

# VENTURA CHARTER SCHOOL OF ARTS AND GLOBAL EDUCATION

## REGULAR BOARD MEETING Minutes

**Date: August 16, 2007  
7:07 p.m.**

### **A. CALL TO ORDER**

1. Roll Call: Geoff Glick, Roni Adams, Dave Cook, Andy Gilman and Matt Cahn present. Rosie Ornelas present at 7:17pm.

2. Approval of Agenda

- Addition - *Section M.1. Unaudited Actuals* add words “financial reports”. (Mary)
- Correction - *Section H. PTC Report* Judy Johnston Glick, should be Judy Johnston. (Geoff)

**Motion to approve agenda with the above revisions made by Dave Cook, seconded by Geoff Glick, motion carries unanimously.**

**B. PUBLIC COMMENTS:** none

**C. HEARINGS:** none

**D. CLOSED SESSION:** none

### **E. PRELIMINARY**

Approval of Minutes of Regular Meeting June 21, 2007

- Correction – *Section J. Legislative Report*, currently states that these “revisions are expected to become final”, should state “these revisions were approved by the State Board of Education in May 2007”. (Dave Cook)
- Correction – *Section E. Preliminary, Board Recommendations*: the Director of Education should have Step 1 only, not Step 1 and Step 2 as discussed by the Board in the last meeting. (Geoff Glick)
- Correction – *Section G. President’s and Board Members’ Reports*, Geoff Glick has not requested to step down as a Board Member. (Geoff Glick)

**Motion was made by Matt Cahn to approve the Minutes with the above changes, Geoff Glick seconded; Andy and Rosie abstained, motion carries.**

## **F. CORRESPONDENCE**

Board members received a letter from a parent that gave reasons why the parent is moving her daughter to another school.

## **G. PRESIDENT'S AND BOARD MEMBERS' REPORTS**

Geoff Glick

Alison Bradley's step-father connected us with a DOD source for used audio visual equipment and computers that Port Hueneme Base was getting rid of. We requested several pieces of equipment for the school.

Rosie Ornelas

There will be a multicultural gallery opening this Saturday from 1-9 at the Art Walk at the Bell Arts Factory (postcards were handed out to Board Members). At 1:00 there will be an Aztec blessing.

Roni Adams

Roni attended and presented at an international conference, Pacific Circle Consortium. "Educational Change" was the theme. Roni gave a Power Point presentation to folks from all over the world about our school. Her topic was "Promising Practices". Many countries that attended are still under very strict standards. There was a very positive response.

## **H. PTC Report:**

Lisa Hildebrand

The PTC got together in July to talk about budget items. They started with the budget items in the old program's budget. They considered the question about whether they should separately incorporate. They want to look into it. No decisions were made. There was much discussion at the PTC meeting on fundraising for general or specific school needs, and what would motivate parents. It was the beginning of a very good conversation.

Dave Cook offered to do all the paperwork, if the PTC chooses to file for non-profit status separately.

Much discussion followed among Board Members regarding the importance of PTC earned monies not disappearing into the general fund. Lisa mentioned that an MOU was discussed at the PTC budget meeting. Lisa reinforced that PTC has a desire to have a clear budget of its own.

Andy suggests that 2 Board members meet with the leadership of the PTC to hammer out a suggested structure to present to PTC and Board.

Mary suggests inviting all the leadership from PTC to the next Board meeting.

