

APPROVED

ventura charter school  
*of arts and global education*

## Ventura Charter School of Arts and Global Education

### Minutes

#### Regular Board Meeting - August

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**Date and Time**

Thursday August 15, 2024 at 6:30 PM

**Location**

Ventura Charter School  
2060 Cameron Street  
Ventura, CA 93001

Room 20

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#### **INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND THE COMMUNITY**

The Ventura Charter School of Arts and Global Education (“School”) welcomes your participation at the School’s Board meetings. The purpose of the public meeting of the Board of Directors (“Board”) is to conduct the affairs of the School in public. We are pleased that you are in attendance and hope that you will visit these meetings often. We honor our partners in education. We recognize that we are a collective group of teachers, parents, students, and community. We encourage written and verbal communication. Your participation is vital to the healthy operation of our school. Our guidelines:

1. Agendas are available to all audience members at the door to the meeting and online at [venturacharterschool.org](http://venturacharterschool.org)
  2. “Request to Speak” forms are available to all audience members who wish to speak on any agenda item(s) or under the general category of “Oral Communications”.
  3. “Public Comments” is set aside for members of the audience to address the Board. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. These presentations are limited to five (5) minutes each and total time
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allotted to non-agenda items that will not exceed thirty (30) minutes. The Board may give direction to staff to respond to your concern or you may be offered the opinion of returning with a community-requested item.

4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak for up to five (5) minutes when the Board discusses that item.
5. When addressing the Board, speakers are requested to state their name and affiliation with the School.
6. Community members may request that a topic related to School business be placed on future agenda in accordance with the guidelines in Board Governance Policy. Once such an item is properly agendized and publicly noticed, the Board can discuss, respond, and possibly act upon such an item.
7. In compliance with the Americans with Disabilities Act (ADA) and upon request, the School may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternative modification of the agenda in order to participate in Board meetings are invited to contact the Director's office. To request assistance contact (805) 648-5503.
8. Public requests for agenda and materials should be directed in writing to the Executive Director at [lisa.h@venturacharterschool.us](mailto:lisa.h@venturacharterschool.us)
9. Board agendas for regular meetings are posted 72 hours in advance at [www.venturacharterschool.org](http://www.venturacharterschool.org) and at 2060 Cameron Street, Ventura, CA 93001.

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#### **Directors Present**

Dominic Aguirre, Erika Dowd, Liz Smiley, Skye Stifel, Tricia McClain

#### **Directors Absent**

Sam Estes, Tom Mc Nerney

#### **Ex Officio Members Present**

Christi Sandbach, Lisa Hildebrand

#### **Non Voting Members Present**

Christi Sandbach, Lisa Hildebrand

#### **Guests Present**

Isabelle Rhode, Rudy Calasin

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### **I. Opening Items**

#### **A. Call the Meeting to Order**

Liz Smiley called a meeting of the board of directors of Ventura Charter School of Arts and Global Education to order on Thursday Aug 15, 2024 at 6:31 PM.

**B. Record Attendance and Guests**

Skye Stifel arrived at 6:38 PM

**C. Mission Statement**

Tricia McClain read the VCS Mission Statement:

*VCS engages every student in meaningful and supportive learning experiences to grow resilient, educated, and socially intelligent human beings.*

**D. Approval of Minutes for the Regular Board Meeting for June 20, 2024**

Tricia McClain made a motion to approve the minutes from Regular Board Meeting - June on 06-20-24.

Liz Smiley seconded the motion.

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

**E. Approval of minutes for Annual Board Retreat - August 9, 2024**

Tricia McClain made a motion to approve the minutes from Annual Retreat - August on 08-09-24.

Erika Dowd seconded the motion.

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

**F. Approval of the Agenda**

Dominic Aguirre made a motion to approve the agenda for the August 15, 2024 VCS Board Meeting.

Tricia McClain seconded the motion.

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

**G. Consent Agenda**

Consent Agenda:

*All items listed under consent are considered to be routine and may be enacted by approval of a single motion. There will be no separate discussion of these items; however, any item may be removed from the consent agenda upon request of any member of the Board and acted upon separately.*

--**Ratification** of attached check register, purchase orders, summary of revenue and expenditures for the month of July/August, 2024.

--**Gifts to School:** none

**--Credit Cards:** June:

LHildebrand: \$3,077.35

CSandbach: \$291.18

July:

LHildebrand: \$1,435.42

CSandbach: \$35.53

**-Personnel:**

\*\*Hiring of Kelly Drevenstedt for the 2024/2025 school year.

\*\*Hiring of Sara Siddens. 2nd grade long-term substitute. (This item was removed from the Consent Agenda)

\*\*Hiring of Heather Johnston, Laurin Boland, and Thomas Falcone as Paraeducators at .65 fte

Tricia McClain made a motion to approve the Consent Agenda.

Liz Smiley seconded the motion.

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

**H. Upcoming Events**

Upcoming Events

--August 15th - First day back for teachers

--August 18th - Campus Workday - come volunteer if you can! 9:00 - 2:00

--August 19th - Back to School Picnic - 5:30 - 7:00PM

--August 21st - First Day of School!!!

