

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

May 11, 2011 6:30 PM

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

OPEN SESSION: 7:30 PM

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

Absent: Dave Fecher

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

I. CALL TO ORDER: 6:37 pm

II. ADJOURN TO CLOSED SESSION

**III. RECONVENE TO OPEN AND REPORT OUT FROM CLOSED SESSION:
7:34 pm**

- a) **GC unanimously approved a 0.5 job share with Erin Broderick for 1/2 educator**

IV. COMMUNICATIONS

- a) COMMUNITY COMMENTS
- b) RECOGNITION OF THE COMMUNITY
 - i) A big thank you to Rob Davis for painting the old gym and the community meeting room during spring break
 - ii) Thanks to all the parents who signed up to run for the GC
 - iii) Kudos to Stacy and Lynette for organizing ROPES presentations this year.
 - iv) Stacy, Irene Caraval, Kim Holl and Inga Davis thanks for the great SCEF fundraiser camping trip.
 - v) Thank you to Stacy for managing the STAR testing
 - vi) Danielle and Pamela and Keith a big thank you for the great job on the Measure A outreach program
 - vii) Much appreciation to Kelly Price from the district for joining us tonight at our GC meeting

V. CONSENT AGENDA

- a) Approve minutes from 04-13-2011 Regular Meeting
- b) Approve minutes from 04-13-2011 Special Meeting
- c) Approve minutes from 04-29-2011 Special Meeting

- i) Janae moved to approve the minutes from the 3 meetings listed above, Sonya seconded. Unanimously approved.

VI. NEW BUSINESS

- a) Welcome to Lynette Hovland as the new SCSD Representative to the GC. We are excited to have her on board. She is an experienced Principal from multiple schools. She has provided invaluable insight and assistance to Chris and Stacy and she is an inspirational leader and a great addition to our board.

VII. REPORTS/DISCUSSION

- a) SCCLC Fundraising Association Report
 - i) SCCLCFA is currently developing its infrastructure and defining the various roles on the board in order to provide a higher level of professionalism and consistency.
 - (1) New database being implemented so not just using excel for tracking.
 - (2) Amy Walsh, Albert Boyd, Sonya Sigler, Maureen Murphy are current board members. David Burgess is providing all quick books work and support.
 - (3) SCCLC has raised about \$90,000 since signing the MOU with the district with the year end goal being \$100,000

VIII. OLD BUSINESS

- a) Update on GC Election
 - i) 7 candidates have elected to run for the board
 - ii) Town Hall will be held sometime next week. Date still TBD. The town hall meeting will be videotaped and posted on the website.
- b) 501c3 Implementation Update
 - i) IRS Form 1023 Application for Recognition of Exemption. Matt is working on this application which is extremely complex. More information next month.
 - ii) Transition details from SCSD. Kelly Price from district office reviewed the status and process of our transition/separation from the district.
 - (1) Main message that Kelly wanted to communicate is that she and her staff want to help us transition in as smooth a manner as possible.
 - (2) Biggest question is how to transition our cash flow and how much at what point in time.
 - (a) Property tax monies
 - (b) Parcel tax monies
 - (c) Clearing account set up
 - iii) Back Office Service Providers
 - (1) Reviewed and discussed back office service proposals from two vendors as well as from the district.
 - (2) Danny made a motion that we delegate Chris to work out details of the contract with CSMC and bring a finalized version to BOD for vote at a special meeting, date and time TBD, no later than Wednesday May 18th,

2011. Matt seconded. Motion passed with yes votes by Danny, Marianne, Sonya, Matt and Mike. Janae abstained.

- c) Independent Study Policy was reviewed and discussed. Will review updated version with board input and vote at a special meeting date and time TBD.
- d) Annual Meeting in June.
 - i) Reviewed proposed agenda for 1st annual BoD meeting
- e) 2012 Charter Renewal
 - i) Discussed Charter renewal process.
 - ii) Decided to wait until new BoD is on board to begin process
- f) Parent Complaint Policy. Reviewed and discussed new draft policy. Will review again at next meeting.

IX. REPORTS/ DISCUSSION

- a) Educare financial update. Reviewed Educare financials. We are on track to meet our budget projections for 2010/2011
- b) Budget Update: Reviewed the MYP Budget Update
- c) Director Report
 - i) Enrollment: There are some transitions based on relocations coming up across all grades. All slots are being filled easily
- d) Director of Curriculum and Resources Report
 - i) Our kids did great on MARS tests
 - ii) We learned a lot through the Spanish tests and saw that we are doing well overall.
- e) Staff Handbook and Family Handbook Updates
 - i) Both updates are in process and on schedule for August GC meeting

X. ACTION ITEM REVIEW

- a) Chris to follow up with CSMC and report back to GC
- b) Chris and Stacy to update Agenda for June annual meeting
- c) Stacy to update Independent Study Policy
- d) Janae to update complaint policy

XI. MEETING ADJOURNED: 10:15 PM