

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

June 8, 2011 6:30 PM

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

**OPEN SESSION: 7:30 PM**

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

Absent: Dave Fecher

Also Present: Tom Hausken, Jason Gische, Jenn Leydecker, Chris Mahoney, Stacy Emory, Irene Thomas, various community members

- I. CALL TO ORDER: 6:40 pm
- II. ADJOURN TO CLOSED SESSION
- III. RECONVENE TO OPEN AND REPORT OUT FROM CLOSED SESSION:
  - a. Approved 50% FTE hire
  - b. Approved changes to 3 job share arrangements
- IV. COMMUNICATIONS
  - a. COMMUNITY COMMENTS
  - b. RECOGNITION OF THE COMMUNITY
    - i. Thank you to Gwynne, Sonya, Chris and all others involved in CSMC transition process. This has been a tremendous amount of work during an already extremely busy time.
    - ii. Thanks to all the educators and learners for another excellent learner's exhibition
    - iii. Kudos to Shawna, Helena, Manni, Dan Bauhaus, John Mur for the great talent show
    - iv. Big thanks to Jen Arends and Gretchen Kelly for putting Hometown Days together this year
    - v. Thank you to Jason Gische, Matt Kowitt, Pam McGee and Irene Thomas for speaking on behalf of CLC at the recent School Board meeting regarding the parcel tax allocation.
- V. CONSENT AGENDA
  - a. Approve minutes from May 11 Regular Meeting
  - b. Approve minutes from May 18 Special Meeting
  - c. Approve minutes from May 20 Special Meeting
  - d. Approve minutes from May 27 Special Meeting
  - e. Approve minutes from June 3 Special Meeting
  - f. Approve new Independent Study Policy
  - g. Approve new Parent Complaint Policy
    - i. Parent Complaint policy held off until next meeting
    - ii. Lynette motioned to approve A-F. Matt seconded. Passed unanimously

VI. OLD BUSINESS

- a. Update on GC Election
  - i. 99 ballots returned
  - ii. Janae moved that we approve Sonya, Jason and Tom as our new board members per Matt's written document. Danny seconded. Passed unanimously.
- b. Update on last week's Annual Meeting and August CLC Board Retreat
  - i. Great meeting. Discussed major accomplishments and some major goals for next school year.
  - ii. Calendared BOD retreat for 8/27/11
- c. Budget Update for 2011-2012
  - i. Reviewed updated draft 2011-2012 budget
  - ii. Reviewed updated draft multi year budget
- d. 501c3 Implementation Update
  - i. Sonya is working quickly on our non profit status
  - ii. Reviewed Fees and Expenses for Transition
- e. CSMC - Update on current transition process to CSMC as our back office service provider starting July 1.
  - i. Reviewed status of transition to CSMC. Things are going smoothly.
  - ii. We hope to have all data transitioned over from both us and the district to CSMC by 6/21

VII. NEW BUSINESS

- a. Delegation of a new Board Chair and Vice Chair.
  - i. Sonya made a motion to appoint Matt as Chair beginning at the end of this meeting. This can be re-visited at any point with board approval Janae seconded
  - ii. Janae made a motion to appoint Sonya as Vice Chair beginning at the end of this meeting. This can be re-visited at any point with board approval. Matt seconded.
    - 1. Both motions were passed unanimously
- b. Resolution to approve the transfer of CalSTRS and CalPERS health insurance and retirement contributions directly to San Carlos Charter Learning Center.
  - i. Marianne made a motion to approve the CalPERS resolution to tax defer member paid contributions – IRC 414(h)(2) employer pick up as written. Danny seconded. Passed unanimously
  - ii. Janae a motion to approve the CalSTRS resolution to tax defer member paid contributions – IRC 414(h)(2) employer pick up as written. Matt seconded. Passed unanimously.
  - iii. Matt moved we approve the resolution electing to be subject to public employees' medical and hospital care act and fixing the employer's contribution for employees and the employer's contribution for annuitants at different amounts. Janae seconded. Passed unanimously
- c. Discussion of expanding the size of the GC
  - i. Discussed adding another board member. Discussed potential type of seat to add; parent, educator, business, community etc.

VIII. REPORTS/ DISCUSSION

- a. Director Report
  - i. Staffing: changes discussed above
  - ii. Enrollment: continue to have long wait lists
- b. Director of Curriculum and Resources Report
  - i. Nothing new right now
- c. Educare Update
  - i. Reviewed Educare financial update.
  - ii. We are slightly below where we were last year but still in good shape
- d. Recent Parcel Tax board discussion
  - i. Good discussion at School Board meeting. No changes to allocation anticipated.
- e. Facilities and Enrollment Capacity Committee Update
  - i. A team has been put together to look at this topic for CLC and the district as a whole. Keith Lenden and Matt Kowitt will be part of this team.
- IX. ACTION ITEM REVIEW
  - a. Marianne to discuss with staff any interest in second seat on board
  - b. Matt will follow up with Craig, Kelly regarding some of the costs
  - c. Chris to present new board members to School Board at October meeting
- X. ADJOURN: 9:45 pm

**Appointment of Parent Community Directors for July 1, 2011**

Whereas

- The Governance Council, at its April 13, 2011 meeting, appointed Matt Kowitt to oversee this year’s election cycle to fill 3 open positions on the GC, and
- SCCLC Parent Community Members who wished to serve on the Governance Council submitted written candidate statements by the posted May 10 deadline, and
- Following a Town Hall meeting on Sunday, May 15, more candidates were remaining than open positions, and
- Ballots were distributed to SCCLC Family Community Members on May 24, and collected at the SCCLC Office through 9AM on June 1, and
- Ballots were counted by Matt Kowitt, two community members (Kim Kish and Casey Inman), and two staff members (Gwynne Curtis and Stacy Emory), and
- No voting irregularities were discovered in the conduct of the election, and
- Final tally results are available for public inspection in the SCCLC Office, and
- The successful candidates were Sonya Sigler, Tom Hausken, & Jason Gische, and
- One of the open positions is the remaining 1-year of Mike Vargo’s current term, and
- Tom Hausken will be a parent of a SCCLC learner for only 1 more year,

it is therefore resolved by the governing board of SCCLC that

Sonya Sigler and Jason Gische be appointed to hold Parent Community Director seats for terms beginning July 1, 2011 and ending June 30, 2013, and that Tom Hausken be appointed to hold a Parent Community Director seat for a term beginning on July 1, 2011 and ending June 30, 2012.

Approved by the Board of Directors of SCCLC on June 8, 2011

Yes votes:

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No votes:

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Abstentions:

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