

## Ventura Charter School of Arts and Global Education

### Minutes

#### Board Meeting

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**Date and Time**

Tuesday December 13, 2016 at 6:30 PM

**Location**

2060 Cameron Street, Ventura, CA 93001 Room 13

**Directors Present**

Cecilia Johnston, Eva Oxelson, Jane Meyer, Tracey Reineke

**Directors Absent**

Beckie Willhite, Tricia McClain

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**I. Opening Items****A. Call the Meeting to Order**

Cecilia Johnston called a meeting of the board of directors of Ventura Charter School of Arts and Global Education to order on Tuesday Dec 13, 2016 at 6:34 PM.

**B. Record Attendance and Guests**

Cece Johnston recorded attendance.  
Tracey Reineke arrived at 6:34 p.m.

**C. Mission Statement**

Read by: Eva Oxelson

**D. Approve the Agenda**

Presented by Cece Johnston  
Mary pulled Item III B and will bring it back in January.  
Tricia McClain made a motion to approve the agenda.  
Jane Meyer seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**E. Approve Minutes**

Tracey Reineke made a motion to approve the Regular Board Meeting Minutes of November 15, 2016. Board Meeting on 11-15-16.  
Jane Meyer 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 1-4.  
Cecilia Johnston seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**G. Upcoming Events**

**AGENDA ITEM SUMMARY**

Garden Work Day: December 11th: 9am-2pm  
Board Meeting: December 13th: 6:30 pm Room 13  
Homeschool Winter Crafts (10a-11:20a) and Potluck (11:30-12:30): December 15th  
Winter Break: December 19th--January 2nd  
PAC Meeting: January 12th  
Board Meeting: January 17th  
Auction-Parent Night Out: January 21st, Poinsettia Pavilion 6:30 p -10 p

**II. Communications**

**A. Public Comments**

None.

**B. Board Correspondence**

None.

**C. President and Board Report**

Tracey reported again that he, Cece, Mary, and Lisa met via phone with Gina, Board on Track coach, last month. Cece reported that she attended the Thanksgiving Feast celebration and was very impressed with the songs that were sung, the 5th-6th graders poetry reading, and the student diversity of the school.

**D.**

### **Board Committee Reports**

Governance Committee: Cecilia Johnston, Jane Meyer--Cece reported that the Governance Committee is close to interviewing two potential candidates for the board.

Finance Committee: Tricia McClain, Jane Meyer--None

Academic Excellence Committee: Eva Oxelson, Tricia McClain--Tricia and Eva reported that the Academic Excellence Committee met and discussed data, including student survey/data. They will draft their OKRs for board approval by January.

Facility Committee: Tracey Reineke, Cecilia Johnston--None

CEO Evaluation Committee: Tracey Reineke, Cecilia Johnston, Beckie Willhite--None

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

Elliott Rodriguez reported that there was no PAC meeting so nothing to report.

### **F. Teacher Report**

Holly Johnson sent a project to share of her Kindergarteners reading their stories on video for residents at the Lexington.

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

Lisa reported that she had no updates to her written report.

Mary provided an update on attendance rates.

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

None. Richard was absent.

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

#### **AGENDA ITEM SUMMARY**

#### **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

Lisa and Mary reported that they attended an LCAP training workshop at the County.

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

### **A. VCS Programmatic Audit Powerpoint**

Mary and Lisa shared the VCOE Programmatic Annual Audit powerpoint with the Board.

### **B.**

### **Overnight Field Trip-5th 6th grade**

Item tabled until January.

### **C. VCS Director Goals**

Board approval was requested for the Director of Operation's and Education's goals. The Board requested that the first two bullet points in the Director of Education's Key Results be combined for clarity on Measurable Outcomes.

Tricia McClain made a motion to approve the Director of Operation's and Education's goals as presented/amended.

Eva Oxelson seconded the motion.

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

### **D. Board Member Documents**

Board discussion and approval was requested regarding the Guilt Free Board Membership and Board Member Agreement. Consensus was reached that the Guilt-free Board Membership Checklist would be a useful tool for member self evaluation during the annual retreat meeting. Cece volunteered to customize it to VCS and bring back next month for approval.

The Board Member Commitment Agreement was presented and approved. New board members will sign along with the entire board and Directors.

Tricia McClain made a motion to approve the Board Member Commitment Agreement as amended.

Jane Meyer seconded the motion.

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

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

The Board will discuss its 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

Mary and Cece shared that they worked on the Board OKRs for the year and will have them ready to bring to the Board next month. Mary reported that Director Succession Planning was part of the Board-CEO collaborative partnership and elicited board member input on what items should be included in such a plan.

### **F. Outgoing Board Member**

The Board will recognize Beckie Willhite for her service on the Board.

Beckie was unable to attend but the Board expressed gratitude for her lengthy board service. They will provide an article for the next school newsletter and Mary will make sure Beckie receives her gift of appreciation.

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

Mary expressed appreciation for the meeting starting on time and requested that board members RSVP for the meeting no later than the day prior to the meeting to ensure there is a quorum.

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

- Overnight field trips
- County Report of Investments
- OKRs for Board
- CEO Evaluation Policy amendment (4/15 not 4/30 for launching review)
- Job Descriptions for Officers
- Guilt Free Board Membership Checklist

### **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 8:08 PM.

Respectfully Submitted,

Mary Galvin

Tricia McClain made a motion to adjourn the meeting.

Tracey Reineke seconded the motion.

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