

REGULAR MEETING OF THE BOARD OF DIRECTORS
SAN CARLOS CHARTER LEARNING CENTER
August 14, 2019 – **OPEN SESSION AT 7:30 PM**
SCCLC Room 302/CC, 750 Dartmouth Ave., San Carlos, CA
3100 Chartwell Crescent, Adamstown, MD

In attendance: Akash Bijlani, Leigh Casamento, Inga Davis, Julia Fox, Alice Miller, Kristen Pezone (remotely)
Absent: Robert Porter, Irene Thomas, Olin Palmer

1. CALL TO ORDER AT 7:30 PM (Room 302) called to order at 7:36pm

2. COMMUNICATIONS

- a. COMMUNITY COMMENTS – Community members (including staff and GC) are encouraged to make comments. However, by law, if you wish to engage in a discussion with the GC, the topic must be on the agenda. Contact a GC member, or the Director, to discuss adding topics to the agenda.
- b. RECOGNITION OF THE COMMUNITY – Recognize the achievements of our community’s members and their contributions to the community. Send suggestions to a GC member if you are not able to attend.
 - Recognize Steve Webb of Webb Builders generously donated to grade the garden area (Stacy)
 - Staff working diligently over the past few weeks on their own time to make sure start of year is solid for our learners (Laura)
 - Jessie Emory for help with garden.
 - Cindi Hunter for all her work on the grants for garden. On site a lot to help with Emma & the garden.
 - Gwynne for responding to new family facebook page questions. See Gwynne for the name of the new family.

3. CONSENT AGENDA

- a. Approve minutes from June 12, 2019 Regular Meeting
- b. Approve minutes from July 28, 2019 Special Meeting
- c. Approve 2019-20 CharterSAFE contract
- d. Approve 2020 CODS contract
- e. Approve SCCLC-Peninsula Tour September 2019 contract
- f. Approve Independent Service Agreement with Arbor Bay School
- g. Approve Independent Service Agreement with Esther B Clark School
- h. Approve MOU with SCSD for OT services
 - Pulling items a & b from consent agenda.
 - Alice moves to approve items c-h. Inga seconds.
 - Kristen – yes
 - Akash – yes
 - Inga – yes
 - Alice – yes
 - Julia – yes
 - Leigh – yes

4. REPORTS/DISCUSSIONS

- a. EXECUTIVE DIRECTOR’S REPORT – Update on current happenings at the school.
 - Staff retreat on Monday – staff building a bench as team building activity.
 - Staff meeting to break out vet & new staff.
 - CASP results: we continue to do really well. In very high level of blue for ELA & Math this year.

Results will be shared with community after the start of school. In 8th grade 0% were low in ELA! 87% of kids across school met or exceeded standards in ELA & 70% in Math.

- 5 spots available in 7th grade – just found out one today. Per Kristen, how do we gather info from parents who withdraw their children – stacy said 9 out of 10 we know from conversations or withdrawal form.
- Parking issues: to be covered in welcome to school email. Both TL & Mariposa principals have confirmed they will be onsite. From board perspective, Superintendent did not notify Stacy that she was modifying the parking. Per Becky, how many spots do we have relative to our staff because that information will help deter parents from parking there – per Stacy, we have a deficit of at least 10 spots and Stacy will make sure it is clearly outlined in back to school email.

b. FACILITIES – Update on completion of facility for SCC.

i. Small amount of work done over the summer.

1. Sheetrock closing space between the ceiling & partitions, including with screws that are short enough to allow the door to open.
2. Change lock hardward & put smoke seal on all the doors.
3. Can now turn off fresh air intake so we can now shelter in place on smoke days.
4. Stacy spoke with Chris Murphy (alten manager). This is something she is definitely persuing this year.
 - a. A 3rd party said upper deck it is to code, but they did not test during rain. Alten feels it should be completely redone. A price has gone to the district but we are waiting to see if they will pay.
 - b. Alten suggested stair caps to fit over the lip of each stair. A price has gone to the district but we are waiting to see if they will pay.
 - c. Alten install French drain on far side of school. A price has gone to the district but we are waiting to see if they will pay.

ii. Working on garden

iii. Play area needs new mulch to be compliant

- iv. Belmont trimmed eucalyptus trees (no shade now) and put mulch on field. They did mention that there are trees on our side that need to be cleared out, but that sits with the district. They said there is no longer any risk to the student population. All the mulch will be spread out up above to make it less rocky on the field.
1. Kristen asked about remaining eucalyptus and shade. Stacy & Gwynne working to create something with shade cloths & posts.

c. ENROLLMENT UPDATE – Enrollment for 2019-20.

- i. Thank you to Jenn Fung & Grace Chen from tremendous amount of work over the summer.
- ii. 5 spots down in 7th grade (39 total) and 5 down in (38 total) in 8th grade.

d. FUA – Rolling renewal.

- i. Stacy & Akash contact superintendent.

5. NEW BUSINESS

- a. ATTENDANCE POLICY – Proposed modifications for the 2019-20 school year. Add to the agenda for September. Leigh to add CA truancy piece from Alice for board to review prior to meeting.
- b. STAFF EVALUATION – Designate BOD representative to review evaluations from 2018-19 school year. **Alice is willing to fill this role. Stacy will send to both Alice & Irene.**
- c. BOARD OF DIRECTORS' EMAIL – Creation and responsibility allocation of Board email for campus concerns relating to SCSD. Will cover items that are outside of school's control, i.e.: construction, field, parking, traffic, etc...

- i. Entire board is copied on email address
- ii. One person responds & copies the board email address.
- iii. If a board member has a concern, they contact the one person responsible.
- iv. If it needs to go to a larger discussion, item must be agendaized for a meeting.
- v. Use a google doc to store as a reactive Q&A / FAQ database. Per Kristen, this should be reviewed and agreed upon by the board on an annual basis.
- vi. Start it after school starts – Plan to do after back to school night.
- vii. Leigh to create verbage for announcement to community and doc for retreat agenda.

6. OLD BUSINESS

- a. LEADERSHIP RETREAT – Planning for September 2019 Leadership Retreat. Plan to have it in the library from 9 – 4pm.
 - i. Alice to cover Brown Act refresher. No more than 45 minutes.
 - ii. Go over the annual calendar.
- b. SUCCESSION PLANNING – Update on status of succession planning.
 - i. Information from Alice. O'Donnell bill 1505. CCSA is negotiating to shift O'Donnell's proposal that all teaching staff & administration have a teaching credential and for Ex Dir it would require credential and at least 3 years teaching a classroom. Unsure as to whether this will pass or not.
 - ii. Alice to send proposed language to Inga & Stacy on proposed language to use when meeting with governor's staff.

7. ADJOURN at 9:33pm

The order of agenda items may be changed at the meeting.

The San Carlos Charter Learning Center adheres to the Americans with Disabilities Act. Should you require special accommodations, or more information about accessibility, please contact us at least 48 hours in advance at jwelcome@scclc.net. All efforts will be made for reasonable accommodations.