

**REGULAR MEETING OF THE BOARD OF DIRECTORS  
SAN CARLOS CHARTER LEARNING CENTER**

April 13, 2011 6:30 pm

At the San Carlos Charter Learning Center Library  
750 Dartmouth Ave., San Carlos, CA

**OPEN SESSION: 7:30 P.M.**

**Present:** Danny van der Rijn, Matt Kowitt, Sonya Sigler, Mike Vargo, Marianne Petersen, Janae Novotny

**Absent:** Dave Fecher

**Also Present:** Chris Mahoney, Stacy Emory, Jennifer Leydecker, Irene Thomas, various community members

I. **CALL TO ORDER: 6:35 pm**

II. **ADJOURN TO CLOSED SESSION**

III. **RECONVENE TO OPEN AND REPORT OUT FROM CLOSED SESSION**

a. Reconvened at 7:35

b. Nothing to report

IV. **COMMUNICATIONS**

a. Community Comments

b. Recognition of the Community:

- i. Thank you to Lynette Hovelin, CIA (curriculum instructional accountability) of the district office for her efforts to keep our staff in the loop and her all around helpful and available demeanor.
- ii. Thanks to all staff and family members who helped make Pigeon Point such a great success again this year.
- iii. Another tremendous round of kudos and support to Elysha, Ben and all the parents who came out this past Saturday for the "Garden Party". We are really making progress.
- iv. Thank you to the Vargos for their generous donation of a sink for our garden as well. It will be a great addition.
- v. Another thank you to our dedicated curbside painters. It makes a great difference.
- vi. Big thank you to our Measure A walkers and callers. This is so important for our schools.

V. **CONSENT AGENDA**

a. Approve minutes from 03-09-2011 Regular Meeting

b. Approve minutes from 03-10-2011 Special Meeting

c. Adoption of corporation and agreement to act as a corporation

d. Approve and Assume the following 11 contracts and relationships:

- i. Miller Institute Technical Services Master Agreement
- ii. Music For Minors
- iii. Copy Tech
- iv. Comcast Cable Services

- v. Townsend Maintenance
  - vi. Recology
  - vii. Renaissance Learning
  - viii. Arrowhead Water
  - ix. Pearson PowerSchool
  - x. Sonitrol
  - xi. City of San Carlos -- Services for Alarm Service
- e. All items were unanimously approved.

**VI. OLD BUSINESS**

- a. Application of Federal Stimulus Funding
  - i. Several options are under consideration. Recommendation and opportunity to vote by June BOD meeting.
- b. 2011-12 School Calendar
  - i. Matt moved to approve the proposed 2011/2012 school calendar as presented, Janae seconded. Passed unanimously.
    - 1. 8/23 is first day of 2011/2012 school year
    - 2. 6/13 is last day of 2011/2012 school year
- c. Founding Family Enrollment Request
  - i. Danny made a motion to adopt the Founders Preference Policy as written. Sonya seconded. Passed unanimously.
- d. 501c3 Implementation Update
  - i. All documents required for initial implementation have been filed with appropriate authorities
- e. Special Education Report
  - i. Looking at whether we want to continue with district SELPA for the long term or switch to something else. We are reviewing alternatives and more information will be forthcoming over the next several months.
- f. Annual Meeting In June
  - i. Will be held 6/3 in the evening
- g. 2012 Charter Renewal
  - i. Discussed the Charter renewal process and changes that will need to be made

**VII. NEW BUSINESS**

- a. GC Election Officer
  - i. Mike made a motion to appoint Matt as the election officer, Janae seconded. Passed unanimously.
- b. Parent Complaint Policy
  - i. Discussed need to put GC role in complaint handling in writing.
- c. Independent Study Policy
  - i. Reviewed draft of Short Term Independent Study Policy
- d. Back Office Service Providers
  - i. Discussed what the EdTec proposal from last year did and did not cover.
- e. District Relations
  - i. Reviewed and discussed portions of new MOU relative to communication with the school board and superintendent.

**VIII. REPORTS/ DISCUSSION**

- a. Educare financial update

- i. Reviewed latest Educare financials
- b. Budget Update
  - i. Reviewed the interim budget and discussed implications
- c. Fundraising Update
  - i. IOUs and matching gifts coming in
  - ii. Klutz fundraiser will not be happening this year
  - iii. We are not doing dunk tank at Hometown Days this year
  - iv. Sonya will not be heading fundraising next year
  - v. Sustainability committee is having its next community connections tour on April 26<sup>th</sup> from 8:45 – 9:45 and is targeting the GC as their attendees.
- d. Director Report:
  - i. Nothing new to add at this time
- e. Director of Curriculum and Resources Report
  - i. Reviewed results of national Spanish exam
  - ii. MARS assessments underway
  - iii. STAR testing begins April 25th
- f. Technology Team Update
  - i. Deferred to next month
- g. Staff Handbook Update
  - i. Handbook needs to be updated
- h. Family Handbook Update
  - i. Handbook needs to be updated
- i. Faculty Evaluation Update
  - i. Discussed updating and reviewing the staff evaluation process
- j. Human Resource Policy and Procedures
  - i. Will be addressed in staff handbook

**IX. ACTION ITEM REVIEW**

- a. Stacy and Chris to put together agenda for 6/3 annual meeting
- b. Mike to send SCCLC's current charter as well as Tahoma Charter to GC in an editable format
- c. Matt to send communication on GC election process to entire community week of 4/18.
- d. Janae to create draft Parent Complaint Policy for review at May GC meeting
- e. Janae to review short term independent study policy and provide input to Stacy by 4/29
- f. Chris to create initial list of items not covered by EdTec fall proposal and present at next month's GC meeting
- g. Chris, Irene and Gwynne to update staff handbook with review and input from Janae, Danny and Marianne for approval at August GC meeting.
- h. Stacy to update family handbook for approval at August GC meeting

**X. ADJOURN: 10:34**

## Policy Proposal – Founders’ Preference for Admission – SCCLC

Whereas

The Founders of San Carlos Charter Learning Center (SCCLC) made valuable contributions to the community in establishing SCCLC, and

- A promise of admission preference for the children of Founders of SCCLC was made during the early years of the school, a promise which was never formally rescinded by the governing board of the school, and
- Our Charter recognizes “our vision that education is enhanced by family participation” in the context of admission preferences,

it is therefore resolved by the governing board of SCCLC that

SCCLC has a policy of extending admission preference to children of the Founders of SCCLC. The determination of who is a Founder shall be made exclusively by the governing board of SCCLC. This preference is limited, such that the number of learners admitted under this preference shall not constitute more than one percent (1%) of SCCLC’s enrollment.

Approved by the Board of Directors of SCCLC on April 13, 2011

Yes votes:

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No votes:

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Abstentions:

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