

APPROVED

ventura charter school  
*of arts and global education*

## Ventura Charter School of Arts and Global Education

### Minutes

#### Regular Board Meeting

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**Date and Time**

Tuesday January 17, 2017 at 6:30 PM

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**Directors Present**

Cecilia Johnston, Eva Oxelson, Jane Meyer, Tracey Reineke

**Directors Absent**

Tricia McClain

**Ex Officio Members Present**

Beth Tappin

**Non Voting Members Present**

Beth Tappin

**Guests Present**

Benny Martinez, Richard Urias

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

The meeting was called to order by Cecilia Johnston at 6:34 p.m.

Cecilia Johnston called a meeting of the board of directors of Ventura Charter School of Arts and Global Education to order on Tuesday Jan 17, 2017 at 6:34 PM.

**B.**

### **Record Attendance and Guests**

Cecilia Johnston led introductions of board members and visitors from the Homeschool, Beth Tappin, Coordinator, and Stephanie Hicks, parent. Benny Martinez, Richard Urias, and parent Tony Biasotti were present.

### **C. Mission Statement**

Mission Statement read by Eva Oxelson.

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

Jane Meyer made a motion to approve the agenda.

Eva Oxelson seconded the motion.

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

### **E. Approve Minutes**

Eva Oxelson made a motion to approve the Minutes from the Regular Board Meeting on December 13, 2017. Board Meeting on 12-13-16.

Jane Meyer seconded the motion.

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

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

Cecilia Johnston made a motion to approve Consent Agenda Items 1-5.

Eva Oxelson seconded the motion.

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

### **G. Upcoming Events**

Gr. 3-4 Passion Project Museum: 5:30- 7pm

Auction-Parent Night Out: January 21st, Poinsettia Pavilion 6:30 p -10 p

Music Performance: January 26th 6:30 pm

PAC Meeting, February 9th; 6:30 pm

Board Meeting, February 21st 6:30 pm

Lottery, February 24th, 9am

Garden Work Day, February 26th, 9am

## **II. Communications**

### **A. Public Comments**

Homeschool parent, Stephanie Hicks, spoke in support of keeping the current Homeschool program and not eliminating Enrichment Classes.

### **B. Board Correspondence**

None

**C. President and Board Report**

None

**D. Board Committee Reports**

Governance Committee: Cecilia Johnston, Jane Meyer: Nominating Committee will be meeting this week.

Finance Committee: Tricia McClain, Jane Meyer: Did not meet.

Academic Excellence Committee: Eva Oxelson, Tricia McClain: Met to outline Objectives and Key Results.

Facility Committee: Tracey Reineke, Cecilia Johnston: Did not meet; will schedule meeting this month.

CEO Evaluation Committee: Tracey Reineke, Cecilia Johnston: Will schedule mid-year meeting with Directors this month.

**E. Parent Liaison Report**

None

**F. Teacher Report**

Laura Bingham read a letter from a recent student teacher who visited the middle school grades and reported on the 3-4 grade Passion Project Museum for 1/18/17.

**G. Directors' Reports**

Lisa Hildebrand reported that the new report cards will be sent out this month; the main changes are grading student progress for end of the year standards; six student teacher visitors spent a week on campus and attended the Just Communities staff workshop; Mary Galvin provided an attendance update and encouraged members to attend the parent fundraiser Saturday night. She also reported that the Overdue Lunch Balance Policy was working out very well.

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

Richard Urias reported that he will be visiting the campus on Friday for the formal annual visit; and to discuss the new admissions preferences,

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

Mary reported that the PAC agrees to keep same goals as this year but also provided input and feedback for activities to achieve the goals.

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

**A.**

### **Homeschool Program Changes**

Board discussion and approval was requested to limit the Homeschool program to 25 students and one teacher next year and to eliminate the Enrichment classes. Lisa Hildebrand reported that the proposed changes would not result in dis-enrolling any current students. We would not enroll new students until we go under 25. We need to build a waiting list; fluctuating enrollment has a negative impact on staff salaries. Members had a lengthy discussion and asked a number of questions including if there were other homeschool options for parents.

Cecilia Johnston made a motion to Minimize the Homeschool program by eliminating enrichment classes and limiting enrollment to 25 students and one teacher next school year.

Eva Oxelson seconded the motion.

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

#### **Roll Call**

Tracey Reineke Aye

Tricia McClain Absent

Eva Oxelson Aye

Cecilia Johnston Aye

Jane Meyer Abstain

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

Lisa outlined the details of the 5th-6th grade trip to Leo Carrillo from May 31-June 2; teachers are using Naturalists at Large.

Eva Oxelson made a motion to approve the 5th -6th grade trip and the costs up to \$3,018.

Cecilia Johnston seconded the motion.

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

### **C. Overnight Trip Field Trip 7th-8th Grade**

Lisa outlined the details of the 7th-8th grade proposed overnight trip to El Capitan the week of May 16-19, 2017.

Jane Meyer made a motion to approve the 7th-8th grade trip to El Capitan and to pay up to \$2,010 in expenses.

Eva Oxelson seconded the motion.

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

### **D. School Accountability Report Card (SARC)**

Mary reviewed updates to the SARC

Cecilia Johnston made a motion to approve the SARC with the corrections as discussed.

Eva Oxelson seconded the motion.

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

## **E. VCS Audit Report for 2016**

Benny Martinez reviewed the Audit report for the year ending June 30, 2016.

Eva Oxelson made a motion to ratify the VCS Audit Report for 2016.

Cecilia Johnston seconded the motion.

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

## **F. Director Evaluation Policy Amendment**

Board approval was requested to change the date of the following:

1. Launch – Officially begin the review cycle by launching the tool and getting feedback.

from April 30th to April 15th.

Cece also requested amending the dates as follows: Jan. 30th to Jan. 31st; May 30th to May 31st;

Cecilia Johnston made a motion to approve the revisions to the Director Evaluation Policy as amended.

Jane Meyer seconded the motion.

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

## **G. Board Member Documents**

Cecilia reviewed a proposed "Guilt-free" Board Member Participation Checklist to be used by board members at end of the year.

Eva Oxelson made a motion to approve the Guilt Free Board Member Participation Checklist as amended.

Jane Meyer seconded the motion.

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

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

Cecilia and Mary reviewed the proposed Board Goals, Objectives, Key Results, and Tasks. Clarification was made that Board Members should attend at least 9 Regular Meetings each year instead of 80%.

Eva Oxelson made a motion to approve the board goals objectives as amended.

Cecilia Johnston seconded the motion.

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

## **I. Job Descriptions for Board Officer Positions**

After some discussion this item was tabled to be brought back next month. Officers should review the proposed job descriptions and send any suggested changes to Cece.

## **J.**

### **Board Meeting Check-in**

General appreciation was made for the steady progress all are making.

### **K. Future Agenda Items**

- Officer Job Descriptions
- VCS Personnel Policy on Leaves
- New Member Nominations

### **IV. Closing Items**

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

Eva Oxelson made a motion to adjourn the meeting at 8:49 p.m.

Jane Meyer 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 8:49 PM.

Respectfully Submitted,

Mary Galvin