

**VENTURA CHARTER SCHOOL
OF ARTS AND GLOBAL EDUCATION
REGULAR BOARD MEETING**

Minutes

Date: February 21, 2008
6:30 p.m.

A. CALL TO ORDER, 6:30 p.m.

1. Roll Call: Roni Adams, Dave Cook, Andy Gilman, Matt Cahn, and Rebecca (Beckie) Willhite, Rosie Ornelas and Geoff Glick present, Sara O'Conlon not present.

2. Approval of Agenda: Matt moves to postpone item L7 until the next regular board meeting; Geoff seconds; motion passes unanimously. Matt moves to approve agenda; Dave seconds; motion passes unanimously.

B. PUBLIC COMMENTS: none

C. HEARINGS: none

D. CLOSED SESSION: Board Discussion of labor compensation and health and welfare benefits policies.

E. PRELIMINARY: Open Session resumes: 7:00 p.m.

1. Report out of actions taken in closed session: Andy reported that the Board approved paying for a percentage of H&W benefits for certificated employees working more than 50% at the percentage of time they work and that the Board approved capping the H & W benefit cost at the current levels of contributions.

2. Approval of Minutes of Regular Meeting January 17, 2008

Motion to approve minutes of Regular Meeting January 17, 2008 made by Beckie seconded by Rosie; Roni abstained-- motion carries.

3. Approval of Minutes of Special Meeting January 25, 2008

Motion to approve minutes of Special Meeting January 25, 2008 made by Matt seconded by Geoff; Beckie abstained-- motion carries.

4. Approval of Minutes of Special Meeting February 8, 2008

Motion to approve minutes of Special Meeting February 8, 2008 made by Rosie seconded by Geoff; Dave and Beckie abstained-- motion carries.

F. CORRESPONDENCE

The Board discussed in general what correspondence should be shared during this time (including phone calls, emails and letters). There was a question about whether correspondence should be shared even if the author didn't specifically ask for their correspondence to be discussed.

It was suggested that it may be appropriate to ask the person if they would like the board member to bring it up at the next board meeting. The board member could then find out if the writer wants to be anonymous.

G. PRESIDENT'S AND BOARD MEMBERS' REPORTS

Andy Gilman, President

Andy discussed a performance planning tool that can be used to evaluate the Board and the school Directors. He explained how the evaluation works; it is a diagnostic for leaders and measurement of outcomes. The system allows for tailoring a performance management system to include goals, competencies, clear targets, and guidelines. Andy will be developing this and presenting it soon.

The Student Council is meeting on Fridays. They are working on a dance for March 14th. Andy has asked the Board to be thinking about how to spend a portion of the general meeting time on a three or four year plan.

Rosie Ornelas

The supervisor in charge of recreation for the City of Ventura would like to meet with the school Directors to talk about a partnership for offering an afterschool program. Rosie will send an email to Directors Mary and Lisa.

H. PTC Report:

Melissa Navarro, PTC Co-Chair

Melissa reported on the happenings of the last PTC general meeting. The meeting was held at the Poinsettia Pavilion to introduce parents to the Independent Study program. Alison Bradley and her mom, Cheryl Pease, gave a presentation of the master plan for an outdoor play space. The PTC voted to go ahead with the plan and to break-up the plan into smaller projects so it's not too overwhelming. Alec Loorz gave his Kids vs. Global Warming presentation. Alec is an 8th grade student who moved into the Independent Study program at our school to allow more time for his non-profit organization work.

I. DIRECTORS' REPORTS

Lisa Hildebrand, Director of Education

Lisa gave an update that included but was not limited to;

- Staff Development Day – Roni gave a full day Writers Workshop to teachers
- After School program – Nema is on campus offering 1-4th graders dance lessons

- Alec Loorz – gave his presentation of the 5-8th graders, 50 of our kids involved, Julie Santia is helping with the city engineering of the SLAP project
- Births of teachers' babies, Francesca Blue born on Jan.30th, River Milan born on Feb.4th
- Directors Dialog will be Wed. at 3:30 all are invited
- Peer mediators will be out on the playground
- Classroom meetings - 2nd round starting this week

Mary Galvin, Director of Operations

Mary gave an update that included but was not limited to;

- Enrollment – discussion of plans to increase enrollment for next year
- Annual Donations – a letter went out to families to encourage pledges annual donation
- Facilities – VUSD playground structure will come over spring break, location was discussed
- Garden committee and Alison are working together, lots of people are participating
- Shawndara, Shanna, and Mary are getting training on the Online Escape program
- Handout of Ventura Audit Report – Mary handed out copies, will be presented to the Ventura County Board of Education, Mary will be there for questions
- Mary went to a CCSA business meeting in Camarillo at CSUCI University Prep. School - discussion at the meeting revolved mostly on the state budget and its impact on charters.
- Software – technology in the classroom, Adobe Creative Suite will be taught in the next round of electives
- \$1,000 grant was pledged from Andy's employer, BST Solutions
- Karen's room has finally been hardwired for internet access

Jan, Independent Study

Jan gave an update that included but was not limited to;

- IS families went to Thousand Oaks to see a production of *Stone Soup*
- IS has their own page in the school newsletter
- It was good to host the PTC meeting at the Poinsettia Pavilion
- Laminated ID cards are suggested for IS students
- Need an advertising presence at the local Homeschooling Conference, etc. to get the word out,
- Our program is unique in that it has access to a school community.

