

## Ventura Charter School of Arts and Global Education

### Minutes

#### Board Meeting

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**Date and Time**

Tuesday November 15, 2016 at 6:30 PM

**Location**

2060 Cameron Street, Ventura, CA 93001 Room 13

**Directors Present**

Cecilia Johnston, Jane Meyer, Tracey Reineke, Tricia McClain

**Directors Absent**

Beckie Willhite, Eva Oxelson

**Guests Present**

Benny Martinez, Laura Bingham, Richard Urias

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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 Nov 15, 2016 at 6:37 PM.

**B. Record Attendance and Guests**

Gina Fafard, BoardOnTrack Coach, attended the meeting remotely by telephone.

**C. Mission Statement**

Read by Cecilia Johnston.

**D.**

### **Approve the Agenda**

The Board voted to move agenda items III A and D to the top of the agenda for Gina's participation on the east coast.

Tricia McClain made a motion to move agenda items III A and D to the top of the agenda.

Cecilia Johnston seconded the motion.

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

### **E. VCS Director Evaluation Policy**

This item was moved to the top of the agenda to allow BoardOnTrack Coach, Gina Fafard's participation. She reviewed best practices regarding CEO evaluations and encouraged the Board to adopt the BoardOnTrack process/policy. She stated it will streamline the process and take the guesswork out of it. The proposed policy was briefly discussed. Cece suggested removing the phrase "not personal professional development goals" from section 1.

Tracey Reineke made a motion to approve the VCS Director Evaluation Policy as discussed and amended.

Cecilia Johnston seconded the motion.

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

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

Gina recommended focusing on Board Recruitment with all helping this Committee to build out board.

Board Recruitment--find the help school needs based on board member skills report; reach out to professional and personal networks; non-profits; layout plan with Gina; create a dashboard;

Academic Excellence--DoE, teachers, board members, parents with expertise, look at data, create a dashboard, Need Job Description for Committee members;

CEO Evaluation-Support

Facilities

Define Committee Goals-Purpose before recruiting

### **G. VCS Slideshow**

Mary showed a slide show of four VCS annual traditional events.

### **H. Approve Minutes**

Tricia McClain made a motion to approve the Regular Board Meeting Minutes of October 18, 2016. Board Meeting on 10-18-16.

Tracey Reineke seconded the motion.

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

### **I. Consent Agenda Items**

Cecilia Johnston made a motion to approve Consent Agenda Items 1-4.

Jane Meyer 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 October, 2016.
2. Gifts to School: Escript:\$0.17; Amazon Smile \$127.48; Skating Plus Fundraiser \$604.53
3. Credit Card: MGalvin:\$1,353.96 ; LHildebrand: \$308.01
4. Personnel: To hire Heather Thomson as Paraeducator substitute.

## **J. Upcoming Events**

Thanksgiving Feast, November 16th, Camp Comfort 8:30 am

Winter Boutique: December 2nd: 4pm-10pm

Annual Programmatic Audit at VCOE, December 5th, 6:00 pm, Camarillo

PAC Meeting: December 8th: 6:30 pm Room 13

Garden Work Day: December 11th: 9am-2pm

Board Meeting: December 13th: 6:30 pm Room 13

## **II. Communications**

### **A. Public Comments**

VCS Parent, Tony Biasotti mentioned he may have names to refer to the Board Member Selection Committee.

### **B. Board Correspondence**

None

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

Tracey Reineke mentioned he and Cece had spoken to Gina from Board on Track over the weekend to clarify CEO goals/evaluation policy.

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

Governance Committee: Cecilia Johnston, Jane Meyer: reported they are gathering documents.

Finance Committee: Tricia McClain, Jane Meyer: None

Academic Excellence Committee: Eva Oxelson, Tricia McClain: Lisa reported they are having a meeting on 12/13 at 3:15 pm.

Facility Committee: Tracey Reineke, Cecilia Johnston: None

CEO Evaluation Committee: Tracey Reineke, Cecilia Johnston, Beckie Willhite: Met with Gina as well as with Mary and Lisa today.

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

None

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

Laura Bingham reported that she was inspired by all she learned at the recent Expedientary Learning Conference she attended in Detroit she and Holly will be starting a project on giraffes. The 7th-8th graders have been orally reading favorite picture books with analysis and working on a pod cast with Allan during Choice Class.

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

Lisa Hildebrand: reported that Homeschool enrollment is still at 40 and that she has completed Performance Plan meetings with teachers.

Mary Galvin: reported that she was in Sacramento all day for a CCSA Capitol Advocacy Leaders meeting; that the PAC provided feedback on an overdue lunch balance policy, and reviewed outreach materials.

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

Richard Urias reported on new state accountability components (attendance, suspension, discipline, etc.) and that he is reviewing VCS CAASPP data in preparation for our annual programmatic audit. He stated his board needs other data points to review besides ethnicity data.

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

Lisa and Mary will be attending a County LCAP training next week. They discussed potential goals and key results with the Parent Advisory Committee.

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

#### **A. First Interim Budget Report**

Benny outlined all the revenues and expenditures since the previous budget report. With Homeschool enrollment down, it lowers revenues but also expenditures of teacher salaries and curriculum materials.

Jane Meyer made a motion to approve the First Interim Budget as presented.

Tricia McClain seconded the motion.

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

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

Tricia McClain made a motion to approve the Student Field Trip and Transportation policy as amended.

Cecilia Johnston seconded the motion.

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

Amendments:

1. Under no circumstances will a parent or guardian consume alcohol or use controlled substances "before" or during a field trip or excursion.
2. Only authorized employees are allowed to operate the VCS vehicles and they are for VCS business only, unless prior verbal-written approval has been granted by the Directors.
3. Interested parents should inquire in the office.

**C. Board Meeting Check-in**

Focus on Board Recruitment....making progress.

**D. Future Agenda Items**

- CEO Goal Approval
- Board Member Guilt Free Participation/Agreement

**IV. Closing Items**

**A. Adjourn Meeting**

Meeting adjourned at 8:27 p.m.

Tricia McClain made a motion to adjourn the meeting at 8:27 p.m.

Tracey Reineke seconded the motion.

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

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