

REGULAR MEETING OF THE BOARD OF DIRECTORS
SAN CARLOS CHARTER LEARNING CENTER
December 11, 2019 6:00 PM – **Open Session 7:30 PM**
SCCLC Room 303, 750 Dartmouth Ave, San Carlos, CA

In attendance: Leigh Casamento, Inga Davis, Julia Fox, Carolyn Davies Lynch, Alice Miller, Kristen Pezone, Melissa Riccio
Absent: Robert Porter, Irene Thomas

1. **CALLED TO ORDER at 6:34 PM**
2. **ADJOURN TO CLOSED SESSION (SCCLC Office Room 301)**
 - a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Title: Executive Director
Adjourned at 7:32 PM.
3. **CALLED TO ORDER AT 7:36 PM**
Nothing to report from Closed Session.
4. **COMMUNICATIONS**
 - a. COMMUNITY COMMENTS – Community members (including staff and BOD) are encouraged to make comments. However, by law, if you wish to engage in a discussion with the BOD, the topic must be on the agenda. Contact a BOD member, or the Executive 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 BOD member if you are not able to attend.
5. **CONSENT AGENDA**
 - a. Approve minutes from November 13, 2019 Regular Meeting
Inga moved to approve. Kristen seconded. Motion carried unanimously.
6. **REPORTS/DISCUSSION**
 - a. EXECUTIVE DIRECTOR SEARCH (Leigh Casamento) – Update on Executive Director search.
 - *Hoping to have offer by March*
 - *Will create an on-boarding committee*
 - b. VOLUNTEER COORDINATOR REPORT (Melissa May) – Update on volunteerism
 - *More than one parent in each household has volunteered and logged hours*
 - *Thus far, field trips and fundraising have accrued the most volunteer hours*
 - *Seminar programs are looking to build from one year to the next (i.e. music seminars)*
 - c. EXECUTIVE DIRECTOR'S REPORT (Stacy Emory) – Update on current happenings at the school
 - d. FINANCE REPORT (Jessika Welcome) – Update on budget and finances
 - e. FACILITIES (Stacy) – Update on developments at SCC's campus
 - *Upper walkways being refinished over the Winter Break.*
7. **NEW BUSINESS**
 - a. AUDIT COMMITTEE (Julia Fox) – 2019 Audit Report
Julia recommended that the board approve the audit report. Alice moves to approve. Kristen seconded. Motion passes unanimously.
8. **OLD BUSINESS**
 - a. PARCEL TAX – Report out on decision from SCSO on parcel tax for San Carlos schools
 - *On the March ballot. \$88 increase for 8 years.*
 - b. SUCCESSION WORKING GROUP - Succession planning for both executive leadership and board members
 - i. Needs Assessment recommendation from search consultants

- ii. Proposed marketing job description.
Julia moved to approve the marketing job description with edits made by Succession Working Group. Inga seconded. Motion passed unanimously.
 - c. STAFF LIAISON POSITION – Defining the staff BOD member role
Alice motioned to approve. Melissa seconded. Motion passed unanimously.
 - d. 2019-20 BOARD ASSIGNMENTS
9. **ADJOURNED at 10:22 PM**

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

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