

## Ventura Charter School of Arts and Global Education

### Minutes

#### Regular Board Meeting

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**Date and Time**

Thursday August 16, 2018 at 6:30 PM

**Location**

2060 Cameron Street, Ventura, CA 93001 Room 12

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**Directors Present**

Adam Meyers, Cecilia Johnston, Deanna Weik, Eva Oxelson, Liz Smiley, Tom Mc Nerney, Tricia McClain

**Directors Absent**

Tracey Reineke

**Ex Officio Members Present**

Mary Galvin

**Non Voting Members Present**

Mary Galvin

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

Tricia McClain called a meeting of the board of directors of Ventura Charter School of Arts and Global Education to order on Thursday Aug 16, 2018 at 6:30 PM.

**B. Record Attendance and Guests**

**C. Mission Statement**

Read by Eva.

**D. Approve the Agenda**

Eva Oxelson made a motion to approve the agenda.

Cecilia Johnston seconded the motion.

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

**E. Approve Minutes from the Regular Board meeting on 6-21-18**

Tom Mc Nerney made a motion to approve minutes from the Regular Board Meeting on 06-21-18 Regular Board Meeting on 06-21-18.

Liz Smiley seconded the motion.

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

**F. Approve Minutes from Annual Retreat**

Adam Meyers made a motion to approve minutes from the Annual Retreat Meeting on 08-11-18 Annual Retreat Meeting on 08-11-18.

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 and July, 2018.

2--Gifts to School: 0

3--Credit Cards: MGalvin: \$1736.24 ; LHildebrand:

4-Personnel:

--Approval of the increase of the Psychologist FTE from .30 to .40.

Cecilia Johnston made a motion to approve Consent Agenda items 1-4.

Deanna Weik seconded the motion.

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

**H. Upcoming Events**

Back to School Picnic: August 20th 5:30 pm-7pm

First Day of School: August 22nd 8:15 am

New VCS Parent Meeting: August 27th 6:30pm

Back to School Night: September 4th 6:30pm

Strategic Planning Retreat: September 8th 9am-3pm Crowne Plaza

Board Governance Training: September 11th, 5pm-7pm VCOE

Regular Board Meeting: September 20th, 6:30pm

**II. Communications**

**A. Public Comments**

None

**B. Board Correspondence**

None

**C. President and Board Report**

None

**D. Board Committee Reports**

Governance Committee: Cece Johnston, Deanna Weik--Met to discuss agenda item regarding board member selection process.

Finance Committee: Tricia McClain, --Met to discuss additions to the 2018-19 Budget.

Educational Excellence Committee: Eva Oxelson, Tricia McClain--Did not meet.

Facility Committee: Tracey Reineke, Cecilia Johnston-Did not meet.

CEO Evaluation Committee: Deanna Weik, Cecilia Johnston, Tracey Reineke--Did not meet.

**E. Parent Liaison Report**

Tony reported that the PAC met to set their budget for the 2018-19 school year.

**F. Teacher Report**

Laura reported that the staff had a meeting all morning to get ready for the year.

Teachers are clearing out their rooms and are excited about the new year.

**G. Directors' Reports**

Lisa reported that the staff is meeting to prepare for the coming year. and has created a teacher's manual Mary reported that she is working to get a new water fountain/bottle filler installed on campus and is printing an updated parent handbook for new VCS parents.

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

None.

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

**A. Year End Parent and Student Survey Results**

Mary reviewed the parent and student survey results from the 2017-18 school year. These results will also be shared with the Parent Advisory Committee in September.

**B.**

### **2018-19 Unaudited Actuals**

Benny reviewed the Unaudited Actuals Report for the 2017-18 school year.

Eva Oxelson made a motion to approve the 2017-18 Unaudited Actuals Report.

Cecilia Johnston seconded the motion.

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

### **C. Proposition 30 Revised Spending Plan for Fiscal Year 2018-19**

Board approval was requested for the revised Prop 30 Spending Plan for the 2017-18 school year.

Deanna Weik made a motion to approve the revised Prop 30 Spending Plan for 2017-18 as presented.

Eva Oxelson seconded the motion.

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

### **D. Substitute Pay**

In order to attract/recruit substitute teachers Board approval was requested to increase the daily sub pay from \$115 to \$125 per day.

Tom Mc Nerney made a motion to increase the daily substitute pay from \$115 to \$125 per day.

Adam Meyers seconded the motion.

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

### **E. 2018-19 Curriculum Adoption**

Lisa reviewed a list of curricula for the 2018-19 year and requested Board approval.

