

ventura charter school

of arts and global education

Ventura Charter School of Arts and Global Education

Board Meeting

Date and Time

Tuesday February 21, 2017 at 6:30 PM PST

Location

2060 Cameron Street, Ventura, CA 93001 Room 13

**INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND THE
COMMUNITY**

The Ventura Charter School of Arts and Global Education ("School") welcomes your participation at the School's Board meetings. The purpose of the public meeting of the Board of Directors ("Board") is to conduct the affairs of the School in public. We are pleased that you are in attendance and hope that you will visit these meetings often. We honor our partners in education. We recognize that we are a collective group of teachers, parents, students, and community. We encourage written and verbal communication. Your participation is vital to the healthy operation of our school. Our guidelines:

1. Agendas are available to all audience members at the door to the meeting.
 2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda item(s) or under the general category of "Communications".
 3. "Public Comments" is set aside for members of the audience to address the Board. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. These presentations are limited to five (5) minutes each and total time allotted to non-agenda items that will not exceed thirty (30) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a community-requested item.
 4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak for up to five (5) minutes when the Board discusses that item.
 5. When addressing the Board, speakers are requested to state their name and affiliation with the School.
 6. Community members may request that a topic related to School business be placed on future agenda in accordance with the guidelines in Board Governance Policy. If such an item is properly agendized and publicly noticed, the Board can discuss, respond, and possibly act upon such an item.
-

7. In compliance with the Americans with Disabilities Act (ADA) and upon request, the School may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternative modification of the agenda in order to participate in Board meetings are invited to contact the Director's office. To request assistance contact (805) 648-5503.
8. Public requests for agenda and materials should be directed in writing to the Director of Operations at mary@venturacharterschool.org.
9. Board agendas for regular meetings are posted 72 hours in advance at www.venturacharterschool.org and at 2060 Cameron Street, Ventura, CA 93001.

Agenda

	Purpose	Presenter	Time
I. Opening Items			6:30 PM
Opening Items			
A. Call the Meeting to Order		Tracey Reineke	
B. Record Attendance and Guests		Tracey Reineke	1 m
C. Mission Statement			1 m
<i>As a progressive school, we educate the "whole child" by addressing the cognitive, social, emotional, and physical needs of K-8 students. We enable students to flourish through the use of innovative curriculum and instruction that empowers them to reach their innate intellectual, creative, and leadership potentials.</i>			
D. Approve the Agenda	Vote	Tracey Reineke	1 m
E. Approve Minutes	Approve Minutes	Tracey Reineke	2 m
Board approval of the Regular Board Meeting Minutes of January 17, 2017 is requested.			
F. Virtual Presentation from Board on Track	Discuss	Tracey Reineke	15 m
Dave Britton, Board on Track coach, will address the board regarding board progress towards its goals.			
G. Presentation by InSite Educational Facilities Services	Vote	Mary Galvin	30 m
Dan Morrar from InSite will make a presentation to the Board regarding his firm's services in helping charter schools find new facilities.			
H. Consent Agenda	Vote	Mary Galvin	5 m
1--Ratification of attached check register, purchase orders, summary of revenue and expenditures for the month of January, 2017.			
2--Gifts to School: Escrip \$44.59; Amazon Smile \$157.11; Skating Plus fundraiser \$385.22; Recycling fundraiser \$78.22; Donations in memory of Jim Stone \$350.00.			
3--Credit Cards: MGalvin: \$1177.65 LHildebrand:\$105.83			

	Purpose	Presenter	Time
4--Personnel--Board approval is requested for a second year leave of absence for Ashley Johnson.			