**Mary will add an Agenda item to next months Board meeting to discuss the budget and PTC.**

**I. VCOE Liaison Report: M.L. Peterson: None**

## J. DIRECTORS' REPORTS

Director of Operations, Mary Galvin

- Mary spoke at the last County Board Meeting to let them know that the school had a great first year, and that she will be back in the fall to give a full report on budget, enrollment, and STAR test results. Chien-ei is working with Mary on the presentation.
- Mary and Shawndara and went to the monthly BSA meeting. We are the first of their school's to be online with the new ESCAPE system which is no longer DOS based. The reports will start looking different. In October Mary and Shawndara will be trained on the system. Mary is confident it will be easier than the last program.
- Lisa and Mary worked much of last week moving furniture and offices. Logan Osland, Warren Peterson, Geoff Glick, Tammy, Bill and Cole Stender helped to move things into the new house and garage. We will have more work days before school starts.
- The garden peace pole has arrived. We will have a special ceremony after its installation.
- STAR test results are back (a copy was handed out to the Board Members). Initial review looks really great. No student scored Far Below Basic in Language Arts. We are doing better in math than in previous years but there is room to grow. Overall, the Directors are very pleased with results. Individual student results went out to parents today. The Directors will attend training on interpreting the results. The API scores will be out Aug 31<sup>st</sup>. We met the necessary 95% threshold of eligible students tested. Results are public: <http://star.cde.ca.gov/star2007>

Director of Education, Lisa Hildebrand

- Promotion Ceremony – The staff started a new promotion tradition of giving each child a lei as a way to acknowledge each child. The ceremony was shorter this year because there were no individual graduating student speeches. Lisa presented the Roni Adams Vision Award to Roni-- a beautiful crystal globe on a pedestal.
- Yearbooks were a huge success.
- The last day was a ½ day at the beach; it went well.
- The whole school will study the same country this year. The teachers discussed Saudi Arabia. Having the whole school on the same country will add to teacher resources. Focus mostly in Jan. & Feb.
- Parent handbook is currently being drafted and will be handed out at the beginning of the year.
- New teacher meeting will be held the Friday before school starts. Teacher letters will go out soon.
- Para educator is almost selected and will be trained.
- For the staff pre-service professional development, the Directors contracted with Insight Education to do strategic planning. They work with teachers to make sure content standards are integrated into projects and units of study. It will be at the Pierpont Inn and teachers will meet by grade levels to plan together. On Wednesday Roni will conduct a workshop for the staff on classroom meetings, Magic Circle, and community-building.

## **K. LEGISLATIVE REPORT**

### 1. State Budget Update

No state budget yet.

Cindy from BSA says that if the state doesn't pass a budget, we still get an estimated apportionment of money each month.

## **L. CONSENT/ACTION**

### 1. Ratification of purchase orders, check register, summary of revenues and expenditures.

**Geoff Glick moves to approve ratification of purchase orders, check register, summary of revenues and expenditures, Roni Adams seconds; motion carries unanimously.**

## **M. DISCUSSION/INFORMATION/ACTION**

### 1. Unaudited Actuals: Janet Penanhoat, Business Services Authority

Approval is requested to approve the Unaudited Actuals.

Janet Penanhoat, BSA

Janet presented the budget on paper to the Board members and talks the Board Members through the handout. In September auditors will come in and present a report to the Board. Janet answered many individual Board member questions. In general, Janet says that the school is fiscally "healthy".

Roni Adams noted that for 2007 and 2008 the school will spend over \$100,000 on special education and will receive only \$33,000 in special education funds. Janet responded that this encroachment happens at most schools.

**Motion to approve the unaudited actuals was made by Dave Cook, seconded by Andy Gilman, motion passes unanimously.**

Board Meeting Break, 8:35

### 2. Cash Clearing Account:

Approval is requested to increase balance from \$100.00 to \$500.00

This is an account with Bank of America; all "Paypal" funds go through this account. When it was opened, the balance was at \$100. That was a problem during the online auction when refunds were made; request to increase made by Mary.

**Dave Cook moves to increase the cash clearing account balance from \$100 to \$500, Matt Cahn seconds, motion carries unanimously.**

### 3. Appropriation/Budget Transfers

Approval is requested for Resolution 07-08-01; Authorization to Allow Appropriation/Budget Transfers for fiscal year 2007-08.

This allows BSA to balance resources if necessary.

**Matt Cahn moves to approve Resolution 07-08-01, Geoff Glick seconds; motion carries unanimously.**

4. Budget Transfers:

Approval is requested for Resolution 07-08-02; Authorization for the Ventura Office of Education to make Budget Transfers.

