



# Ceiba College Preparatory Academy

## Minutes

### Board Meeting

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#### **Date and Time**

Tuesday November 15, 2016 at 5:00 PM

#### **Location**

260 W. Riverside Drive, Watsonville; Room 113

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#### **Directors Present**

D. Hoffman, D. Maldonado, G. Davis, J. Carey, L. Gamboa (remote), Y. Parra

#### **Directors Absent**

A. Luthra, G. Gordo

#### **Directors who arrived after the meeting opened**

L. Gamboa, Y. Parra

#### **Directors who left before the meeting adjourned**

L. Gamboa

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

A. Millar, T. Brown

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

A. Millar, T. Brown

#### **Guests Present**

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Ana Leonor, Daniel Ornelas, Daren Commons, Esperanza Nee, J. Ripp, Jackie Alcala, Rosie Infante, i. Brunetti

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## **I. Opening Items**

### **A. Record Attendance and Guests**

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

D. Hoffman called a meeting of the board of directors of Ceiba College Preparatory Academy to order on Tuesday Nov 15, 2016 at 5:04 PM.

### **C. Opportunity to Address the Board**

### **D. Approval of the Agenda**

G. Davis made a motion to Approve the Agenda.

D. Maldonado seconded the motion.

The motion did not carry.

G. Davis made a motion to Approve the Agenda for the Nov 15, 2016, meeting.

D. Maldonado seconded the motion.

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

### **E. Approval of Minutes**

G. Davis made a motion to Approve minutes from the Board Meeting on 09-14-16, Retreat on 10-06-16 Board Meeting on 09-14-16.

D. Maldonado seconded the motion.

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

### **F. Consent Agenda**

G. Davis made a motion to Motion to approve bank reconciliations for Sep and Oct.

J. Carey seconded the motion.

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

Anaphalaxis Treatment and College Readiness Block Grant items pulled for discussion and separate vote.

L. Gamboa arrived.

## **II. School Leadership Report**

### **A. Report by Associated Students of Ceiba College Prep**

Report by Kate T., Josalyne T., and Sonia H.

1. Students attended CADA Leadership Conference in Salinas - feels the school would benefit from a larger group.

(Hoffman): Are you thinking about adding positions? A Possible topic for next year.

2. Quarter 2 After School Club Fair was a success.

3. Halloween Carnival - open to Ceiba families. Well attended - one of the students' favorite events with much student interaction. Profit of approximately \$988.

4. *Dia de los muertos ofrendas* sponsored by MeCHA as successful fundraiser for Europe trip in March 2017.

5. 'Socktober' Charity event to benefit Pajaro Valley Shelter Services. Significant participation by 6h grade students. "They are the most spirited."

6. Online courses (Edmentum/Plato) represent a challenge for many seniors who are also applying to colleges. Alternatives discussed: Saturday courses, single semester course.

Time management practice is being offered by Ms. Leonor. Gamboa: Is this a time management issue? Are there not sufficient resources online? A: Mandatory class taken online that is difficult for seniors to manage with college applications pressing during S1.

Gamboa: Admissions prefers to have students focus on applications on their own time.

Admissions Committees seek 'balance'. Alcalá: Most schools do not offer a period to complete applications.

Maldonado: Can we pull stats? A: Yes. Gamboa: There should be an effort by Ceiba to foster understanding among students about how to navigate a MOOC. Suggests that Ceiba branch out from these 'GPA boosters'. There may be a benefit for a native Spanish speaker taking to take another language such as Mandarin rather than Spanish.

7. Election Day activities included voting and a trivia contest. Poster-making day after election was appreciated by the student representatives. A suggestion was made to create Sound/Empowerment Boards for students to express their emotions and ideas.

8. Upcoming Events: Finals and CSU/UC Deadline celebration; DUI Trial Assembly, Winter Formal.

Y. Parra arrived.

## **B. Report By College Counseling Department**

1. Introduced counseling team: Ana Leonor, Fatima Segura and Jessica Esver. Jessica and Fatima are prepping for College Knowledge (CK) Night tonight.

2. Reviewed grade-level objectives and discussed goal of increasing college representative visits at Ceiba.

3. Discussed the importance of meeting with students and families to review Financial Aid Award Letters PRIOR to making decisions about where to matriculate.

4. Ongoing activities: visit one college per year; homerooms named after teacher's or alumni alma mater; CK meetings; Career Day; Work and Volunteer Opportunities - Youth Serve (Digital Nest, Loaves and Fishes); travel - College Visit - Boston, NYC/Boston, Europe.

Counselors meet with students and parents 1:1 throughout their career at Ceiba - many more touch points than traditional schools.

This year we had 26 College Recruiter visits - with 11/12 graders required to attend four meetings. A 'passport' was used to support and verify student participation.

Middle School activities include study skills building and Hope College visit; 8th Grade Survey including information about plans after high school.

Survey results available from Ms. Segura.

Senior Eligibility as of 11/15/16:

31 = CSU and 4 yr eligible

11 = CSU, UC and 4 year eligible

16 = community college eligible with 5/16 attempting to become eligible

Alumni:

1. parent-to-parent meeting with 21 parents in attendance.

2. Alumni newsletter to be published shortly including Alumni Spotlight section

Carey: How is parent participation in CK? A: 12th graders - very good participation, few parents for 7th/8th grade events. Attendance numbers can be shared with Board.

Carey: Is college bound culture increasing? Are parents committed? A: Every year it seems to improve. Davis: Reactions to 8th grade survey - only 50% say they intend to go to college - any thoughts? A: Recommends doing survey over time. Initial response 'shocking'.

