

APPROVED



# Ceiba College Preparatory Academy

## Minutes

### Special Board Meeting

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#### Date and Time

Wednesday July 12, 2017 at 5:00 PM

#### Location

260 W. Riverside Drive, Watsonville: Conference Room 211

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#### 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

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## 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

L. Gamboa arrived.

A. Luthra 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