--August 29th - PAC Meeting - setting the 23/24 PAC budget

--September 2nd - No School - Labor Day

--September 10th - Back to School Night

--October 15th - 5:30 - 7:30PM - Board Governance Training

**II. Communications**

**A. Public Comments**

None

**B. President and Board Report**

None

**C. Directors' Report**

The Directors reported on the activities they have been engaged in to start the school year.

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

VCOE is hosting a Charter Board Governance Workshop via Zoom on October 17th from 5:30 - 7:30.

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

#### **A. Board Committee Membership for the 2024/2025 School Year**

The Board decided on the committee members for the 24/25 school year.

24/25 Board Committee Members:

Governance Committee: Liz Smiley (Chair), Dominic Aguirre, Tom McNerney

Finance Committee: Tricia McClain (Chair), Sam Estes, Erika Dowd

CEO Support and Evaluation Committee: Liz Smiley (Chair), Sam Estes, Skye Stifel

Fundraising Liaison: Sam Estes

Skye Stifel made a motion to approve the 24/25 Board Committee Members.

Dominic Aguirre seconded the motion.

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

#### **B. Annual Board Goals**

The Board agreed upon the VCS Board Goals for the 2024/2025 school year.

##### **VCS Board Goals for the 2024/2025 School Year:**

Goal 1: Develop a well-governed organization- Governance Committee (Recruit diverse board members from the community, review/revise annual board survey.)

Goal 2: Students progressing towards the highest level of achievement.

Goal 3: Build community presence/outreach for a sustainable organization (Marketing plan, increase enrollment and a waiting list, promote VCS as a leader in education in Ventura County)

Dominic Aguirre made a motion to approve the 2024/2025 VCS Board Goals.

Skye Stifel seconded the motion.

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

#### **C. Executive Director Goals for the 2024-2025 School Year**

The Board discussed the Executive Director's Goals for the 2024/2025 school year. All goals were approved, and a financial goal was discussed. However, a financial goal was not added.

Tricia McClain made a motion to approve the Executive Director Goals for the 24/25 school year.

Dominic Aguirre seconded the motion.

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

**D. EL Education Workplan**

The EL Education Workplan for the 24/25 school year was introduced and discussed.

**E. 2024-2025 Employee Handbook**

Tricia McClain made a motion to approve the 2024/2025 Employee Handbook.

Liz Smiley seconded the motion.

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

**F. 2024-2025 VCS Parent/Student Handbook**

Tricia McClain made a motion to approve the Parent/Student Handbook for the 2024/2025 school year.

Erika Dowd seconded the motion.

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

**G. Approval of the 24/25 Title IX Policy**

This year, the VCS law firm YMC recommended separating the Title IX policy from the Harassment, Intimidation, Discrimination, and Bullying Policy. These two policies comprise the Title IX policy from the 2023/2024 school year.

Tricia McClain made a motion to approve the 24/25 Title IX policy and the Harassment, Intimidation, Discrimination, and Bullying policy.

Skye Stifel seconded the motion.

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

**H. Approval of the 24/25 Independent Study Policy and Master Agreement**

This item was tabled until the September VCS Board Meeting.

**I. VCS Professional Boundaries Policy**

Skye Stifel made a motion to approve the VCS Professional Boundaries Policy.

Liz Smiley seconded the motion.

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

**J. Attendance Policy**

The Board was asked to approve the VCS Attendance Policy. The Board approved the policy. An updated policy will be brought to the Board in September. Skye Stifel wants our lawyers to look at adding language regarding Special Education students.

Tricia McClain made a motion to approve the VCS Attendance Policy.

Erika Dowd seconded the motion.

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

**K. VCS Workplace Prevention Violence Plan**

This item was tabled until the September VCS Board Meeting.

**L. Salary Schedule**

Skye Stifel made a motion to approve the VCS Salary Schedule.

Liz Smiley seconded the motion.

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

**M. Coverly Pro Contract**

Tricia McClain made a motion to approve the Coverly Pro Marketing Contract.

Skye Stifel seconded the motion.

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

**IV. Other Business**

**A. Future Topics**

Approval of the 24/25 Independent Study Policy and Master Agreement

Approval of the Attendance Policy

Approval of the VCS Workplace Prevention Violence Plan

**B. Board Meeting Check In**

The Board discussed their progress on their goals:

**VCS Board Goals for the 2024/2025 School Year:**

Goal 1: Develop a well-governed organization- Governance Committee (Recruit diverse board members from the community, review/revise annual board survey.)

Goal 2: Students progressing towards the highest level of achievement.

Goal 3: Build community presence/outreach for a sustainable organization (Marketing plan, increase enrollment and a waiting list, promote VCS as a leader in education in Ventura County)

**V. Closing Items**

**A. Adjourn Meeting**

Skye Stifel made a motion to adjourn the Board Meeting.

Dominic Aguirre 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 8:02 PM.

Respectfully Submitted,  
Skye Stifel