

VENTURA CHARTER SCHOOL OF ARTS AND GLOBAL EDUCATION

REGULAR BOARD MEETING Minutes

**Date: September 20, 2007
7:12 p.m.**

A. CALL TO ORDER

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

2. Approval of Agenda

- Change of order - move *Section M.1 County Investments* to follow *M.5. Personnel Leave Policy* (Mary)
- Addition – *Section H.2. Teacher Report* for 3rd / 4th Grade to follow *Section H.1. PTC Report* (Lisa)

Motion to approve agenda with the above revisions made by Andy Gilman, seconded by Matt Cahn, motion carries unanimously.

B. PUBLIC COMMENTS - none

C. HEARINGS - none

D. CLOSED SESSION - none

E. PRELIMINARY

Approval of Minutes of Regular Meeting August 16, 2007

- Correction – *Section F. Correspondence*, change “Roni Adams received a letter” to “All Board Members received a letter” (Andy).

Motion to approve minutes with the above revisions made by Geoff Glick, seconded by Rosie Ornelas, motion carries unanimously.

F. CORRESPONDENCE

All Board Members received a letter from a parent who also sent a letter last month (last month the parent wrote a letter to all Board Members explaining why she moved her daughter from Ventura Charter to another school). The letter received this month said that the family would like to bring their daughter back to Ventura Charter School.

G. PRESIDENT'S AND BOARD MEMBERS' REPORTS

Matt Cahn

The School campout is near. Registrations are coming in well. There is some concern about signups (for volunteering at the campout), some classrooms are not signing up. Word of mouth is good to remind our colleagues about participation. Lisa can help with individual class signups.

(Roni gave her report following the PTC Report.)

Board President, Roni Adams

Before school started, Roni met with both the Director of Education (Lisa) and the Director of Operations (Mary) to discuss the division and overlapping duties of each. The meeting went well and will provide a good outline. During that week, teachers came back and spent two days with consultants working on integrating curriculum with CA state standards, and planning integrated units of study in teams. On Wednesday of that week, Roni gave a staff inservice on student social and emotional issues, Magic Circle, conflict resolution, communication and building relationships. Teachers worked in small teams on Thursday and did more content area work. Friday, the teachers were able to spend time in the classrooms. During this week of professional development Roni was very impressed with the staff. It was well worth the time and work. Thank you to the Directors and teachers for participating.

Rosie asked if the Directors' division of duties was in writing somewhere. Roni said she would bring it to the Board at the next meeting.

Roni took a moment for introductions as parents arrived.

H. PTC and Teacher Reports

1. PTC Report - Judy Johnston

The first PTC meeting of the year was held on Monday, September 17th at 7pm. Twenty-seven parents signed in, classroom representatives were introduced. A summary of how parents can be heard was discussed; PTC decision-making was discussed; each member gets one vote, a quorum is 50% of the executive committee. PTC meetings will take place in the second week of the month on rotating days. There was a discussion of political candidates speaking at PTC functions, and it was decided that this was not the proper forum.

Julie Nevison gave a short presentation on parenting skills. The online auction was discussed, one parent and spouse signed up to lead the committee, but didn't realize the event is during the fall and therefore will not be able to participate.

Jenny Green was given the "go ahead" for the Original Artworks fundraiser for the fall. Lisa and Mary summarized the Parent Survey.

During the open forum there were questions about PTC funds; and a question about test scores and whether the school is standards based. Judy requested all classes have Room Representatives by the next PTC meeting.

Discussion about having a PTC/Board of Directors meeting to create an MOU regarding PTC-raised money. Meeting to include Dave, Andy, Mary, Lisa, and PTC representatives. A meeting time has not yet been determined and may take more than a single meeting. This meeting will help parents understand what they are raising money for and will help with parent trust. Mary mentions that Kathy Walker agreed to be the PTC Treasurer and will be at the meeting. Matt clarified that the goal of meeting is to craft the MOU to present to the PTC and Board.

Judy concluded that the PTC meeting was generally well received.

