

**VENTURA CHARTER SCHOOL
OF ARTS AND GLOBAL EDUCATION**

**The Board Meeting was held
In Room 9**

**2060 Cameron Street, Ventura, CA 93001
(805) 648-5503**

**REGULAR BOARD MEETING
Minutes**

**Date: May 14, 2007
Open Session 6:40 p.m.**

A. CALL TO ORDER

1. Roll Call: Andy Gilman, Rosie Ornelas, Geoff Glick, Roni Adams, Dave Cook in attendance; Matt Cahn and Sarah Dinkler absent.

B. PUBLIC COMMENTS: None

C. HEARINGS: None

D. CLOSED SESSION: 6:40 pm

Personnel Discussions

Directors' Evaluation Report

Director of Operations salary discussion

Open Session Resumes: 7:15

E. PRELIMINARY

Report of Action Taken During Closed Session

Roni-

Director evaluations are finished. The administrations salary scale was discussed because there isn't one in place now. We will be inviting Cindy Hansen to our next closed session specific to the Directors' salary question. Discussion with Cindy and the Board ensued. After advice by Cindy it was decided her presence at the next closed session would not be needed. Traditionally, Directors' salaries are decided after review of the next year's budget, and wages can be adjusted retroactively.

Approval of Agenda:

Motion to approve the agenda made by Andy seconded by Rosie; motion carries unanimously.

Approval of Minutes of Regular Meeting April 19, 2007

There was a discussion on vote reporting. Decision was made to leave it as it is. Add the word "Minutes" to the front page. Add the date for future meetings (O. FUTURE MEETINGS) to reflect the date voted on.

Motion was made to approve the minutes by Dave Cook; seconded by Andy Gilman; motion carries unanimously.

F. CORRESPONDENCE

- Mary received a letter from a parent expressing her appreciation and commendation for teacher Terri Hooson for her capacity to challenge children academically. The parent specifically noted her son’s growth over the year.
- Laura received an invitation for collaboration with teachers from Egypt. The cost is significant and prohibitive but it was a very generous invitation.
- Andy spoke with a mom he initially met at a school informational meeting. Her son is new 7th grader who had been home schooled. He is now at our school and is so excited about school he cannot sleep at night.

G. PRESIDENT’S AND BOARD MEMBERS’ REPORTS

President Roni Adams acknowledged the school’s publicity lately noting that it is good to have our name out there even if there are some misconceptions. Roni recommended that the Director continue to send out press releases for school events and activities.

Board member Rosie Ornelas said that she spoke with City Council members and City Manager, Rick Cole about our Earth Day event and heard nothing but positive comments. The city representatives that she spoke to are expecting that we will do it again next year. City officials were impressed with the event and it brought good public relations. We have a “green” city council and this a good affiliation and partnership. Rosie mentioned that she hoped we followed up with thank you notes. It was suggested that we write something to be read at the next city council meeting, thanking them.

G.1 PTC REPORT (added tonight) - none

H. DIRECTORS’ REPORTS

Director of Education, Laura Ruiz:

- Our teachers were very appreciative of parent support during Teacher Appreciation Week. It was somewhat challenging for the K-1 classes to be off campus during this week to support the STAR testing of other grades.
- STAR Testing is ongoing. Only 5% of actual testable population can opt out, which is eight students. Independent Study students must take the test too. We will have some makeups. 2nd and 3rd grade started today. Grades 3 and 7 have extra testing with CAT 6.
- Physical fitness testing is complete. There is software to be uploaded and then the collected student information will have to be entered.
- The staff selection committee is made up of three parents and an alternate and three teachers. Interviews of candidates start next week. We have placed job postings on Edjoin, which has produced many applications. There were also job postings printed in the *Star* yesterday and on the California Charter Association website.

Roni – Last year, the Staff Selection Committee worked hard to craft a confidentiality document for themselves; she would like to make sure the current committee reviews it.