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

Cindy Hansen remarked that a .5% deficit will not likely happen this year; however, next year looks the same as predicted.

K. CONSENT/ACTION

Ratification of purchase orders (for November and December), check register, summary of revenues and expenditures.

Gifts to school:

Storage Shed from Torres Family: \$889.09

Motion to accept all of the consent items above made by Dave Cook, seconded by Matt Cahn, Beckie Willhite abstained, motion carried.

L. DISCUSSION/INFORMATION/ACTION

1. Paraeducator Position:

Motion to accept Lisa Visser as paraeducator made by Geoff Glick, seconded by Roni Adams, Becky Willhite abstained, motion carried unanimously.

2. Challenge Day:

Lisa Hildebrand discussed the current status of Challenge Day. The PTC has budgeted \$1,500 towards the cost of conducting a Challenge Day with the 7th/8th grade students. Approval was requested for payment of the remaining \$2,750.

Parent, Julie Cohen, gave a description of Challenge Day. The program's purpose is to promote empathy and compassion among students. It is a 6.5 hr event (not including prep and follow-up). Normally, the cost is approximately \$3,000 per day/ for 3 days. However, on May 5th. Challenge Day organizers will be in the local area so, if we book that day it will significantly reduce our costs. (We would only pay for one day of services and one night for hotel).

Julie gave a handout with the detailed cost to the Board. There was discussion regarding age appropriateness, location of the event, potential for parent contributions, timing (some kids will be graduating only 4 weeks after the event), etc.

Motion to approve payment of \$2,750 for Challenge Day made by Dave Cook, seconded by Rose Ornelas, motion carried unanimously.

3. 2nd Interim Budget:

Cindy Hansen (BSA) presented and handed out a 2nd interim budget that included the actuals through Jan 31st. It included enrollment projections, and enrollment ADA projected at PDA. The school is generally on target with spending.

There was a question and discussion about special education reserve money. In general enrollment has decreased across the county. There was much discussion about outreach to preschool Directors and preschool parents.

Motion to approve the 2nd interim budget made by Dave Cook, seconded by Geoff Glick, motion carried unanimously.

4. Banking Time:

Lisa Hildebrand presented a request by staff for approval to "bank time" next school year. The school day would be increased by 30 minutes four days a week and shortened by two hours one day a week (Wednesday) to allow time for staff development. (Lunchtime would be shortened by 10 minutes each day, to allow a dismissal time of 3:00 p.m. four days a week.)

The shortened day would be used by staff for professional growth and development. Lisa explained that this is a common practice in many schools. A concern was expressed about

whether the additional time each day would be productive. Rosie had experience with this transition to banking time at Montolvo and said it was an adjustment but the students did fine.

A concern was expressed about what parents will do with kids on Wednesday after the short school day (specifically what will working parents do who cannot pick up early). The school could arrange classes through the city at the school. Parents would pay the cost of the program.

Motion was made to approve banking time by Dave Cook, seconded by Matt Cahn, (discussion about parent notification and creating solutions) Beckie Willhite abstained, Geoff opposed, motion carried.

5. Board Conference/Travel:

Andy requested board discussion and decision requested regarding the policy on Board Member travel and conference expense reimbursement.

Currently the budget allows \$500/teachers; there isn't a budget for Board Members.

Motion to approve \$500 for Andy to attend the California Charter School Conference was made by Beckie Willhite, seconded by Dave Cook; Rosie votes no; Geoff and Andy abstained; motion carried.

No policy for Board travel was created, it was suggested that the Board consider travel and conference expenses on a case by case basis.

6. Grant Writing Committee

Mary Galvin reported on the Grant Writing Committee Meeting held 1-28-08.

Board members Rosie, Andy, and Sara were present along with four parents (including Marcos Vargas). Their goal is to put together a grant package that includes all of the items generally required for grant applications so that these items are ready to go. The group agreed to focus on larger grants, relationship-building and networking. They have developed a process to consider potential grants through application. There was discussion about hiring a grant writer or a consultant.

7. Personnel Policies:

Board discussion and amendment of Human Resource Policy, Personnel Policy, and employment contract was postponed until the next regular meeting.

M. BOARD MEMBER COMMENTS:

- Dave Cook suggested that in December and Spring, the Board could do a ½ day retreat for strategic planning. Cindy offered her conference room; Andy offered his work conference room.
- Suggestion that the school roster of families should include the board members.

N. FUTURE AGENDA ITEMS:

1. 2008-2009 School Calendar
2. Plan a date for the retreat

O. FUTURE MEETINGS

Date: **Thursday, March 20, 2008**

Time: 7:00 p.m.

Location: 2060 Cameron Street, Ventura, CA 93001

Purpose: Regular Meeting of the Board

P. ADJOURNMENT

Adjourned at 9:30pm

Approved: 3/20/08