I. VCOE Liaison Report: M.L. Peterson – not present

J. DIRECTORS' REPORTS

Director of Education, Lisa Hildebrand

- The Directors, Shawndara, and the teachers spent a lot of time in August getting ready for school to start.
- Parent Handbook-was completed and distributed on the first day of school. (A copy was passed around).
- Substitute Teachers - three teachers are pregnant. Kim Lichtenberger (Flow) is in a teaching credential program and is student teaching in Krysten's class this semester. She will take over as a long-term substitute when Krysten leaves. Lisa has good leads for the other two long-term positions.
- Campout- 7th and 8th graders will go to a team-building ropes course that costs \$60 per student, parents are contributing to offset the cost.
- Drama in-service -a drama teacher from Los Angeles offered to do a free workshop for the teachers after school on November 7th.
- Directors' Dialog- was held this week which seven parents attended. It will be held in the morning on different days, some in the evening as well. This will give all parents another forum to talk. Older and experienced families are encouraged to come too.
- Lunch program, Ventura Charter students are going to the DeAnza cafeteria for hot lunch and enjoy having more choices. There is a full salad bar every day and there appears to be less wasted food than last year. The head of nutrition for VUSD said that they keep running out of fruit and vegetables serving our students and was happy to see children making healthy choices.
- STAR Testing- Ventura Charter School got an API score of 851 which is higher than the district average; there were six schools at or above us; 877 is our new target.

Director of Operations, Mary

- Garden - Jackie Pierce worked on a \$2500 garden grant with Mary who was notified that the school received it. Garden committee will work on a plan to utilize the grant.
- Website- Alison Bradley has worked on the site and added a photo gallery. The website committee will meet during the campout.

- CPAN - Mary attends monthly Certificated Personnel Administrators Network (CPAN) meetings at the County Office of Education, which provides useful information.
- School Attendance – Mary attended a County SARB (School Attendance Review Board) meeting. There is a process targeted to those families who are having a problem getting students to school.
- Enrollment- is at 260; we still have a few openings in the 3rd / 4th and 7th / 8th grades.
- Campout scholarships- are available
- County Board Meeting – Mary is scheduled Monday Nov. 26th, 6 pm to give an update and presentation of our budget and test scores.
- Facilities - still need phones in the Director’s office. MJP hooked up a wireless internet connection to the office.
- Playground - We need a frame and sand under dome. Total cost is about \$1600 with donated labor.
- Prop 39 Facilities Request- is almost due and will be delivered to VUSD soon.
- WASC - the application is due November 30th for an initial visit in Spring ‘08.

Independent Study, Jan

- Total Independent Study enrollment is 21 students--double that of last year’s; people are coming in from several other states.

Cindy comments that she is available for the meeting on the 26th with the County.

Andy asked about the status of the playground promised by VUSD. Mary replied, that VUSD sent over a notebook of plans for different play structures. Mary and Lisa picked out a couple that would work. Once VUSD orders it, it will take about eight weeks.

Rosie asked Dave about the VUSD pro-rata share and recalculating the School’s square footage in relationship to our rent as discussed last month. Much discussion ensued. Mary said the School still needs more space, she has asked VUSD for the use of a DeAnza classroom that is still vacant. Geoff expressed a concern that we are paying a lot more than other charter schools are paying. Much discussion ensued. Andy suggests this is a good time to pursue a new campus.

Teacher’s Report – 3rd / 4th Grade Report by teachers Terri, Ashley and Jessica

Last week they did some team building with a ropes course and art activity. The teachers were thrilled with how kids worked together.

A woman from the *Star* came and taught a center on how to interview people. She explained the difference between open and closed questions in interviewing for all three classes. Students then interviewed a partner and wrote a paragraph that included artwork. The students felt like real reporters.

The three classes are studying history by researching their families and will then launch into a unit about the State of California.

Because the teachers have the same students for the second year they were able to jump right into the year without losing instructional time. The new children have adapted easily.

Andy asked if the Board could get a brief report from Jan on the Independent Study program and **Geoff suggests a report from Independent Study should be part of item J every month.**

K. LEGISLATIVE REPORT (*Board Members, the Directors, and staff, may discuss current legislation of particular interest to Ventura Charter School of Arts and Global Education.*)

State Budget Update:

Prop 39: The new Prop 39 Regulations will not be effective for 2008-2009 cycle; Charter schools must follow existing regulations for 2008-2009 Requests for Facilities.