Discussion to clarify difference between 01 and 02 resolutions.

**Andy Gilman moves to approve Resolution 07-08-02, Geoff Glick seconds; motion carries unanimously.**

5. Appropriation of Ending Balance:

Approval is requested for Resolution 07-08-03, Authorization of the ending balance to a reserve.

**Dave Cook moves to approve Resolution 07-08-03, Andy Gilman seconds; motion carries unanimously.**

6. Facilities:

VUSD Facilities agreement, pro-rata share update.

Mary Galvin

There was a meeting with Joe Richards, Andrea McNeal, and Board Member Dave Cook. In this meeting they discussed how VUSD calculated the pro-rata share.

Dave Cook

According to VUSD, they charged a cost per square foot of *building* space based on the average cost per square foot of building space in the rest of the district. Dave questions this method and according to the regulations, believes they should be looking at *the entire space* not just the buildings. Dave ran the calculations for the *total* square feet of the district to come up with a cost per square foot and then applied that to the total space we use here.

The numbers are much lower if you look at the property in full. This difference in calculations could make a difference of tens of thousands of dollars.

BSA already paid the VUSD bill of \$63,000.

Much discussion ensues.

Dave's plan is to have an open discussion with VUSD. The School can always agree to something other than what was done the previous year.

Facilities Update: Mary Galvin

- Gate from school to Director's Office – was approved by Bob Dalto (Risk Manager) and Jorge Gutierrez (Facilities Director for VUSD)
- Playground - Jorge had no idea about the playground VUSD promised. Mary looked at the playground equipment and picked a structure and emailed Joe Richards what we wanted. She and Jorge determined where it should be placed. It will take at least two months to arrive. The Kindergarten dome structure should arrive before school.
- A wall replaces a canvas partition in the office.
- New classroom, DeAnza Room A9 has been assigned to the School and a sink is being installed for science.
- New classroom, DeAnza Room G1 (former Jump Start Room) has also been assigned to the School and will be used for Kindergarten. New tile will be laid. No bathroom or sink are available in this room
- Picnic tables: Eight more picnic tables were ordered
- Shade will be installed for middle school.
- Shade sails will be installed in the courtyard.
- Tether balls will be installed
- Phones and internet, Doug Curwood is consulting the School for internet and phone service to the house/office.
- Parking, the posts will be down at all times now allowing evening access to the parking lot.

Rosie Ornelas

The VUSD space on Ventura Avenue that had been considered as a possible school site in the future may be leased for use as a boxing gym.

#### 7. MJP Information Technology Contract

Approval is requested for IT contract.

Geoff Glick

This is to maintain servers, anti virus software, save folders from last year and teacher's folders, etc. Approval is requested so BSA can open an account that MJP can charge against.

**Andy Gilman moves to approve opening an account for MJP, Matt Cahn seconds; motion carries unanimously.**

#### 8. Hearing Tests:

Approval is requested for an agreement with Ventura County Office of Education's Hearing Conservation for annual student hearing tests.

Mary

The cost is \$4.75 per student to provide hearing screening again next year. About half the student population is tested each year.

**Matt Cahn moves to approve annual student hearing tests, Geoff Glick seconds; motion carries unanimously.**

#### 9. Teacher Position:

The Staff Selection Committee recommends that the Board approve the following individual for a teaching assignment: Jackie Gerstein, grades 5/6.

Lisa Hildebrand - Jackie is an experienced teacher; she spent four days visiting the school campus. She is from New Mexico and is a very progressive teacher. She is a Physical Education teacher with her doctorate in counseling and a MA in outdoor education. She is also a part time professional potter. She has a website “jackiegerstein.weebly.com”. She also teaches at a college. She is very strong in science and math and will bring much to our school.

**Geoff Glick moves to approve Jackie Gerstein as a new 5<sup>th</sup>/6<sup>th</sup> grade teacher, Andy Gilman seconds; motion carries unanimously.**

#### 10. Year End Parent Survey:

Report on the results of the year-end survey results and planned initiatives.

