

Ventura Charter School of Arts and Global Education

Minutes

Board Meeting

Date and Time

Tuesday August 15, 2017 at 6:30 PM

Location

2060 Cameron Street, Ventura, CA 93003 Room 12

Directors Present

Cecilia Johnston, Deanna Weik, Jane Meyer, Tracey Reineke, Tricia McClain

Directors Absent

Eva Oxelson, Jill George

Ex Officio Members Present

Mary Galvin

Non Voting Members Present

Mary Galvin

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 Aug 15, 2017 at 6:31 PM.

B. Record Attendance and Guests**C.**

Mission Statement

Read by Tricia McClain

D. Approve the Agenda

Jane Meyer made a motion to approve the agenda.

Deanna Weik seconded the motion.

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

E. Approve Minutes

Tricia McClain made a motion to approve minutes from the Board Meeting on 06-20-17 Board Meeting on 06-20-17.

Jane Meyer seconded the motion.

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

F. Approve Minutes

Tricia McClain made a motion to approve minutes from the Annual Board Retreat Meeting on 08-05-17 Annual Board Retreat Meeting on 08-05-17.

Deanna Weik seconded the motion.

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

G. Consent Agenda

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

2--Gifts to School: None

3--Credit Cards: L.Hildebrand: 9.95 MGalvin: 415.00

4-Personnel:

--Approval of the resignation of Annamarie Espinosa

--Approval of the hiring of Alejandra Rincon as Accounting Assistant FTE 1.0

--Approval of the resignation/release of Alejandra Rincon.

--Approval of the hiring of Bailey Donahue as Accounting Assistant FTE 1.0

5. Approval of the Addendum to Contract for Professional Services with Vicenti, Lloyd, & Stutzman, LLP (Name change)

Deanna Weik made a motion to approve Consent Agenda items 1-5.

Tracey Reineke seconded the motion.

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

H. Upcoming Events

Cece passed around a sign-up for board members to attend one of these events.

II. Communications

A.

Public Comments

None

B. Board Correspondence

None

C. President and Board Report

None

D. Board Committees for 2017-18

Board committees did not meet since June.

E. Parent Liaison Report

Tony reported that the PAC met last week and set the budget for the year. There was \$78,000 to allocate. He also reported that the PAC is hoping to get two parents from each classroom to volunteer to help organize classroom community building events outside of school.

F. Teacher Report

Laura Bingham reported that the staff is looking forward to the Expeditionary Learning professional development and that she and Allan will have student teachers from Antioch this year.

G. Directors' Reports

The Directors submitted a written report and Lisa mentioned that they hired a STEM teacher today.

H. VCOE Director of Charter School Support and Oversight Report

Marlo introduced herself and stated that she is available to provide support to the directors and the board.

I. Local Control Action Plan (LCAP) Update

None

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

A. Accounting Assistant and Administrative Assistant Positions

Mary stated that there was a need to increase the hours of the Accounting Assistant and the Administrative Assistant as follows:

Accounting Assistant position from .875 to 1.0 and the Administrative Assistant position from .50 FTE to .81245

Budget impact: Accting Asst: \$14,500 and Admin. Asst: \$9,119. Total: \$23,619

Tricia McClain made a motion to increase the Accounting Assistant position to 1.0 FTE and the Administrative Assistant to .875 FTE.

Cecilia Johnston seconded the motion.

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

B. Unaudited Actuals 2016-17

Benny reviewed the Unaudited Actuals from 2016-17: Expenditures were lower than expected by 3% or \$110,142; revenues were higher than expected by \$46,000.

Tricia McClain made a motion to approve the Unaudited Actuals as presented.

Jane Meyer seconded the motion.

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

C. 2017-18 Prop 30 Report

Mary reviewed the Prop 30 Report expenditures.

Deanna Weik made a motion to approve the Prop 30 report as presented.

Cecilia Johnston seconded the motion.

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

D. Suicide Prevention Policy

The board reviewed the proposed Suicide Prevention Policy. The Parent Advisory Committee will review this in September and bring any proposed revisions back to the Board.

Tracey Reineke made a motion to approve the Suicide Prevention Policy as presented.

Tricia McClain seconded the motion.

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

E. VCS Bylaws

Item tabled until next meeting.

F. Governance and Educational Excellence Committee Descriptions

Item tabled until next meeting.

G. Comparable Compensation Data for Charter School CEOs/Executive Directors

The Board reviewed comparable compensation data from Ventura County school district administrators and also Ventura County Charter School Directors.

H. CLOSED SESSION

The Board adjourned into Closed Session at 7:34 p.m.

I.

OPEN SESSION/DISCUSSION/ACTION ITEM

The Board re-convened to Open Session at 8:10 p.m.
Cece reported that no action was taken in Closed Session.

J. Possible Board Approval of Resolution Regarding Executive Compensation.

Cece led a discussion on the Directors' salaries and made an oral report of the proposed resolutions as follows:

--Director of Operations: a 2% increase effective retroactively to 7/1/16 for a total of \$110,946.36 and a 2% increase effective 7/1/17 for a total of \$113,161.21.

--Director of Education: a 2% increase effective 7/1/17 for a total of \$110,942.36

Both Directors' salaries include \$14,731 for health benefits, \$100 per month for a cell phone stipend, and a professional dues allowance of up to \$1,131.00

Tracey Reineke made a motion to approve the Resolution to increase the Director of Operations salary.

Tricia McClain seconded the motion.

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

Tracey Reineke made a motion to approve the Resolution to increase the Director of Education's salary.

Tricia McClain seconded the motion.

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

K. Board Meeting Check-in

Cece asked Board committee Chairs to schedule their committee meetings for the year by next month's meeting.

L. Future Agenda Items

Next month:

--Committee member determinations.

--Bylaws

--Committee job descriptions

--Possible Suicide Prevention/Safety Plan Revisions

IV. Closing Items

A. Adjourn Meeting

Tracey Reineke made a motion to adjourn the meeting.

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 8:23 PM.

Respectfully Submitted,

Mary Galvin