Cindy, BSA

The state budget passed; with a 4.53 % COLA as expected.

L. CONSENT/ACTION

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

There is a new format for these reports so Cindy reviewed the general format.

Motion was made by Geoff Glick to approve the ratification of purchase orders, check register, and summary of revenues and expenditures, seconded by Matt Cahn; motion carries unanimously.

M. DISCUSSION/INFORMATION/ACTION

2. Budget Update: Cindy Hansen, BSA

There was much discussion on budget reporting.

Soon our school should be able to run reports directly and enter PO's using the new online Escape system. On October 4th Mary and Shawndara will attend training.

3. After School Program Space: (Mary Galvin/Debbie Adams)

There is a need for space for the after school program; Debbie requests approval for a portable structure.

Debbie Adams,

The after-school program has no space and proposes the addition of a "Yurt" structure to be used as a multi-purpose space. Debbie currently has approximately 22 students per day after school.

Rosie said it was a wonderful idea, however, the School would still need permission from VUSD even though it is temporary; she expressed concern about vandalism and the use of extension cords.

Mary Galvin

Clearly we want Debbie's after school care program to continue. We are space challenged. We have been grappling with this issue and brainstorming. The best option would be a room

dedicated to the after-school program. It appears that De Anza may have empty classrooms and she will continue to pursue the use of one.

There is much discussion about options for the after school program space including the house, classrooms, the cafeteria, temporary structures and the District approval process.

Matt suggested an incentive for teachers to offer up their classrooms. Roni asked if we can authorize giving money now to a teacher.

Lisa suggests this be an item for next months agenda-- stipend for hosting the after school program.

NO ACTION TAKEN.

4. Long-Term Substitute Pay: (Mary Galvin)

Currently Ventura Charter School does not have a long-term substitute salary differential as is common in surrounding districts. Matt questioned the consequence for the budget if we adopt higher salaries and commented that substitute teachers don't have to be credentialed.

Extensive discussion carries over into next topic of personnel leave policy.

Motion was made by Rosie Ornelas to approve the following long-term substitute pay schedule: 1-15 days: \$100.00; 16-30 days: \$125.00 day; 31+ days: \$210.00, seconded by Andy Gilman; motion carries unanimously.

5. Personnel Leave Policy: (Mary Galvin)

The current Human Resource Policy does not provide for paid leaves after an employee's accrued sick time is used; and there is conflicting language about Health and Welfare benefits being paid by the school during leaves. Other districts typically offer employees either differential pay (difference in salary between his/her pay and the salary actually paid to the substitute assigned to fill his/her position) or 50% of salary during the period of leave. Health and Welfare benefits are provided during paid leaves.

Matt requests more details for next month. It would be helpful to see cost estimates for 1 or 2 scenarios of using the differential pay vs. 50% of pay.

Much discussion among Board about this subject.

NO ACTION TAKEN. Matt will draft policy for Board approval next month.

1. County Investments: (Cindy Hansen)

Education Code 41001 requires most school district funds to be deposited into the County Treasury. Government Code 53646 declares that local agencies, including joint power authorities, will issue quarterly reports containing investment information required by Government Code 53646.

NO ACTION TAKEN

6. Certification of Signatures: (Mary Galvin)

The School annually certifies the signatures of the agents authorized to sign orders, warrants, contracts, documents, etc. for submission to BSA and the County Superintendent of Schools. Any staff and/or organizational changes taking place during the year must be approved at the time and submitted to the Business Services Authority. It is recommended the Board certify the signatures of staff/Board members as listed on the separate item for the period of July 2007 to July 2008.

Motion was made by Dave Cook to approve certification of signatures, seconded by Matt Cahn; motion carries unanimously.

7. Waiver for Speech/Language Therapist: (Mary Galvin)

Approval is requested for the Variable Term Waiver for Alane Samuels who has completed several of her courses towards her Clinical and Rehabilitative Services Credential, is currently enrolled in several more, and has worked successfully under the supervision of the School Speech and Language Therapist at the School.

Motion was made by Geoff Glick to approve Alane Samuels for Speech/Language Therapist, seconded by Dave Cook; motion carries unanimously.