Mary handed out and discussed a copy of tabulated results from the year-end parent survey. There were a total of 186 respondents.

Mary

The narrative comments were tabulated and enlightening. There were many appreciations of staff and teachers, including Jan and the Independent Study program and Debbie Adams’ after-school program. There were many positive comments about communications, email reports, community atmosphere, etc. The concerns are listed in order of number of people who listed it as a concern and included: disrespectful student behavior, lack of playground equipment, and concerns about the curriculum is not being challenging enough academically.

Much discussion ensued including:

- General response is lower than Board would like
- Suggestion of one survey per child
- Suggestion of an incentive
- Suggestion of pulling out responses of those who marked out that they are not coming back and using those as exit interviews
- A desire to see results in Excel format
- A request to see the number of concerns per category

Lisa Hildebrand

Lisa gave the Board members a handout of planned initiatives designed to address parent concerns. Mary and Lisa took the concerns and put initiatives into a working draft. The plans extend out three years.

Lisa and Mary talked the Board through the handout including:

- Academic Standards – Staff Development, teachers collaborate and plan grade level staff meetings, Director of Education support

Rosie asked if the staff had considered banking time for teacher meetings? i.e. students go longer during the week and have half day on Fridays. **Mary says we can add the question to a parent survey at the beginning of the year.**

- Classroom Management - Roni will conduct a one day workshop for staff on this topic. Considering a one-day a month team building. Buddy Classrooms on regular basis. Staff to develop and enforce accountability standards. Ropes course planned for middle school; team building specialists to conduct monthly activities in grades 5-8.
- Math –Part time Math/Algebra teacher hired; block scheduling for Math – gives teachers a longer time to go into depth. The state is adopting new texts for math. Staff is looking at textbooks that are aligned with state standards and will provide books for each student in middle school.
- Parent Communication –Monthly School newsletter; monthly Directors Dialogs, Parent Handbook; teachers at PTC meetings
- Parent Education--teachers are asked to schedule two parent education meetings, one at the beginning of the year, one in January and maybe a third. There will also be four evening school-wide parent classes.

Board member noted that this would be good to hand out to the community, understanding that it is a “living” document that will grow and change as needed.

#### 11. Board Selection and Retreat:

Update on Board Selection process and retreat.

Rosie spoke to two people and encouraged them to turn in their applications for Board member consideration. Andy is trying to have an interview with another candidate (a parent in the program) next Tuesday.

Roni

Regarding the retreat and new board members. There was discussion about Cindy Hansen coming to the retreat to familiarize the Board with budgets and the Brown Act. CCQI also gives one free training to the Charter School’s Board.

On Oct. 27<sup>th</sup> CCQI is doing Board training in LA.

Also to be discussed are the number of Board members, money issues for PTC and the budget, plan for a future site, and being proactive on all potential topics. Retreat should include new board members.

Friday Oct 19<sup>th</sup> was chosen for the Board retreat.

#### **N. BOARD MEMBER COMMENTS**

School board elections are coming up, what is the School policy on candidate forums?

Dave Cook has tentative plans to attend the CSBA orientation for new trustees’ in San Diego.

## **O. FUTURE AGENDA ITEMS**

- Add discussion item about School Board candidates and elections and forums.
- From above *Section H. PTC Report*, “**Mary will add an Agenda item to next months Board meeting to discuss the budget and PTC**”.

## **P. FUTURE MEETINGS**

Date: **Thursday, September 20, 2007**

Time: 7:00 p.m.

Location: 2060 Cameron Street, Ventura, CA 93001

Purpose: Regular Meeting of the Board

## **Q. ADJOURNMENT**

Meeting adjourned at 10:37 p.m.

Any individual with a disability who requires reasonable accommodation to participate in a Board meeting, may request assistance by contacting (805) 648-5503.

Approved: 9-20-07