Director of Education report (con't)

- Our middle school Renaissance Festival will be presented on the evening of the 24th for parents and family, and during the day on the 25th for the students.
- The fourth annual Cambodia Day was in the newspaper and was well received by the 2nd and 3rd grade classes.
- Upcoming Events:
 1. Parent Education Night: May 29, 7:00 p.m. Topic: Non Violent Communication
 2. STAR testing, May 7- May 30
 3. Parent Appreciation Art Walk/Tea: June 8, 11:30 a.m.
 4. Promotion Ceremony: Tuesday June 26, 5:30 p.m. teachers have begun planning the event.
 5. May 25th is the enrollment lottery; there will be a meeting of the enrollment committee before the lottery.
- All of the first year teacher evaluations are complete except one.
- There will be no speeches at promotion this year since no students are graduating our first year. Our first graduating class of eighth graders will be next year.

Director of Operations, Mary Galvin

- Regarding our Earth Day Celebration: Turnout and word-of-mouth were excellent for the event; the “Your Hub” section of the *Star* was presented. Expenses for the event were high, however, we netted about \$6,000 for the day. The online auction with CMarket has currently raised about \$11,000. Our fundraising goal of \$20,000. should be met. Overall, we had three goals for the event; create a child-friendly community event, build relationships with the city, and raise money for our school. We met them all. Mary did write the County Supervisor, all city council members present, the mayor, vice mayor, and staff, thanking them and inviting them to visit the school. Mary Sequoia Hamilton has agreed to chair the event again next year. Many within our school community appreciated the Earth Day focus. The event committee chairs will hold a meeting to debrief and begin planning for next year. The goal for next year is to create more publicity and to have even more people attend.
- The *Star* article on progressive education was discussed. There is an ongoing need to present a more balanced and accurate description of our school and program in the press.
- An application for a Facilities Grant was sent in last week, which would provide \$750. per ADA if granted. The selection is based on preference points. The State Board of Education adopted final revisions to Proposition 39, which were supported by the California Charter School Association; revisions are generally favor charter schools. Mary will send to board members.
- California Charter Quality Institute: A representative from Insight Education will visit our school and meet with the Directors on May 29th and on June 4th to prioritize curricular initiatives. Goal of the accreditation is to improve student achievement and create high quality charter schools.
- Los Senderos School parents are applying for charter status as “Camarillo Academy of Progressive Education” (CAPE) and will be presenting their charter petition to the Pleasant

Valley Unified School District. They have asked Mary to speak on their behalf at the meeting.

I. LEGISLATIVE REPORT None.

J. CONSENT/ACTION

1. Ratification of purchase orders, check register, summary of revenues and expenditures.
2. Gifts to School: Donation of 1000 school ballpoint pens from Kim and Wayne Winch, Value: \$500.00

Andy Gilman moves to approve, Dave Cook seconds; motion carries unanimously.

K. DISCUSSION/INFORMATION/ACTION

1. Director of Education Position

Mary requests Board to ratify the hiring of Lisa Hildebrand as Director of Education beginning July 1, 2007.

Dave Cook moves to approve, Rosie Ornelas seconds; motion carries unanimously.

2. School Psychologist

Approval of resignation of Kim Charnofsky due to personal reasons. Mary recommends that the Board approve Kristy McLoughlin to fill the part-time school psychologist position.

Rosie Ornelas moves to approve, Andy Gilman seconds; motion carries unanimously.

3. Calendar for School Year 2007-2008

Mary requested that the Board revise the adopted 2007-2008 school calendar to reflect two post service days instead of four.

Geoff Glick moves to approve, Dave Cook seconds; motion carries unanimously.

4. District Offer of Facilities Pursuant to Proposition 39:

The School has received clarification of the Ventura Unified School District's final offer of facilities for the 2007-2008 school year. The deadline to respond is May 16, 2007.

