APPROVED

Vida Charter School

Minutes

Special Board Meeting

Date and Time
Friday April 15, 2016 at 6:00 PM

Location
Vida Charter School auditorium, Eisenhower Bldg.

Trustees Present
A. Kittelberger, C. Bowen, D. Marritz, L. Leonard, M. Rosenberger, S. White

Trustees Absent
J. Arnold, J. Brandauer, M. Novoa

Ex Officio Members Present
C. Maldonado

Guests Present
Amelia Contreras, Kathy Hewitt

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

S. White called a meeting to order on Friday Apr 15, 2016 at 6:05 PM.

C. Announcement of Executive Session

AKittelberger announced the board held an executive session to discuss confidential personnel matters from 5:05PM - 5:59PM.

D. Approve Minutes

D. Marritz made a motion to approve minutes from the Board Meeting on 03-29-16 Board Meeting on 03-29-16.
C. Bowen seconded the motion.
The team **VOTED** unanimously to approve the motion.

E. Public Comment

No public comments were made.

II. New Business

A. First Reading: Board of Trustees' Search Committee Policy

Board noted usefulness of the policy and suggested a revision of the policy to clarity language regarding board member bias.

B. First Reading: Vida Charter School Interview Committee Policy

The board asked that the policy language change in the board search committee policy be made to the school interview committee policy as well.

C. First Reading: Revision to Hiring and Recruitment Policy 320

The board asked that the policy wording replace the word "teacher" with "staff" to provide the executive director with the opportunity to include any Vida employee with relevant expertise in an interview committee.

The board agreed to add language in the purpose section of this policy to clarify that Hiring and Recruitment Policy 320 applies to hires made by the executive director and not the hire of an executive director.

The board asked that reference to the board executive director search committee policy be removed from the school's hiring and recruitment policy to avoid potential confusion regarding its intent.

D. First Reading: Right to Know Policy and supporting documents

The board asked for clarification on some procedural items within the policy.
AKittelberger will ask the attorney to clarify these before April 25.

The board asked the executive director to create an internal procedures document regarding Right to Know requests. This document will be shared with the board as an FYI.

The board agreed that Vida Charter School is not yet prepared to have an Open Records Officer at the school completely fulfill requests, and that it is in the school's best interests to refer requests to counsel for advisement.

E. First Reading: Revisions to Purchases Budgeted Policy 419

The board agreed to revisions in the "purposes" section of the policy to clarify the policy intent and to clarify that Purchases Budgeted Policy 419 is used in conjunction with the Purchases Subject to Bid Policy 420.

LLeonard will provide additional clarifying language for final review of the attorney.

AKittelberger will ensure that a policy adoption date, consistent with the adoption dates of other like policies, is recorded on the document.

F. Budget Update

The finance committee will meet on Monday. LLeonard clarified that the school's operating deficit is $200,000 due to loss of enrollment. The remaining $300,000 that currently appears as an operating deficit is a set of expenses that the board planned to incur against reserve funds. This is an particularity of accounting practices that will be resolved when the FY budget is closed.

CMaldonado informed the board that she has accepted the resignation of a teacher assistant and she is not planning to replace that position.

III. Closing Items

A. Adjourn Meeting

Prior to adjourning, a board member noted an objection to including two teachers on the executive director search committee. As chair of the search, LLeonard responded that the first round interview committee will consist of herself (Leonard), SWhite, MRosenberger, DMarritz, the executive director and one additional staff member appointed by the executive director.
C. Bowen made a motion to adjourn the meeting.
D. Marritz seconded the motion.
The team **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 7:11 PM.

Respectfully Submitted,
S. White