

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 February 21, 2017 at 6:30 PM

**Location**

2060 Cameron Street, Ventura, CA 93001 Room 13

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**Directors Present**

Cecilia Johnston, Eva Oxelson, Jane Meyer, Tricia McClain

**Directors Absent**

Tracey Reineke

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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 Feb 21, 2017 at 6:39 PM.

**B. Record Attendance and Guests**

Cece introduced parent, Tony Biasotti, board and staff members, as well as Dave Britton, Board On Track coach who was attending via phone.

**C. Mission Statement**

Mission statement read by Eva Oxelson.

**D. Approve the Agenda**

Cece requested to remove item III F (Job Descriptions for Board Officer Positions) and add it to next month's agenda.

Eva Oxelson made a motion to approve the agenda as amended.

Tricia McClain seconded the motion.

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

#### **E. Virtual Presentation from Board on Track**

Tracey Reineke arrived at 6:45 p.m.

Dave Britton introduced himself and mentioned he had had phone calls with Mary and Lisa regarding the Board's goals and key results. He stated he would like to have a phone conversation with both Tracey and Cece regarding governance issues as well as with the Academic Excellence Committee.

#### **F. Approve Minutes**

Cecilia Johnston made a motion to approve the minutes from the Regular Board meeting of January 17, 2017. Regular Board Meeting on 01-17-17.

Jane Meyer seconded the motion.

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

#### **G. Presentation by InSite Educational Facilities Services**

Mary introduced Dan Morrar from InSite Educational Facilities Group. They had met the previous week to discuss their services.

Dan distributed samples of his firm's previous projects and explained that he is a real estate broker that works with charter and private schools to find new facilities. He outlined his firm's services and agreement terms. He also provided the board with copies of a parcel 2.8 miles from VCS that was formerly used for Brooks Photography School which is currently for sale. The board had numerous questions regarding the process which Dan answered.

Tracey Reineke made a motion to approve the agreement between VCS and InSite Educational Facilities as presented.

Eva Oxelson seconded the motion.

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

#### **H. Consent Agenda**

Consent Agenda Items:

1--Ratification of attached check register, purchase orders, summary of revenue and expenditures for the month of January, 2017.

2--Gifts to School: Escript \$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

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

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.

## **I. Upcoming Events**

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

Mary requested a board member attend the Lottery. Jane volunteered.

## **II. Communications**

### **A. Public Comments**

None

### **B. Board Correspondence**

None

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

Tracey reported that we have a new Board on Track coach and that he is glad the committees are meeting.

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

Governance Committee: Cecilia Johnston, Jane Meyer: Cece reported that the Nominating Committee met and will have two recommendations for new board members on the agenda.

Finance Committee: Tricia McClain, Jane Meyer--None

Academic Excellence Committee: Eva Oxelson, Tricia McClain--None

Facility Committee: Tracey Reineke, Cecilia Johnston-- The Committee has been interviewing various development firms and InSite is on the agenda.

CEO Evaluation Committee: Tracey Reineke, Cecilia Johnston--The Committee met with Directors in January for their mid-year review.

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

Tony Biasotti gave a report of the recent PAC meeting where LCAP goals and fundraising concerns were addressed.

### **F. Teacher Report**

Laura Bingham reported that the 7th-8th graders are working on the Renaissance and will have their fair on March 31st. All are welcome and encouraged to attend. Two teachers went to a math conference, and she will be attending a Kindergarten conference next week.

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

Lisa Hildebrand reported in addition to her written report that the staff will most likely focus on assessment with professional development in the future.

Mary Galvin reported that attendance has been down due to illnesses and the recent rainstorm. The K yard fence will be moved out soon to make room to build a trike path. She and Lisa attended an LCAP training meeting at the County on 2/8.

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

None. Richard Urias did not attend.

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

The PAC reviewed and discussed the proposed goals, Mary and Lisa attended a training, and they will present the draft at the next meeting.

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

#### **A. 2017-18 Calendar Revision**

Cece noted that as a parent she would not like to have students go until December 22nd.

Mary and Lisa explained that we try to follow the VUSD calendar to avoid unnecessary absences for families who have students in both programs.

Tricia McClain made a motion to approve the revised calendar as presented.

Eva Oxelson seconded the motion.

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

#### **B. Audit Engagement Letter**

Mary stated that BSA interviewed five different audit firms recently with the assistance of another charter school leader and they decided to stay with Vicenti, Lloyd & Stutzman, CPAs.

Tricia McClain made a motion to approve the audit engagement letter as presented.

Jane Meyer seconded the motion.

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

#### **C. 2015 Forms 990 and 100--Return of Organization Exempt From Income Tax and Annual Information Return**

Tricia McClain noted errors regarding the roster of board members in two places in the returns that needed amending.

Tricia McClain made a motion to approve the 2015 Forms 990 and 100 as amended.

Eva Oxelson seconded the motion.

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

#### **D. Personnel Policy-Parental Leave**

Mary presented a proposed revision to the VCS parental leave approved by VCS' Counsel. The proposal was to increase the parental leave from 60 days to 100 days, to require employees to utilize all accumulated sick leave prior to earning parental leave, and to allow VCS (not the employee) to choose the lesser daily rate between 50% or dock sub pay. Laura read a letter from several teachers who requested the board not require employees to utilize all their sick leave prior to beginning parental leave. The time allotted for this discussion was extended twice to allow for much discussion and numerous questions.

The board did not want to take away a perceived benefit of not having to use all their sick leave first. A motion was made to increase the parental leave from 60 to 100 days, to allow employees to utilize Parental Leave without using up all their accumulated sick leave, and to allow VCS to determine the daily rate between 50% pay or dock sub pay whichever is less.

Eva Oxelson made a motion to approve the revised language to the Parental Leave Policy as discussed to become effective August, 2017.

Cecilia Johnston seconded the motion.

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

#### **E. Board Nominating Committee**

Cece introduced Deanna Weik whom the Nominating Committee interviewed and is recommending to join the board. Deanna works at the County of Ventura, Human Services Agency as a Human Resources Manager. She introduced herself and stated how much she enjoyed her tour of the school and is excited to join the board. The board will vote on this recommendation next month.

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

Item tabled until March.

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

This item covered earlier on agenda.

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

All are pleased with the progress the Board is making.

#### **I. Future Agenda Items**

--Board Officer Job Descriptions

--Nominating Committee Recommendations/vote

--LCAP presentation

--Homeschool Lead Teacher position description/salary

#### **IV. Board Adjourns to Closed Session**

##### **A. Mid year Evaluation of Directors of Education and Operations**

Open session adjourned at 8:54 p.m. The Board Adjourned to Closed Session at 9:07 p.m.

#### **V. Board Reconvenes to Open Session.**

##### **A. Board reports out any action taken during closed session.**

The Board re-convened to Open Session at 10:20 p.m.

No action was taken.

#### **VI. 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 10:20 PM.

Respectfully Submitted,

Mary Galvin