

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**

Thursday September 14, 2017 at 6:30 PM

**Location**

2060 Cameron Street, Ventura, CA 93001 Room 12

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**Directors Present**

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

**Directors Absent**

*None*

**Ex Officio Members Present**

Lisa Hildebrand, Mary Galvin

**Non Voting Members Present**

Lisa Hildebrand, Mary Galvin

**Guests Present**

Laura Bingham, Tony Biasotti

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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 Thursday Sep 14, 2017 at 6:35 PM.

**B. Record Attendance and Guests**

**C. Mission Statement**

Read by Deanna.

**D. Approve the Agenda**

Eva Oxelson 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 08-15-17 as amended. Board Meeting on 08-15-17.

Tracey Reineke seconded the motion.

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

**F. Consent Agenda**

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

2--Gifts to School: None

3--Credit Cards: L.Hildebrand:\$2,315.32 M.Galvin: \$3,496.32

4-Personnel:

--Approval of the resignation of Kimberly Pimentel, paraeducator

--Ratification of the hiring of Yolanda Mejia as a substitute Office Assistant.

--Ratification of the hiring of Amanda Whitaker as paraeducator .72 FTE.

--Ratification of the hiring of Josiah Fernandez as substitute teacher, para, and childcare provider

--Ratification of the hiring of Arlene Ventimiglia as STEM elective teacher for 12.5 hours per week.

Eva Oxelson made a motion to approve Consent Agenda items 1-4.

Jane Meyer seconded the motion.

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

**G. Upcoming Events**

Campout: September 27-29th Steckyl Park

PAC Meeting: October 12th--6:30 pm

Board Meeting: October 19th--6:30 pm

**II. Communications**

**A.**

## **Public Comments**

None

### **B. Board Correspondence**

Cece shared a resignation letter from Jill George who needed to resign from the Board due to work obligations.

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

--Cece reported that she attended the Back to School picnic and classroom visits which was great to see the excitement of all.

--Tricia reported that she attended the Back to School night parent meeting which included an hour where parents met with their teachers in the classroom and another hour in the cafeteria discussing the PAC budget and Committees in which parents can volunteer to work.

--Jane and Deanna reported that they attended the New to VCS parent meeting in which Shoshana, the school counselor made a very interesting and engaging article on parenting and student behavior/learning.

### **D. Board Committees for 2017-18**

Committee Chairs updated the Board with any work done:

Governance Committee: Cece reported that their committee met earlier today and scheduled future meeting dates as well as worked on the Bylaws.

Finance Committee: Future meeting dates were set.

Educational Excellence Committee: Eva reported that their Committee met today to discuss the Committee job description.

Facility Committee: None

CEO Evaluation Committee: Cece reported that this Committee is concluding its annual evaluation of the Directors.

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

Tony Biosotti reported that the PAC met last week and heard a report of the Parent Survey Comments and discussed the Suicide Prevention Policy and had no revisions to it.

### **F. Teacher Report**

Laura Bingham reported that Allan, 1st-2nd grade teacher expressed great appreciation for the VCS Big Buddy program and that his students were enthralled with their big buddies; 7th-8th grade started the year with two full days of outdoor education to build community; they are also utilizing the Straight Up program for drug and alcohol education; Liza, 1st-2nd grade teacher was successful in winning a Donors.choose grant for alternative seating in her classroom.

### **G.**

## **Directors' Reports**

Lisa Hildebrand reported: that the staff already had an exciting day of Expeditionary Learning professional development; that the new special ed teacher and intervention teacher are doing a great job and working out quite well; that she is feeling the growth with the new staff and many student needs.

Mary Galvin reported that the attendance rate for the first month was over 97% which was wonderful. She reported that she and Lisa will be attending an LCAP training at VCOE in December and that our annual programmatic audit is set for November 27th at the VCBE. She also reported that she reached out to the new superintendent of Ventura Unified School District to visit VCS and he responded affirmatively--the date to be arranged.