Davis: Current seniors 42/58 are currently eligible for 4-yr school. A: Will calculate CSU/UC eligibility again after Nov 28 - will provide up-to-date information.

Millar: Importance of Ceiba working with families to understand aid offers. Can't make assumptions until families know what aid offers will represent. There was a lot of "gapping" (difference between college cost and expected family contribution) last year

Davis: Do top students have a good chance? A: Can't say until letters come out in April and May.

Gamboa: How many students have been proactive submitting outside scholarship applications? A: We have a tracking log and are keeping track - will know more soon.

Gamboa: FASTWeb, other opportunities are widely available; hopefully everyone is applying to Horatio Algier Scholarship. Encourages student research on which students did not make their enrollment goals last year and cross with schools that meet 100% of need to identify promising schools.

### III. Governance

#### A. Nomination and Election of Officers

Nominations

President & Chair (Maldonado), Secretary (Parra), Chief Financial Officer (Davis).

J. Carey made a motion to Approve recommendation of Gov Committee to elect the proposed slate.

D. Hoffman seconded the motion.

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

## **B. FPPC Form 700**

Form 700 forms are due. Dina available for assistance.

Working within BoardOnTrack model to develop Objectives and Key Results (OKRs).

## **C. Future Board Meeting Schedule**

J. Carey made a motion to Approve proposed Board Meeting Schedule 11/15/16 as distributed this evening.

G. Davis seconded the motion.

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

## **D. Board Committee Report(s)**

Community Development Committee (Parra, Brunetti) have identified priorities, membership, numbers, potential nominees. Working to lay foundation for SY17-18.

Recognition of Hoffman, Carey and Gordo service to the Board.

## **E. Anaphalaxis Treatment Policy**

G. Davis made a motion to Approve the new policy.

Y. Parra seconded the motion.

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

## **F. College Readiness Block Grant Spending Plan**

Millar recommends spending the \$75,000 in SY16-17 with the belief that these are 'fundable' (through fundraising) activities.

Proposed activities include: AP coursework professional development, partial funding for College Counselor salary and benefits, College Spring Test Preparation programming, and partial funding for seminar classes.

To be considered for approval by Board in January 2017. Priorities vetted by teachers, counselors, administrators and students.

Gamboa: In what other areas are we consider investing? A: advising, higher-ed relations, AP test subsidies. Gamboa suggests additional training and support for Math and Science. (Topic for future board meeting: math and science scores.)

## **IV. CAO/Site Leadership**

### **A. School Year 16-17: Second Quarter Update**

Staff retention and professional development are top priorities. Winding down Q2 (18 school days remaining). Failure rates in 9th grade are particular focus. Classroom observations and discipline occupy most of Principal's time at present.

## **V. CEO**

### **A. Ceiba 2015-16 Audit Report**

G. Davis made a motion to accept the Draft Audit Report for FY2016 as present by the organization's outside auditors, Vicenti LLC, CPAs.

J. Carey seconded the motion.

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

Discussion followed regarding the timing of the auditor review process. Historically, Ceiba has changed outside audit firms every three years. Davis suggested that he is not in favor of changing auditors unnecessarily due to expense and learning-curve costs to the organization.

### **B. 2016-2017 Budget Revision R1**

G. Davis made a motion to approve the R1 Budget Revision as part of the First Interim Budget.

D. Maldonado seconded the motion.

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

L. Gamboa left.

Brown presented draft R1 Budget with changes to revenue including a reduction in LCFF funding (-\$112K) and increases to Federal revenue (SpED +\$65K), Other State revenue (+\$54K) and Other Local revenue (grants and fundraising +\$575K). Changes to expenditures include a reclassification of staffing expense, additional positions and increases in hourly support staff costs. Net effect is an increase to salary expense (+\$126K), benefits (+\$21K), computers (+\$7K), test administration (+\$7K), repairs (+\$20K), consultants (+\$43K), computer services (+\$8K), contract labor (+\$11K), leasehold improvements for the science classroom project (+\$575K) and amortization (+\$10K).

Projected deficit increased to -\$364,033 from -\$152,601. Year-to-date (10/31) expenses exceed revenue by \$7K. Cash flows are stable.

Discussion followed concerning projections for net fund balance and what constitutes an appropriate level of spending/reserve for current and future needs.

Brown will provide the Board with a copy of the First Interim Budget narrative prior to submission to authorizer.

## **VI. Closed Session**

### **A. Public Comments on Closed Session Items**

**B. Adjourn to Closed Session**

**C. Expulsion Proceeding 2017-001**

Suspended expulsion - keeps the student in school, avoids change of venue, brings parents to the table, adds gravity to the conversation, includes behavior intervention plan and requirements.

G. Davis made a motion to accept staff recommendation for Suspended Expulsion with conditions for student 2017-001.

J. Carey seconded the motion.

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

**D. Expulsion Proceeding 2017-002**

Y. Parra made a motion to accept staff recommendation for Suspended Expulsion with conditions for student 2017-002.

J. Carey seconded the motion.

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

**E. PUBLIC EMPLOYMENT (Section 54957) Titles: Executive Director, Finance Director**

**VII. Reconvene to Open Session**

**A. Report on Action taken on Expulsion Items**

**B. Approval of Employment Agreements**

D. Maldonado made a motion to approve the Employment Contracts for Executive Director and Finance Director subject to clarification of language related to sick leave.

G. Davis seconded the motion.

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

**VIII. 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 7:38 PM.

Respectfully Submitted,

T. Brown