

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

December 14, 2011 7:00 PM

San Carlos Charter Learning Center Library, [750 Dartmouth Ave.](#), San Carlos, CA

OPEN SESSION STARTS 7:30 PM

Present: Jason Gische, Tom Hausken, Lynette Hovland, Matt Kowitt, Colleen McPeek, Sonya Sigler, Irene Thomas, Mike Vargo

Absent: Janae Novotny

Also Present: Chris Mahoney, Stacy Emory, various community members

I. CALL TO ORDER: 7:07 PM

II. ADJOURN TO CLOSED SESSION, RECONVENE TO OPEN AND REPORT OUT

- a) Nothing to report

III. COMMUNICATIONS

- a) COMMUNITY COMMENTS
 - i) Matt discussed attendance at the last SCSB meeting last week. Two board members have been elected to other positions and can no longer be on SCSB.
- b) RECOGNITION OF THE COMMUNITY
 - i) Thanks Gwynne for hot apple cider this past week. It's a really great tradition.

IV. CONSENT AGENDA

- a) Approve minutes from October 12, 2011 Regular Meeting
- b) Approve minutes from November 9, 2011 Regular Meeting
- c) Receive monthly transactions report for November 2011 activity
- d) Receive Educare Financial Statement through November 2011
- e) Approve Audit Committee Policy
- f) Approve Whistleblower Policy
- g) Approve Gift Policy
- h) Approve Bank Accounts Policy
- i) Approve Expense Reimbursement Policy
- j) Approve Compensation Review Policy
- k) Approve Joint Venture Policy
- l) Approve Position Control Policy
- m) Approve Position Control Procedure
- n) Approve Document Retention Policy
 - i) Irene made a motion to approve the entire consent agenda, Tom seconded. Passed unanimously.

V. REPORTS / DISCUSSION

- a) BUDGET UPDATE: Discussed 2011-2012 budget, including year-to-date and cash flow projections.
- b) Reviewed First Interim Report for submission to SCSB and county.
 - i) Matt made a motion to approve the first interim report. Jason seconded. Passed unanimously.
- c) CURRICULUM REPORT: Stacy provided a report on curriculum and instructional issues, including an update on the ongoing curriculum mapping project. Discussion tabled until January meeting.

VI. OLD BUSINESS

- a) EMPLOYEE BENEFIT CHANGE: Reconsideration of the expanded staff employment benefit of enrollment preference for "children of staff" approved on November 9, 2011, with possibility of rescinding.
 - i) Matt made a motion that we rescind the expanded staff employment benefit of enrollment preference for "children of staff" policy approved at the 11/9/11 meeting. Jason seconded. Passed unanimously.
- b) SPECIAL EDUCATION: Discussed the proposal for providing Special Education services as a separate Local Education Agency (LEA), and pursuing separate membership for SCCLC in the San Mateo County SELPA.
 - i) Sonya made a motion to that we apply to the San Mateo County SELPA to become a separate LEA for special education purposes. Irene seconded. Passed unanimously.
- c) POLICIES FOR GOVERNANCE: Reviewed time off policies.
 - i) Time off for Emergency Workers
 - ii) Time off for Adult Literacy Programs
 - iii) Time off for Domestic Violence or Sexual Assault Victims
 - iv) Time off for Crime Victims and Family Members of Crime Victims
 - v) Time off for Military Leave
 - vi) Time off for Family Members of Military Personnel
 - vii) Time off for Organ or Bone Marrow Donation
- d) CHARTER RENEWAL and MOU PROCESS
 - i) Reviewed status of ongoing discussions with district regarding Charter Renewal and MOU.
- e) STAFF COMPENSATION FRAMEWORK
 - i) Discussed current stated staff compensation framework as well as potential longer term concepts.

VII. NEW BUSINESS

- a) AUDIT COMMITTEE CHAIR
 - i) Matt made a motion to elect Jason to this position. Lynette seconded. Passed unanimously.
- b) FOREIGN LANGUAGE PROGRAM
 - i) Reviewed our Spanish program desired outcomes as well as comparison of our program to others.
- c) SCHOOL CALENDAR FOR 2012-2013

VIII. ACTION ITEM REVIEW

- a) Tom and Chris to review the existing SCCLC salary schedule and where staff fits and bring a recommendation to the BOD including budgetary implications.

IX. ADJOURN 11:53