. \$1438.00 total BB wants to talk with Debbie Breck (SY) about how to transfer funds to cover additional costs.
- 6<sup>th</sup> Grade Camp Outdoor School: Due to parent concerns, Tonya Crandall and Kevin Farris were sent to camp. Parents covered direct costs but not teachers stipend
- CM will review additional funds needed for additional teachers on these trips.
- CM had 3<sup>rd</sup> grade classroom professionally cleaned due to student health concerns. \$695.00

g.) Fundraising Foundation Report- No report

#### 4) Health Ed Code Presentation by Kristen Nelson

County office of Education with less than 600 students provides "shared" nurses; schools are provided school nurses based on CBED & special needs kids; Charter Schools mandated to provide without funding.. [www.CDE](http://www.CDE) website has chapter on Health Services & School Nursing all subtitles are connected to Ed Codes & legislation; Federal Law trumps State/Local requirements. State Guidelines discussed:

- Immunizations annually (K, 7<sup>th</sup>); Mercedes makes parent contact-clerical duties
- Guidelines for Allergy/Asthma; required that if a child has chronic or acute illness that impacts education, it is required for staff to be educated in that. Some schools choose to have inhalers stay in classroom.
- Medications requires guidelines (where kept, time, doses by MD order-can be "as needed")
- Diabetes procedures: if child can't do insulin then school is required to hire licensed person to administer shot.
- Trach/G tubes; 1:1 nurse is on burden of school
- Policy for each school can vary determining how many staff members need to be trained.

Health Safety Handbook - County Education Office

- Not required to implement but most districts choose to follow because sample letters for parent distribution are pre-approved; not necessary to send out letters for every illness or incident.
- Calif. School Board Assoc. has a separate liaison for Charter Schools or Small Schools. For a fee they provide services to answer questions or create manuals, etc.; you receive newsletters. Will email name to Kristen after current conference.
- CM- suggests looking at County website and writing some guidelines that Kristen could look over.

5) Discuss & Vote on Conduct Standards for Coaches

KS- we have no system in place with volunteers (background checks, etc); Need policy, \*Linda Mayer provided Conduct Standards for Coaches sample policy and KS read verbally. Parents would be required to sign pledge. MS directed to research other schools "code of conduct for coaches" and report back to board so that SYVCS can adopt a policy.

CM- stated that "live scans" are required for employees; CM/KS concerned about volunteers working with kids without Live Scans and would like policy implemented immediately. CM stated that school will pay for live scan. Discussion about who is required including those already scanned in another system.

*KS made a motion to require live scanning for all volunteer coaches beginning winter season; MS 2<sup>nd</sup>, unanimous.*

6) Discuss & Vote on Conduct Standards for Chaperones (Day and Overnight trips)

CM- currently have MOU; Need separate agreement for day and Overnight trips. MS directed to look into policies currently in use by other schools and report back to board.

7) Public comment on agenda items; none

8:00 adjourned.