

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

August 27, 2011 8:30 AM

At the Captian's House, Coyote Point County Recreation Area
1701 Coyote Point Drive, San Mateo CA 94402

1. CALL TO ORDER at 8:30 AM.

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 our community. Send suggestions to a GC member if you are not able to attend.

3. Agenda Review (8:35 AM *note: all topic times approximate and subject to change*)

4. DISCUSSIONS — Part 1: Inward Looking Themes (8:45 AM)

- a. (8:45) Planning Calendar: Review of some known milestones for the coming year
- b. (9:00) New Policies for SCCLC: discussion of areas where SCCLC needs new or clarified policies, their relative priorities, and time frames for completion, including:
 - i. compensation framework
 - ii. health insurance benefits
 - iii. position control system
 - iv. professional evaluations
 - v. complaints
 - vi. staff handbook
 - vii. discipline / suspension / expulsion
- c. (10:00) School Configuration: How the school configuration might be adjusted to respond to program needs or fiscal pressures, including some focus on middle school configurations.
- d. (10:30) Special Education: Possibilities for future delivery of Special Education services, including as an "LEA" within the San Mateo County SELPA or another SELPA.
- e. (11:00) Educational Program —
 - i. Foreign Language. What are the expected outcomes and are they being met. Strategies to achieve expected outcomes and metrics for evaluating progress.
 - ii. Service Learning. What are the goals and expectations for service learning, strategies to achieve expected outcomes and metrics for evaluating progress.
- f. (11:30) Prioritization of Administrative Tasks: Review and assessment of roles of SCCLC administrators, primary responsibilities, and total capacity.

5. DISCUSSIONS — Part 2: Governance (12:00 noon)

- a. (12:00) Roles and boundaries for the GC and SCCLC's administration, including Educare - including exploration of new operational roles for GC and others
- b. (12:30) Roles and boundaries for SCCLC/GC and SCCLCFA/FA Board of Directors
- c. (12:45) Internal controls & fiscal oversight - including a discussion of new responsibilities resulting from SCCLC's newly independent incorporated status.
- d. (1:15) Expansion of the GC - further discussion of adding an additional board member.

6. DISCUSSIONS — Part 3: Strategic Vision & Outward Looking Themes (1:30 PM)

- a. (1:30 PM) Fundraising and fundraising relationships - including prospects for independent fundraising, participation in SCEF, potential capacity for a capital campaign
- b. (2:15 PM) Growth of SCCLC - review of the existing growth plan in SCCLC enrollment, exploration of increases beyond that, including program and budget motivations and impact.
- c. (2:30 PM) On-Line Learning - discussion of new possibilities for growth with minimal facilities impact, possible ramifications for programs, community, and Charter Renewal.
- d. (3:00 PM) Long term facilities needs / desires / prospects - An exploratory discussion of SCCLC's facilities for the future, informed in part by developments within the San Carlos School District. Dr. Craig Baker, SCSD Superintendent, will be joining in the discussion.

7. ACTION ITEM REVIEW (4:00 PM)

8. ADJOURN