Mary received clarification from Joe Richards. VUSD will not include two additional classrooms in its offer of facilities. Our attorney said that acceptance of the District offer indicates that it complies with Proposition 39. Mary presented a draft letter of response written by the attorney to VUSD for review. Deadline is Wednesday to accept the offer. The draft response letter includes language that we have continuing concerns regarding the District's compliance with Proposition 39 but that we are committed to resolving any Proposition 39 facilities issues amicably with the District. Mary met with Joe Richards on Friday; VUSD is offering the school a multipurpose room and a classroom (former Jump Start room) for our special education needs. We are not asking for science lab. Joe Richards stated that we may place portables on our site at our own expense. They are willing to put that in writing in a separate agreement, but would not make that a part of the Proposition 39 facilities offer.

Roni – Based on discussions with the lawyer, that acceptance implies compliance; she feels that if we want to acknowledge that they have not met their obligation, this is the time to state that.

Much discussion ensues among the board regarding whether the attorney-drafted letter should be presented to the VUSD stating that their facilities offer is not Proposition 39 compliant.

Rosie Ornelas moves to authorize Mary to send a letter pursuant to the recommendations of our attorney, Geoff Glick seconds; motion passes unanimously

5. Facilities:

Options for portable classrooms/office space or leasing of adjacent space are discussed.

Mary –The school needs at least two additional administration offices.

Based on conversations with Jorge Gutierrez of VUSD, the construction costs are approximately \$75,000 per portable. A house next to the school is available for rent. It could be used for administration space and Independent Study office, but not for servicing special education students. Cost would be \$20,000 per year. A Mobile Modular office on-site would be better, however, the cost would be considerably more.

Considerable discussion ensued about the house offices including communications issues. Mary emphasized that all we need is a one-year solution, since next year Proposition 39 will provide additional space. Preference will be given this year to Ventura Unified students in the lottery in order to qualify for adequate space. There was discussion about the wisdom of investing in a property for a short-term and about options for after-school care. Plans for the additional two classrooms were discussed.

There is still a question about the cost of our facility for the 2006-2007 school year. Mary asked Cindy Hansen of Business Services Authority if she could find out when we will get the invoice for this years' facilities.

Dave Cook appreciates the work Mary is doing. However, he would like to see the budget before voting on adding a portable classroom at school expense.

No action taken.

6. Long Range Facility Planning

Proposition 1D Letter of Intent was delivered to VUSD on May 3, 2007. Deadline to submit application is June 5, 2007. During the meeting with Joe Richards of VUSD, Mary discussed using Prop 1D funds to rehabilitate district facilities. He said he was interested in pursuing it but would need to check with the Superintendent and would get back to us.

Much discussion ensues. Concerns were raised about a continued relationship with the District. Mary sees it as a win win; the District gets facilities remodeled and they don't have to provide us facilities under Prop. 39. Roni asks if the District would still have oversight over everything and would like to keep investigating other options for facilities.

The Ventura Avenue School has approximately twelve classrooms with room for portables. There is a pipeline issue. Discussion about considerable costs required to make the Avenue School usable, based on cost estimates acquired by others in recent years ranging from 1.2 to 3 million dollars.

To pursue this option requires filing an application and Letter of Intent with the state; it is a long application process with a near deadline, and would be difficult to meet without District sponsorship, but we could pursue it on our own if district didn't want to.

Geoff Glick makes a motion for Mary to pursue Proposition 1D to provide facilities, Andy Gilman seconds; motion carries unanimously.

