

**MINUTES**  
**SPECIAL MEETING OF THE BOARD OF DIRECTORS**  
**ANNUAL MEETING OF THE CORPORATION**  
**SAN CARLOS CHARTER LEARNING CENTER**

June 3, 2011 6:00 PM  
at the San Carlos Charter Learning Center Library  
750 Dartmouth Ave., San Carlos, CA

Present: Matt Kowitt, Janae Novotny, Marianne Petersen, Sonya Sigler, Mike Vargo

Absent: Dave Fecher, Lynette Hovland, Danny van der Rijn

Also Present: Chris Mahoney, Stacy Emery, Jason Gische, Tom Hausken

**1. CALL TO ORDER at 6:10PM**

**2. COMMUNICATIONS**

a. Community Comments -

.none

b. Recognition of the Community -

The Educators and Learner are recognized for a great Learner Exhibition last night.

Field Trip Reps, and the PRT

Julie Newdoll and others for organizing the First Annual SCCLC Multimedia Film Festival

Amy Walsh and Lucy Buchan and the PRT Social Committee for organizing the All School Parents Social night out on June 1

Educators and parent volunteers for the (first ever) 2nd grade Milestone Overnight

Educators and parent volunteers for the 4th grade Age of Sail Milestone

Educators and parent volunteers for the 8th grade SF Urban Milestone

Karrie Amsler and the 5-6 team for the 5 / 6 Myth Anthology book

**3. NEW BUSINESS**

a. Celebrations (Stacy and Chris)

i. Special Thank You to Outgoing GC Members (Terms End June 30, 2011)

Mike, Danny, and Dave were all thanked for their service

ii. Special Welcome to Incoming/Continuing GC Members (Terms Begin July 1, 2011)

Sonya was welcomed back as a continuing GC member, and incoming members Jason and Tom were welcomed

b. Year in Review (Chris and Stacy)

i. Accomplishments in 2010-2011

Many significant accomplishments were acknowledged and celebrated, including :

- o Awesome new hires for 2010-2011
- o The successful conclusion of the District MOU
- o 501c3 incorporation and the revision of our Charter
- o Fiscal discipline and maintaining a balanced budget
- o Technology Projects

- School-wide Math program, MARS achievement
- Ongoing work with Margie Trainer & SVMI, advanced math coaching model
- Successful transition and relationships with new TL administration (John Nazar)
- Expansion of Garden, improved fencing, dedication in memory of Lola Tanouye
- Passage of Measure A, and successful fundraising at both the community level (SCEF) and school level (SCCLCFA).
- New, insightful study of volunteerism at CLC by the PRT

ii. Projects For 2011-2012

Chris and Stacy outlined some of the major projects ahead for the school. Much of this will inform the discussion at the GC strategic retreat in August.

- Continuing enrollment growth build-out towards 324
- Working with our new back-office service provider (CSMC)
- Charter Renewal and a new MOU with the District
- A major, multi-year Curriculum Mapping project
- Sequoia Healthcare District grant
- New technology projects

iii. Budget Review for FY 2010-2011

The latest Multi-Year Projection budget was briefly reviewed in anticipation of this coming Wednesday's meeting, where a more in-depth budget discussion will take place.

Most recent numbers for 2010-2011 were discussed, showing:

- Revenue Limit revenue of \$1,489,752
- Total revenues of \$2,586,238
- Special Education Encroachment of \$403,640
- Total expenditures of \$2,581,748
- Net increase in fund balance of \$4,490
- Ending balance projected as \$366,734 (14% of budget)
- *Reported financial numbers are **not** from Audited Report*

c. Looking Ahead 2012 and Beyond (Open Board Discussion)

Discussion focused on collecting agenda items for in-depth discussion at the August retreat. Items suggested include:

- exploration of the boundaries between strategic and operational issues, and what should be the GC's primary responsibilities
- Policy development around contracting and contracting-authority delegation
- Staffing and configuration for middle school as enrollment peaks at 324
- Plans for replicating the CLC model elsewhere
- Fundraising and fundraising relationships
- Retreat location (find a site conducive to a productive retreat)

d. Community and CLC Board: Open Forum Q&A Opportunity

Some questions about how to understand the present-year budget assumptions, given that the State has not finalized a budget.

**4. ADJOURN at 7:40 PM**