

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

September 21, 2011 7:00 PM

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

OPEN SESSION STARTS 7:30 PM

Present: Matt Kowitt, Sonya Sigler, Jason Gische, Marianne Petersen, Tom Hausken, Lynette Hovland

Absent: Janae Novotny, Mike Vargo

Also Present: Chris Mahoney, Irene Thomas, various community members

I) CALL TO ORDER at 7:05 PM

II) ADJOURN TO CLOSED SESSION

III) RECONVENE AND REPORT OUT FROM CLOSED SESSION: 7:33 pm.

a) Nothing to report

IV) COMMUNICATIONS

a) COMMUNITY COMMENTS: None.

b) RECOGNITION OF THE COMMUNITY.

i) Thank you Casey Inman and Gwynne Curtis for their extraordinary efforts toward revamping and bringing us the school directory earlier than ever!

ii) Thank you Gretchen Kelly for organizing the sponsors of our directory this year: Bryce Cook, Alek Klebaner, Simon Mazzola, John McAfee, Sanders Automotive/George Zorb and Kari Thomsen.

iii) The PRT would like to recognize Aida Soto and the Back to School Picnic Volunteers for planning and hosting a fun and well-attended community event.

iv) We would also like to recognize all educators, staff and volunteers for their tireless efforts related to back to School Night.

v) Thank you Marie Wong the portrait fundraiser

vi) Irina Tulman and Ashia Chacko thank you for the Klutz fundraiser

vii) Gwynne and team many many thanks for another successful all school lice check.

V) CONSENT AGENDA

a) Approve minutes from June 8, 2011 Regular Meeting

b) Approve minutes from August 8, 2011 Special Meeting

c) Approve minutes from August 19, 2011 Special Meeting

d) Approve minutes from August 26, 2011 Special Meeting

e) Approve minutes from August 27, 2011 Special Meeting

f) Approve minutes from September 7, 2011 Special Meeting

- g) Receive monthly bank account statement report for August 2011 activity
- h) Receive Educare Financial Statement through August 2011
 - i) Lynette moved to approve the consent agenda. Matt seconded. Passed unanimously

VI) NEW BUSINESS

- a) BUDGET UPDATE: Sonali Tucker and Shawn from CSMC gave an overview and presentation regarding their role with SCCLC and the tools available to the BOD.
- b) SCCLC CLASS CONFIGURATIONS
 - i) Discussed cost saving class configurations for the upcoming school year(s)
- c) SPECIAL EDUCATION
 - i) Discussed whether to stay with district or become an independent LEA.
 - ii) District would like to no longer provide special education services beginning in the 2012/2013 school year. We do not want to do this until the 2013/2014 school year.
- d) FACILITIES REQUEST FOR 2012-2013.
 - i) Superintendent is expecting us to submit a formal prop. 39 request to the district. This must be done by 10/31/11.
- e) CHARTER RENEWAL PROCESS.
 - i) Tabled to next month
- f) MEMORANDUM OF UNDERSTANDING
 - i) Tabled to next month
- g) HEALTH BENEFITS EMPLOYER CONTRIBUTIONS.
 - i) Matt made a motion to keep current employer health benefits in place as well as our current employer contributions of \$6,520 per year for employee only and \$8,500 per year for single plus one or family coverage for this fiscal year. Seconded by Lynette. Voted yes: Sonya, Tom, Jason, Matt and Lynette. Voted no: No one. Abstained: Marianne
- h) IN LIEU PAYMENTS FOR NON-PARTICIPANTS IN HEALTH PLAN
 - i) Matt made a motion to keep the \$5,000 per year in lieu of benefits in place for all current participants in this option for this fiscal year. Tom seconded. Passed unanimously.
- i) ENROLLMENT POLICY
 - i) Reviewed updated enrollment policy which clarifies requirements for regarding in district preferences.
 - ii) Discussed legacy enrollment policy.

VII) OLD BUSINESS

- a) REVISED STAFF HANDBOOK
 - i) Reviewed staff handbook.
- b) POLICIES FOR GOVERNANCE.
 - i) Tabled until October meeting
- c) EXPANDING THE BOD
 - i) Discussed expanding the BOD by one member and what type of member it should be (parent vs. community vs. staff).

- ii) Lynette made a motion to add one more member to the BOD. Tom seconded. Passed unanimously.
- iii) Sonya made a motion to (a) create an at large seat on the BOD through June 30 2012, and (b) create a parent seat effective 7/1/2012 which will be included in the 2012 election cycle. Lynette seconded. Passed unanimously.
- iv) Lynette made a motion to appoint Irene Thomas as the at large BOD member based on the community input from the May 2011 BOD election process. Sonya seconded. Passed unanimously.

VIII) ACTION ITEMS

- a) **Chris and Jason to work on SELPA costs and timelines and bring timeline and any initial information to October BOD meeting**
- b) **Matt and Sonya to work with Gwynne and the enrollment team to get prop 39 information for October BOD meeting**
- c) **Chris and Gwynne to update enrollment policy based on feedback and bring back to October meeting.**
- d) **Chris to work on the legacy policy based on feedback and bring back to October meeting.**
- e) **Marianne and Chris to work on class configuration for 2012/2013 school year and bring to November BOD meeting**

IX) ADJOURN: 11:19 pm