7. Budget:

Cindy Hansen-

There was a budget meeting on May 10th, with Mary, Laurie and Cindy. Updated enrollment figures and staffing needs were outlined. The budget will be presented June 21st and will need to be approved. Roni asked about establishing a Director salary schedule. Cindy said we could wait to see what surrounding districts are doing to stay competitive. Raises can be made retroactively; she said Directors don't usually have columns, and that the Board could wait to see the budget then create a schedule. Director salary adjustment can happen after budget is adopted. Much discussion ensued regarding budget presentation next month. **No Action taken.**

8. Amendment of the Human Resources Policy:

Mary presented the following language to the Board to approve amending the Human Resources Policy: *Director Evaluations will be conducted by the Board throughout the year. Survey results will be collected by the Board President, discussed by the Board, and shared with the Directors.*

Mary added the following: *Classified employees working 4 hours to 5.99 hours: employer pays 50% of the Health and Welfare benefits; employees working 6 hours to 7.99 hours: employer pays 75% of the Health and Welfare benefits; employees working 8 hours: employer pays 100% of the Health and Welfare benefits.*

Geoff Glick moves to approve the above, Rosie Ornelas seconded; motion carries unanimously as amended and discussed.

9. Board Retreat:

Roni – The committee to select and find new board members has been re-activated. She asked about a Board retreat: about new members joining the Board in the summer, what topics should be discussed, and stated that this would be an annual meeting/retreat for the Board. Cindy (BSA) offers that Board Retreats in other districts; have to be held within the boundaries of the district, have no action items, the public has to be invited although they don't usually come, and they usually last all day. Roni suggests a workshop on budgets-- reading and understanding them. Cindy has information on a suggested speaker, Dr. McLaughlin who can give a talk on board protocol.

It was agreed that Roni will schedule the Board Retreat on Saturday August 25th at the Cliff House.

10. New Teacher Positions:

Mary requested Board approval to add an additional three full time teaching positions to meet the needs of expected growth in enrollment and staff movement. Anticipated cost: \$60,000. each or \$180,000.

Dave Cook moves to provide up to 3 full time teaching positions, Rosie Ornelas seconds; motion carries unanimously.

11. Part time Kindergarten Position:

Mary requested Board approval to add a one-hour teaching position to cover the morning and afternoon Kindergarten class overlap. Anticipated cost: \$7000.

Andy Gilman moves to approve a part-time Kindergarten position, Geoff Glick seconds; motion carries unanimously.

12. Part time Algebra Position

Mary requested Board approval to add a one-hour teaching position for eighth grade Algebra. Anticipated cost: \$7000.

Dave Cook moves to approve a part time algebra position, Andy Gilman seconds; motion carries unanimously.

13. Part-time Clerical Position

Mary requested Board approval to add a four-hour clerical position at \$10.00 per hour. This person will interact with parents and staff, process substitutes, answer the phones, etc. and would relieve Shawndara who could work on more administrative duties.

Andy Gilman moves to approve the office position, Geoff Glick seconds; motion carries unanimously.

14. Resource Budget for Teachers

Mary requests approval of the Board to provide a \$500. per teacher account for classroom materials and supplies for the 2007-2008 school year. Board members would like to entertain increasing this amount. Discussion about creating a per student dollar amount; allocating more dollars to the upper grade teachers due to more students. \$25/student, \$500 per year for lower grades, \$750/yr upper grades. There was discussion about desire to see more classroom materials, books, and libraries within the classrooms. There was an impromptu review of budget with Cindy of what was spent for teacher materials so far.

Item tabled, no action taken.

L. BOARD MEMBER COMMENTS

Dave Cook presented a publication for review, the California School Board Association, Manual for Governance Teams for Charter Schools. CSBA a blurb on Proposition 39 Ridgecrest case; they didn't have contiguous space. Interesting information we could all review. He will bring it to the Board Retreat.

M. FUTURE AGENDA ITEMS

1. Service Learning Partnerships
2. Medical Billing
3. Year end Surveys

O. FUTURE MEETINGS

Date: **Thursday, June 21st, 2007**

Time: 7:00 p.m.

Location: 2060 Cameron Street, Ventura, CA 93001

Purpose: Regular Meeting of the Board

P. ADJOURNED at 10:22 p.m.

Minutes recorded and submitted by Lisa McEwan

DRAFT