

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

April 18, 2012 6:30 PM

San Carlos Charter Learning Center Library, 750 Dartmouth Ave., San Carlos, CA  
and  
Central Middle School Library (by teleconference), 828 Chestnut St., San Carlos, CA  
**OPEN SESSION STARTS 7:30 PM**

**Present:** Coleen McPeek, Sonya Sigler, Jason Gische, Matt Kowitt, Tom Hausken,  
Lynette Hovland, Mike Vargo

**Absent:** Janae Novotny

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

**I. CALL TO ORDER at 6:30 PM.**

**II. ADJOURN TO CLOSED SESSION**

- a. CONFERENCE WITH LEGAL COUNSEL -- ANTICIPATED LITIGATION. Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: 1 case (Government Code §54956.9)
- b. PUBLIC EMPLOYEE PERFORMANCE EVALUATION. Title: Director (Government Code §54957)
- c. PUBLIC EMPLOYEE PERFORMANCE EVALUATION. Title: Educators (Government Code §54957)
- d. PUBLIC EMPLOYEE APPOINTMENT. Title: Educators (Government Code §54957)

**III. RECONVENE TO OPEN SESSION AND REPORT OUT FROM CLOSED SESSION**

- a. Unanimous approval of hire of k-1 educator

**IV. COMMUNICATIONS**

- a. COMMUNITY COMMENTS: Come out and see the Chicken's ball!! Our very own Heidi Skrenta Ruth Bennett, Amy Walsh, Chris Mahoney and Nicole Bachelor participating
- b. RECOGNITION OF THE COMMUNITY:
  - i. Huge recognition to Colleen and Carol for the exciting new 7/8 milestone
  - ii. Kudos to our 3<sup>rd</sup> grade educators for an amazing Pigeon Point Milestone
  - iii. Thank you to David Mutu for School of Rock
  - iv. Recognition to all the learners and parents. Our ADA for 2<sup>nd</sup> interim 97.2% which gave us an additional ~17k
  - v. Good job to all our learners participating in ROPES

**V. CONSENT AGENDA**

- a. Approve minutes from February 8, 2012 Regular Meeting
- b. Approve minutes from March 14, 2012 Regular Meeting
- c. Approve minutes from March 14, 2012 Special Meeting
- d. Receive monthly transactions report for March 2012 activity
- e. Receive Educare Financial Statement through March 2012
  - i. Removed items a,b and c from consent agenda
  - ii. Jason made a motion to approve consent agenda. Sonya seconded. Passed unanimously

**VI. REPORTS / DISCUSSION**

- a. BUDGET UPDATE : Chris provided a brief update on year-to-date budget and projections for future years .
- b. SPECIAL EDUCATION: Approved by all districts except Everest as their BoD has

not met yet. County SELPA set to vote on May 1<sup>st</sup>

**VII. OLD BUSINESS**

- a. FACILITIES: SPACE PLANS FOR 2012-2013: Reviewed facilities plans for 2012-2013, including proposal to modify the existing FUA for 2012-2013 for a broader room swap with Tierra Linda Middle School.
- b. MEMORANDUM OF UNDERSTANDING: Discussed of a new MOU with the District for 2012-2013 and beyond.
- c. GC PARENT REPRESENTATIVE ELECTION: Jason updated the GC on the Spring 2012 GC election process.
- d. STAFFING ADJUSTMENTS FOR 2012-2013: Reviewed a proposal to increase the FTE authorization for several staff positions beginning July 2012 to accommodate SCCLC enrollment growth. Tabled to later meeting.
- e. CLC SPANISH PROGRAM a discussion of the Spanish program, intended outcomes, assessments, and staffing levels.
  - i. Decided to turn over process to staff .
- f. STAFF ENROLLMENT BENEFIT Continuation of discussion of possible expanded enrollment preference for staff children, with review of new language from staff.
  - i. Delegated Matt to discuss with SCSD
- g. GC ORGANIZATION: Discussion of roles and workload on the GC, with possible new assignments or delegations.
  - i. Irene Thomas delegated to take on agenda setting responsibilities for all meetings

**VIII. NEW BUSINESS**

- a. NEW STAFF POSITIONS FOR SPECIAL EDUCATION Colleen moved to approve a new special education staff position contingent upon approval of our SELPA and LEA membership approval. Sonya seconded. Passed unanimously.
- b. GRADE LEVEL ENROLLMENT CAPACITY: Discussed 8th grade capacity for 2012-2013. Modified resolution to state max of 26 learners. Colleen made a motion to set enrollment capacity by grade level for the current school year and next school year per the the modified resolution.
- c. official motion attached. Irene seconded. Passed unanimously.
- d. SALARY SCHEDULE REVIEW: The SCSD recently announced a 2% increase in the salary schedule for the District. Discussed the increase relative to SCCLC educators.
- e. SALARY FOR "OTHER EMPLOYEES: Discussion of non educator staff salaries.
  - i. Tom Hausken was delegated to work with the School Director on recommendations and bring them back to BOD.
- f. SALARY FOR SCHOOL DIRECTOR:
  - i. Mike Vargo and Tom Hausken were delegated to work on this process.

**IX. ACTION ITEM REVIEW**

- i. Matt to discuss staff enrollment policy with SCSD
- ii. Matt to continue facilities discussions with SCSD
- iii. Chris to discuss Spanish program with appropriate staff and report back to GC by Friday
- iv. Matt to delegate agenda setting process to Irene. Next meeting to be a shared responsibility.
- v. Tom to work with Chris regarding non certificated staff salaries
- vi. Tom and Mike to come up with Director salary recommendation
- vii. Chris to work with staff regarding long term compensation planning

**1. ADJOURN: 11:06 pm**