

APPROVED

ventura charter school  
of arts and global education

Ventura Charter School of Arts and Global Education

**Minutes**

Board Meeting

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**Date and Time**

Tuesday October 18, 2016 at 6:30 PM

**Location**

2060 Cameron Street, Ventura, CA 93001 Room 13

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**Directors Present**

Beckie Willhite, Cecilia Johnston, Eva Oxelson, Jane Meyer, Tracey Reineke, Tricia McClain

**Directors Absent**

*None*

**Ex Officio Members Present**

Lisa Hildebrand, Mary Galvin

**Non Voting Members Present**

Lisa Hildebrand, Mary Galvin

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**I. Opening Items**

**A. Call the Meeting to Order**

Tracey Reineke called a meeting of the board of directors of Ventura Charter School of Arts and Global Education to order on Tuesday Oct 18, 2016 at 6:37 PM.

**B. Record Attendance and Guests**

**C.**

### **Mission Statement**

Read by Tricia McClain

### **D. Approve the Agenda**

Beckie Willhite made a motion to approve the agenda.

Cecilia Johnston seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **E. Approve Minutes**

Eva Oxelson made a motion to approve the Regular Board Meeting Minutes of September 20, 2016. Board Meeting on 09-20-16.

Tricia McClain seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **F. Consent Agenda Items**

Eva Oxelson made a motion to approve Consent Agenda items 1-5.

Beckie Willhite seconded the motion.

The board **VOTED** unanimously to approve the motion.

1. Ratification of attached check register, purchase orders, summary of revenue and expenditures for the month of September, 2016.

2. Gifts to School: Escrip: \$42.57

3. Credit Card: MGalvin:\$462.90 ; LHildebrand: \$1023.99

4. Personnel:

---To hire Makenna Kuresa as Intervention Teacher (\$42.80 hourly)

---To hire Kelli Martin as a substitute teacher.

--To hire Jeri Nieberding as a substitute teacher.

--To hire Eugenia Eichstetter as a substitute teacher.

5. Addition of Intervention Teacher/salary on the Miscellaneous Salary Schedule

### **G. Upcoming Events**

## **II. Communications**

### **A. Public Comments**

None

### **B. Board Correspondence**

None

### **C. President and Board Report**

CEO Evaluations from last year to be finalized 8/19/16. Tracey spoke with Gina Fafard, Coach, from Board On Track about evaluations, bringing in new board members, and succession planning.

#### **D. Board Committee Reports**

Governance: Cece reported that Jane and she reviewed governing documents for the Governance Committee; eventually current Nominating Committee will be a sub-committee of the Governance Committee. They are using Board on Track resources. They are looking at days to hold a meeting for the Nominating Committee.

Finance: Tricia reported that the committee members met at BSA where budget additions were discussed and line items were reviewed.

Academic Excellence Committee: Lisa, Tricia, and Eva spoke by phone to discuss purpose of the committee. They will be receiving teacher feedback for first meeting.

#### **E. Parent Liaison Report**

None

#### **F. Teacher Report**

Laura reported the Kindergarten classes took a field trip to a pumpkin patch in Moorpark; it was beautiful and her students said it was the "best day ever." The K teachers are planning on attending the So Cal Kindergarten conference on 2/24 and 2/25; they are also going to EL conference in Detroit next week.

Grades 1-2 are starting a project with the driving questions Why are bees important? How can we help them in our neighborhood? They will be learning about pollination, plant parts; the function/purpose of beehives; and become stewards of the neighborhood by planting bee friendly plants.

Grades 3-4 have been working on a Passion Project; they had a "Spark Day" where parents offered choice classes featuring their passions or sparks. They took a field trip to UCSB for a "Physicis Circus" toured the campus.

Grades 5-6: Had a field trip to the LaBrea tar pits today.

Grades 7-8: Played "History Go" and Aurasma-- to learn about historical figures. They are growing an ecosystem in room 18

Grade level teams are rewriting report cards and have been very busy.

#### **G. Directors' Reports**

Lisa reported that Just Communities came for the first of several in-service professional development workshops on Anti-bias work. The CELDT testing will be done tomorrow.

She met with someone from the County Office of Education to discuss test score data and the LCAP.

Mary reported on charter school developments in LAUSD and throughout the state.

#### **H.**

## **VCOE Director of Charter School Support and Oversight Report**

None

### **I. Local Control Action Plan (LCAP) Update**

Report above in Director report.

## **III. Items Scheduled for Information, Discussion and/or Action**

### **A. Technology Survey Results**

Mary reviewed results from the technology survey from last spring using Clarity and BrightBytes.

### **B. Procurement and Contract Policy**

Cecilia Johnston made a motion to To approve the Procurement and Contract Policy as discussed.

Eva Oxelson seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **C. VCS Field Trip and Student Transportation Policy**

Cecilia Johnston made a motion to approve field trip and transportation policy as presented.

Tricia McClain seconded the motion.

The board **VOTED** unanimously to approve the motion.

The board discussed additions to the policy regarding parent participation on field trips.

### **D. School Calendar Draft for 2017-18**

Beckie Willhite made a motion to approve the draft of the 2017-18 calendar as presented.

Jane Meyer seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **E. VCS Conflict of Interest Policy**

The Board was requested to approve revisions to the VCS Conflict of Interest Policy as required by the Ventura County Board of Supervisors and approved by VCS Counsel

Beckie Willhite made a motion to approve the revised Conflict of Interest policy as presented.

Eva Oxelson seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **F. 2016-17 Board Goals-Work Plan**

The Board discussed progress with its goals and next steps. There will be a phone meeting with Tracey, Cece, Lisa, and Mary and Board on Track coach, Gina early November.

#### **G. Board Meeting Check-in**

The Board all felt progress was being made slowly but surely.

Members agreed to stay on as follows until board can grow:

Tracey--2 years

Cece--1 year

Eva---1 year

Tricia--2 years

Jane--1 year

Beckie will leave 12/2016.

#### **H. Future Agenda Items**

--Field Trip/Transportation policy for edits.

--Gina from BOT present on phone.

--Charter School Facility Vendors

#### **IV. Closing Items**

##### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:27 PM.

Respectfully Submitted,

Mary Galvin

Eva Oxelson made a motion to adjourn the meeting.

Beckie Willhite seconded the motion.

The board **VOTED** unanimously to approve the motion.