



Ceiba College Preparatory Academy

Minutes

Special Board Meeting

Date and Time

Wednesday July 12, 2017 at 5:00 PM

Location

260 W. Riverside Drive, Watsonville: Conference Room 211

Directors Present

A. Luthra (remote), C. Bolling (remote), D. Maldonado (remote), G. Davis (remote), L. Gamboa (remote), Y. Parra (remote)

Directors Absent

M. Wall

Directors who arrived after the meeting opened

A. Luthra, L. Gamboa

Ex Officio Members Present

A. Millar

Non Voting Members Present

A. Millar

Guests Present

i. Brunetti

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

D. Maldonado called a meeting of the board of directors of Ceiba College Preparatory Academy to order on Wednesday Jul 12, 2017 at 5:05 PM.

C. Update on 17/18 School Year

- A. Luthra arrived.
- L. Gamboa arrived.

There were problems with the dial-in service for this meeting that resulted in a delay to the start of the Board meeting. It made it difficult to join the meeting at 5:00pm.

II. Action Items

A. Resolution 17.18.01

- G. Davis made a motion to Approve Resolution 17.18.01 to authorize the Executive Director (Annie Millar) to have signing authority for Santa Cruz County Bank.
- Y. Parra seconded the motion.

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

B. Clarification/Update of Executive Director Job Description

The job description for the Executive Director was updated with the following changes per the advice of legal counsel:

- 2.g. was modified to substitute **management team** for **administrative team members** and moves language regarding evaluation to 2.h.
- 2.h. was modified to add the following language: Responsible for evaluation of administrators/management team members on a regular basis and has responsibility for discipline/termination as necessary and to delete this language: Specifies accountabilities and reporting structure for management and evaluates performance regularly

The former 2.h became the new 2.i without changes.

The modified **2. Management and Administration** section reads as follows:

- 2. Management and Administration
- a. Provides general oversight of all CPS activities to assure a smoothly functioning and efficient charter school

- b. Assures program quality, stability and sustainability through development and implementation of standards and controls, systems and procedures and on-going evaluation
- c. Maintains a work environment that recruits, retains and supports quality staff and volunteers.
- d. Assures process for selecting, developing, motivating and evaluating staff and volunteers
- e. Recommends staffing and financing to BoD.
- f. In accordance with BoD action, recruits personnel, negotiates professional contracts, and sees that appropriate salary structures are developed and maintained.
- g. Specifies accountabilities and reporting structure for administrative team members management team.
- h. Responsible for evaluation of administrators/management team members on a regular basis and has responsibility for discipline/termination as necessary.of administrators/management team members and evaluates their performance regularly; responsible for
- i. Ensures that all staff are regularly evaluated and receive performance feedback
- Y. Parra made a motion to Approve the modified Executive Director Job Description with changes described in the comments section.
- G. Davis seconded the motion.

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

III. Closed Session

A. Public Comment on Closed Session

There was no Public Comment on Closed Session.

B. Adjourn to Closed Session

C. Anticipated Litigation

IV. Reconvene to Open Session

A. Report from Closed Session

No action was taken during Closed Session.

B. Public Comment on Open Session Items

This was an error on the agenda. There was no Public Comment on Open Session items at this time.

V. 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 6:10 PM.

Respectfully Submitted, A. Millar