I. Upcoming Events		Mary Galvin	1 m
--------------------	--	----------------	-----

Lottery, February 24th, 9am
 Garden Work Day, February 26th, 9am
 PAC Meeting, March 9th, 6:30 pm
 Board Meeting, March 14th, 6:30 pm
 CCSA Conference, March 20-23, Sacramento

II. Communications 7:26 PM

CEO Support And Eval

A. Public Comments	FYI		3 m
B. Board Correspondence	FYI		2 m
C. President and Board Report	FYI	Tracey Reineke	3 m
D. Board Committee Reports	FYI		5 m

Governance Committee: Cecilia Johnston, Jane Meyer
 Finance Committee: Tricia McClain, Jane Meyer
 Academic Excellence Committee: Eva Oxelson, Tricia McClain
 Facility Committee: Tracey Reineke, Cecilia Johnston
 CEO Evaluation Committee: Tracey Reineke, Cecilia Johnston

E. Parent Liaison Report	FYI	Elliott Rodriguez	2 m
F. Teacher Report	FYI	Laura Bingham	5 m
G. Directors' Reports	FYI	Lisa Hildebrand	10 m
H. VCOE Director of Charter School Support and Oversight Report	FYI	Richard Urias	2 m
I. Local Control Action Plan (LCAP) Update	FYI	Mary Galvin	2 m

2016-17 Goals

Goal 1: Improve student achievement for all VCS students.
 Goal 2: Implement California State Standards through Project Based Learning
 Goal 3: Create a safe welcoming inclusive climate for all students and their families.

III. Items Scheduled for Information, Discussion and/or Action 8:00 PM

Development

A. 2017-18 Calendar Revision	Vote	Mary Galvin	5 m
------------------------------	------	----------------	-----

Board approval is requested to revise the 2017-18 school calendar to align with the local school district breaks.

	Purpose	Presenter	Time
B. Audit Engagement Letter	Vote	Mary Galvin	5 m

Board approval is requested for the attached Audit Engagement letter.

C. 2015 Forms 990 and 100--Return of Organization Exempt From Income Tax and Annual Information Return	Vote	Mary Galvin	5 m
---	------	-------------	-----

Board approval of the 2015 990 and 100 Forms is requested.

D. Personnel Policy-Parental Leave	Vote	Mary Galvin	15 m
---	------	-------------	------

Board approval is requested to amend the current VCS Parental Leave policy as follows:

- Increase from 6 weeks to 100 days
- Amend to say employee must use accumulated sick leave first
- Amend to say VCS chooses 50% pay or dock sub pay whichever is less

E. Board Nominating Committee	FYI	Cecilia Johnston	10 m
--------------------------------------	-----	------------------	------

The Board Nominating Committee will make a recommendation regarding new board member candidates.

F. Job Descriptions for Board Officer Positions	Vote	Mary Galvin	25 m
--	------	-------------	------

Board discussion/approval is requested for job descriptions for each Board Officer: President, Vice President, Secretary, Chief Financial Officer.

G. 2016-17 Board Goals-Work Plan	Vote	Tracey Reineke	30 m
---	------	----------------	------

The Board will discuss its progress towards goals for the 2016-17 school year.

1. Recruitment Planning - Board Structure & Composition (including the establishment of committees)
2. Academic Oversight (Roadmap and shared vision of excellence and the establishment of an Academic Excellence Committee)
3. CEO Evaluation and Support

H. Board Meeting Check-in	Discuss	Tracey Reineke	5 m
----------------------------------	---------	----------------	-----

The Board will discuss the meeting/procedures.

I. Future Agenda Items	Discuss	Mary Galvin	3 m
-------------------------------	---------	-------------	-----

--Homeschool Lead Teacher position description

IV. Board Adjourns to Closed Session

9:43 PM

	Purpose	Presenter	Time
A. Mid year Evaluation of Directors of Education and Operations	Discuss	Tracey Reineke	30 m
V. Closing Items			10:13 PM
A. Adjourn Meeting	Vote	Tracey Reineke	1 m
VI. Board Reconvenes to Open Session.			10:14 PM
A. Board reports out any action taken during closed session.	Vote	Tracey Reineke	5 m