

APPROVED



## Ceiba College Preparatory Academy

### Minutes

Regular Board Meeting: agenda updated 3/12/19 (12:15pm)

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#### Date and Time

Tuesday March 12, 2019 at 5:00 PM

#### Location

260 W. Riverside Drive, Watsonville, CA 95076 - Conference Room 211

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#### TO DIAL INTO THE MEETING

831-707-2114

Conference ID: 410015

#### PARA LLAMAR / UNIRSE POR TELÉFONO A UNA REUNIÓN

831-707-2114

ID de la Conferencia: 410015

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#### **Directors Present**

G. Davis, M. Wall, O. Madrigal (remote), Y. Parra (remote)

#### **Directors Absent**

L. Gamboa, M. Jones, M. Navas

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

A. Millar (remote)

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

A. Millar (remote)

#### **Guests Present**

D. Ornelas, J. Ripp

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### **I. Opening Items**

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

Y. Parra called a meeting of the board of directors of Ceiba College Preparatory Academy to order on Tuesday Mar 12, 2019 at 5:02 PM.

#### **B. Record Attendance and Guests**

#### **C. Welcome and Introductions**

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

Starting with the Action items after approval of consent agenda and minutes (1.f.)

G. Davis made a motion to approve the agenda.

M. Wall seconded the motion.

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

#### **E. Public Comment**

MEChA of Ceiba for public comment to present the request for the MEChA conference trip for the UCLA MEChA National Conference.

#### **F. Consent Agenda**

O. Madrigal made a motion to approve the consent agenda.

G. Davis seconded the motion.

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

### **II. Reports**

#### **A. Student Voice and Leadership**

#### **B. Board Report**

Yesenia Parra, Meredith Wall, Mary Navas and Annie Millar attended the YMC Brown Act & Conflict of Interest Law Training

- The training was informative and can be immediately implemented (see Notice at the top of the agenda)
- Must follow Brown Act in that we must indicate the location for those Board members who are dialing in
  - This will be addressed beginning with the next Board Meeting
  - Address must be included
- These policies extend to Board Committees is something that we'll need to address as well
- Communication as a Board should be made one-way; efforts will be made to use (bcc) email function
  - The Executive Director may be contacted individually with clarifying questions
- Beginning in January 2020, staff members may be allowed as members of the Board

#### **C. Facilities/Operations**

Enrollment/Attendance Update

- Ceiba's enrollment dropped to 514

- Attendance rate seems to be slightly higher than in years past

Loan update added as a standing item for this section

- Working on approval processes to be put in place for drawing from the construction credit line
  - Ceiba to bring more on this in the next meeting
  - \$21k cost for the loan for processing
    - Part to Santa Cruz County Bank
    - Part to regional state guarantee program

#### **D. Academic Excellence Committee Report**

Academic Excellence update from Ripp

- High school bell schedule for next year is mostly the same
- Hoping to add DEAR (drop everything and read) section

#### **E. Finance Committee Report**

Update from most recent meeting

- We are in a better cash position compared to earlier in the year
- Second Interim Budget draft reviewed and expenditures increased but revenues increased to offset
- Compensation study in progress
  - Benefits have to be balanced but committee feels that increases in PTO could be addressed
    - Expect more information in the coming meetings after Finance Committee discusses further

#### **F. Executive Director/Principal Report**

ILP week is coming next week for families/teachers

Students will take MAP test in the morning of that same week

College visits were postponed to April due to the weather

- Addendum to permission slips will be given for parents review

High school had a dance

- Eligibility was waived for this dance as they had not had a dance to this point
- Ripp discussed this with ASB and they will work on what Ceiba can do to encourage passing classes and still be able to participate in the event

- Student comment: Some students (that were previously ineligible) did not feel like they wanted to go through effort of getting teachers to sign off to say that they are making a significant effort to improve their grade
- Board comment: What are we doing to increase student engagement?
- Ripp: We could take a deeper dive into eligibility policy/rules at Academic Excellence

### III. Action Items

#### A. Approval of the Second Interim Budget Report

Second Interim update

- Summary discusses ADA staying steady
- Expected expenditures slightly increasing due to loss of e-rate funding to subsidize internet service provider services
  - AT&T did not deliver on services so Ceiba stayed with the previous vendor
- Net income projects to be \$349k+ at end of 2018-2019
- There were some changes in the expenditure detail due to coding changes for DMS to make sure expenditures were coded to the right budget code

G. Davis made a motion to approve the second interim budget.

O. Madrigal seconded the motion.

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

#### B. Approval for the 19/20 School Calendar

Latest calendar draft for 2019/2020 moves the start date of school by seven school days

- Accommodates move to a new Student Information System that begins rollout in August from PVUSD

Reduces instructional days and teacher work days

- Meets minimum instructional minutes
- Keeps year round calendar
- Shortens breaks at Fall and Spring quarter

M. Wall made a motion to approve the 19/20 calendar.

O. Madrigal seconded the motion.

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

#### C. Approval of Contract with Wald, Ruhnke and Dost for Building Repair

To fund the proposed contract services, Ceiba would draw down on the new construction credit line with Santa Cruz County Bank

G. Davis made a motion to approve the contract with Wald, Ruhnke, & Dost for architectural services.

O. Madrigal seconded the motion.

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

#### **D. Approval of the Safety Plan**

Draft safety plan to share with Santa Cruz County Office of Education to bring Ceiba Board policies up to speed with their expected comprehensive safety plan procedures

Board: Is there a plan to alert families when the school is in a lockdown drill?

- Staff: 1. Working with a safety professional to determine how to use 2. One member of crisis team assigned to driveway during a drill to communicate with parents that there is a drill.

M. Wall made a motion to approve the safety plan.

O. Madrigal seconded the motion.

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

#### **E. Resolution #4: Board Signatories with Increase in Executive Director's Signing Authority**

This resolution brought to the Board by recommendation from some of the Board members on Finance Committee.

M. Wall made a motion to approve the resolution.

G. Davis seconded the motion.

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

#### **F. Animals on Campus Policy (draft)**

Ceiba does not have a service animal policy at the moment. This could be treated as a first read to address any questions on the policy. The policy is from CharterSafe. The only changes were the deletion of extensive information regarding miniature horses as service animals. The policy addresses how to respond to allergies and fears.

- Student comment: Where would this be located? Students may become distracted.
  - Staff Response: The animal would be with Millar and Ceiba would have to address this with a Human Resource policy
- Board comment: Sometimes, service dogs are not to be addressed. How does the policy address what interactions people at the school may have?
  - Staff Response: Ceiba will address this in the policy

### **IV. Closed Session**

#### **A.**

**Public Comment on Closed Session**

There was no Public Comment on Closed Session.

**B. Adjourn to Closed Session**

**C. Closed Session**

**D. Adjourn Closed Session**

**V. Reconvene Open Session**

**A. Report out from Closed Session**

There was no action taken during Closed Session.

**VI. Closing Items**

**A. Items for April Regular Board Meeting**

**B. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:51 PM.

Respectfully Submitted,  
D. Ornelas