Cecilia Johnston made a motion to approve the list of 2018-19 curricula as presented.

Eva Oxelson seconded the motion.

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

### **F. Immigration Policy**

Mary reviewed the requirements of AB 699 and the Attorney General's model policies. She requested board approval for the revision and update of all VCS policies to comply with the requirements of AB 699 as recommended by VCS Counsel.

Eva Oxelson made a motion to approve the revision and update of all VCS policies to comply with the requirements of AB 699 as recommended by VCS Counsel.

Cecilia Johnston seconded the motion.

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

### **G. Attendance Policy Revision**

Lisa requested Board approval to add the following to the VCS Attendance Policy:

*Short term Independent Study will not be available until after the first week of school.*

Mary also requested the addition of the following reason for an excused absence:

*To spend time with an immediate family member, who is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat support position. (Absences granted pursuant to this reason shall be granted for a period of time to be determined at the discretion of the School's Directors.)*

Tom Mc Nerney made a motion to approve the revisions to the Attendance Policy as presented.

Liz Smiley seconded the motion.

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

#### **H. Independent Study Policy Amendment.**

Lisa requested Board approval for the same revision to be made to the Independent Study Policy:

*Short term Independent Study will not be available until after the first week of school.*

Eva Oxelson made a motion to approve the revision to the Independent Study Policy as presented.

Adam Meyers seconded the motion.

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

#### **I. Personnel Policy**

Board approval was requested to add the following language regarding unpaid leaves to the Personnel Policy:

##### ***Unpaid Leave of Absence***

*VCS recognizes that special situations may arise where an employee must leave his or her job temporarily. At its discretion, the Board may grant employees an unpaid leave of absence of one year at a time, for no more than two consecutive years. The granting of an unpaid leave of absence always presumes the employee will return to active work by a designated date or within a specific period.*

##### ***Right to Return to Work***

*If an unpaid leave is granted, full-time employees will be allowed to return to full-time employment although it may not be in the same classroom or at the same grade level. Part-time employees will be allowed to return to work in the same position, if available. Position placement will be at the discretion of the Director of Education in the best interest of the VCS program. Employees are not permitted to share a teaching position. An employee returning from a leave of absence will be placed at the next salary step following the step s/he was on the year s/he last worked. In order to advance on the salary schedule, an employee must have worked at least 65% of an entire school year. An employee working less than 65% must work two (2) years to advance on the salary schedule.*

*For the purposes of calculating an employee's leave, if an employee takes a leave of absence prior to October 1st, that year will be counted as year one of the leave of absence.*

*If an employee does not return to work at the conclusion of his/her leave of absence, s/he does not have a right to return to a position unless there is a position open, in which case, s/he must apply for the job and interview for the position.*

*When an employee accepts a part-time position upon return from a leave of absence, the employee relinquishes any right to a full-time position in the future unless there is a full-time position open for which the employee is the most qualified to fill.*

*When a temporary employee is hired to fill a position vacated by an employee on a leave of absence, that the temporary employee may be released when the employee on leave returns from his/her leave of absence.*

Adam Meyers made a motion to approve the revised language to the Personnel Policy as presented.

Cecilia Johnston seconded the motion.

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

#### **J. Board Member Selection Policy**

This item was tabled until the September board meeting in order to allow the Board to review the changes in Track Changes mode.

#### **K. Board Secretary Position**

Nominations for Board Secretary were discussed. Cece accepted the nomination for Secretary.

Tricia McClain made a motion to elect Cece as Board Secretary.

Eva Oxelson seconded the motion.

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

#### **L. Board Committees**

Board discussion and approval for Committee membership was requested. After discussion, the following was proposed:

Educational Excellence Committee: Eva Oxelson (Chair), Tom McNerney

Governance Committee: Deanna Weik (Chair), Cecilia Johnston, Tom McNerney

Finance Committee: Liz Smiley (Chair), Tricia McClain

CEO Evaluation Committee: Tricia McClain (Chair), Deanna Weik, Cecilia Johnston

Development Committee: Adam Meyers (Chair), Liz Smiley

Deanna Weik made a motion to approve the Committee membership as discussed.

Cecilia Johnston seconded the motion.

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

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

Kudos to Tricia, the new board president for doing a great job.

#### **N. Future Agenda Items**

Board Member Selection Policy.

Committee Job Descriptions  
Revised VCS Policies for AB 699 update.

#### **IV. Closing Items**

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

Eva Oxelson made a motion to adjourn the meeting at 8:42 pm.

Liz Smiley 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 8:32 PM.

Respectfully Submitted,  
Tricia McClain