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

Marlo arrived late after attending another charter school board meeting. She recommended that board work get done mostly in committees.

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

None

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

### **A. 2016-17 Year end Parent Survey Results**

Mary Galvin reviewed the 2016-17 Parent Survey results with the Board.

### **B. VCS Bylaws**

There was discussion regarding Article VII Section 3, 7, and 23. Cece made suggested changes to Sections 3 and 7 and will bring this back to the Board next month. Mary will follow up with Counsel regarding proposed revisions to Section 23.

### **C. Governance Committee Description**

Cece presented a proposed description of the Governance Committee after some discussion and minor changes, the Board approved it.

Eva Oxelson made a motion to approve the Governance Committee job description as amended.

Cecilia Johnston seconded the motion.

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

### **D. Educational Excellence Committee**

Eva presented the job description the Educational Excellence Committee provided using the Board on Track template.

Deanna Weik made a motion to approve the Educational Excellence Committee Description as presented.

Jane Meyer seconded the motion.

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

#### **E. Board Committee Membership**

Board members volunteered to work on the following committees:

Governance: Chair: Jane Meyer, Cece Johnston and Deanna Weik, members

Finance: Chair: Tricia McClain, Jane Meyer, Benny Martinez, Mary Galvin, and Lisa Hildebrand, members

Educational Excellence: Chair: Eva Oxelson, Tricia McClain, and Lisa Hildebrand, members

Facilities: Chair Tracey Reineke, Cece Johnston, and Mary Galvin, members

CEO Evaluation: Chair: Deanna Weik, Cece Johnston, and Tracey Reineke, members

Tricia McClain made a motion to approve the committee memberships as discussed.

Deanna Weik seconded the motion.

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

#### **F. MOU with St. Paul's**

Mary presented a proposed revised MOU between St. Paul's and VCS with our downsizing classroom space. There was considerable discussion about Section 11 which left paying for any increase in electricity due to AC units an open-ended VCS obligation. The Board agreed to approve the MOU with Section 11 stricken.

Deanna Weik made a motion to approve the revised MOU between VCS and St. Paul's on the condition of Section 11 being stricken. All members voted yes, except Jane-who had left the room prior to the vote.

Cecilia Johnston seconded the motion.

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

#### **Roll Call**

Tracey Reineke Aye

Eva Oxelson Aye

Jane Meyer Absent

Deanna Weik Aye

Cecilia Johnston Aye

Tricia McClain Aye

#### **G. Elective Teacher/Independent Contractor Salaries**

Mary requested Board approval for increasing the Elective Teacher salary as follows: \$32.74 per hour for an uncredentialed teacher and \$38.25 per hour for a credentialed teacher. All members voted yes, except Jane-who had left the room prior to the vote.

Eva Oxelson made a motion to amend the Elective Teacher salary schedule as discussed.

Tricia McClain seconded the motion.

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

**Roll Call**

Deanna Weik Aye  
Eva Oxelson Aye  
Tricia McClain Aye  
Tracey Reineke Aye  
Cecilia Johnston Aye

**H. Lead Homeschool Teacher Stipend**

Mary explained that the Homeschool teacher ended up working throughout the month of August to prepare for the coming year and requested Board approval for a \$2,000 stipend. Before June, she will be bringing a change in this position's contract days to the Board for approval.

Eva Oxelson made a motion to approve the payment of a one-time \$2,00 stipend to the Homeschool Lead teacher.

Tricia McClain seconded the motion.

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

**I. Board Meeting Check-in**

There is a need to re-visit the goals the Board discussed at its August retreat:

- Board Education
- Committees (Fund Development)
- Recruitment
- Board Accountability
- Strategic Planning (Growth)

**J. Future Agenda Items**

- Antioch MOU
- Board Member Selection Process
- Bylaws
- Board Training

**IV. Closing Items**

**A. Adjourn Meeting**

Tricia McClain made a motion to adjourn the meeting.

Cecilia Johnston 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 8:04 PM.

Respectfully Submitted,

Mary Galvin