8. Part time Kindergarten Teacher: (Lisa Hildebrand)

Approval is requested for Robin Jacobs to fill the one-hour Kindergarten position.

Motion was made by Geoff Glick to approve Robin Jacobs to fill the one-hour Kindergarten position, seconded by Rosie Ornelas; motion carries unanimously.

9. Paraeducator Approval: (Lisa Hildebrand)

Approval is requested for a 3.5 hourly paraprofessional position.

Approval is also requested for the hiring of Jason Reyna for the paraprofessional position.

Motion was made by Geoff Glick to approve a 3.5 hourly paraprofessional position, seconded by Andy Gilman; motion carries unanimously.

10. Parent Survey Update: (Mary Galvin)

This was a follow-up report to clarify parent survey results.

Mary handed out results with update of the Parent Survey on Survey Monkey with actual numbers on how many individuals voted and the narratives tabulated. Geoff notes that there is no evaluation of Board Members.

11. Professional Development for Director of Operations: (Mary Galvin)

Approval is requested for funding for Director of Operations to attend AB430 training for Administrators (up to \$1000.) and for attendance at a workshop in Ventura by CASBO on Standardized Account Code Structure (SACS). (\$255.00)

Motion was made by Andy Gilman to authorize Director of Operations to spend up to \$1,255 as required for professional training by CASBO and SACS, seconded by Matt Cahn; motion carries unanimously.

12. Board Member Selection and Retreat: (Roni Adams)
Update on Board Selection process and retreat.

Andy- The Selection Committee has two candidates to recommend next month. Roni asked if they can they attend the retreat. The item will be on next month's agenda.

Roni asked Cindy if she is available Oct. 19th to attend the Board Retreat. Cindy said she is available. Roni will email the proposed agenda to Board Members. The time is set for 9am – 4 pm at the Pierpont Inn. Board workshops do not typically have action items.

Roni will make reservations. Geoff Glick asked Cindy to do a presentation on the budget.

Dave asked Cindy if she could prepare a budget based on the anticipated rise in salary.

NO ACTION TAKEN

13. School Board Elections: (DISCUSSION)

Review and clarification of Board policy on candidate forums is requested.

A candidate for the Ventura Unified School Board asked if the School would like to host a forum. The PTC decided that theirs was not the appropriate forum.

Roni- the first time the School hosts a candidate forum should be with a lot of forethought and consideration; perhaps hosting city council election forum in the future.

NO ACTION TAKEN

14. Board Policy on Hiring Parents for Services or for Supplying Products: (DISCUSSION)

When parents have the qualifications and/or have asked to provide services/products to the School that meet the needs of the School, should there be a Board policy in place for this?

Andy-There are parents in the School with ideas and expertise, when they come up with an idea that would involve hiring them, how do we remain fair? Do we send the job out for bid?

Matt- in principle, parents in program may not be the best choice for staff or service providers. Parents have a conflict of interest, which is a concern. Much discussion ensued. Matt said he would give the discretion to the Directors, and suggested that the Board not have a policy. Andy would like to state the Board's intent. Matt stated that there are benefits to using those outside the program to increase diversity.

Suggestion was made to set a dollar threshold.

The overall consensus was to leave this up to the Director's discretion with the understanding that it may need to be revisited.

NO ACTION TAKEN

N. BOARD MEMBER COMMENTS (*Government Code Section 54954.2(a) states: "No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3. In addition, on their own initiative or in response to questions posed by the public a member of a legislative body or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of a legislative body, or the body itself, subject to rules or procedures of the legislative body, may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda."*)

O. FUTURE AGENDA ITEMS

- Present the candidates for Ventura Charter School Board
- Office person, do we need to increase the office clerk pay? (Roni)
- The PTC Budget Subcommittee (made up of PTC representatives, our Directors and Board representatives) will report out their recommendations. (Andy).

P. FUTURE MEETINGS

Date: **Thursday, October 18, 2007**

Time: 7:00 p.m.

Location: 2060 Cameron Street, Ventura, CA 93001

Purpose: Regular Meeting of the Board

Q. ADJOURNMENT

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

Meeting Adjourned 11:18 p.m.

Approved: 10-18-07