

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

August 10, 2011 7:00 PM

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

– and –

31 Deal Lane, Waretown, NJ (by teleconference)

OPEN SESSION: 7:00 PM

Present: Jason Gische (by teleconference), Tom Hausken, Matt Kowitt, Marianne Petersen, Sonya Sigler, Mike Vargo (after 4.a.)

Absent: Janae Novotny, Lynette Hovland

Also Present: Chris Mahoney, Irene Thomas, Mike Vargo

1. **CALL TO ORDER at 7:07 PM.**
2. **COMMUNICATIONS**
 - a. COMMUNITY COMMENTS
None
 - b. RECOGNITION OF THE COMMUNITY
None
3. **CONSENT AGENDA**
 - a. Approve minutes from June 15 Special meeting
 - b. Approve minutes from June 22 Special meeting
 - c. Receive monthly bank account statement report for June & July 2011 activity
Item c pulled from Consent into New Business. Items a & b unanimously approved.
4. **NEW BUSINESS**
 - a. GC Business Member seat
Tom moved to approve resolution appointing Mike Vargo to the Governance Council to fill the Business Member seat. Sonya seconded the motion. Motion passed unanimously. Mike Vargo then joined the meeting as a board member.
 - b. GC Organization
Sonya moved to appoint Matt Kowitt as GC board chair for 2011-2012 fiscal year. Tom seconded. Motion passed unanimously.
 - c. GC Meetings Schedule for 2011-2012
Meeting schedule for the year was reviewed. Conflicts exist for the scheduled Regular meetings of September 14, 2011 and April 11, 2012. Both meetings will be cancelled and replaced with Special meetings on other weeks.
 - d. Bank statements (from Consent, 3c)
Financial statements and accounts were reviewed.
5. **OLD BUSINESS**
 - a. Faculty / Staff Handbook
Next draft of the Staff Handbook expected later in August. Planning on scheduling a dedicated Special meeting to dedicate to the Handbook project.
 - b. Transition to nonprofit corporation

Brief update on new work with CSMC.

c. Budget

Cash flow problems projected beginning December 2011 or January 2012. Worst month currently projected as March 2012.

d. Short Term Credit

Discussion of planned outreach to SCEF, SCCLCFA, the SCCLC Foundation, and CCSA commercial lending program, seeking short term cash flow credit instrument(s).

e. Expanding the size of the GC

Continuing discussion of adding a 9th seat to the GC. Suggestions of making the seat an outside business/financial expert, a second educator seat, or a fifth parent seat were all made. Discussion will continue at later meetings.

6. REPORTS / DISCUSSION

a. GC Annual Retreat

All day retreat planned for August 27. Three major threads to cover: inward looking, governance, and strategic-outward looking.

b. Educare Update

Brief report on Summer program, including review of August financial report.

7. ACTION ITEM REVIEW

8. ADJOURN TO CLOSED SESSION

9. RECONVENE TO OPEN SESSION

10. REPORT FROM CLOSED SESSION

One educator appointment was expanded from 0.5 FTE to 1.0 FTE.

11. ADJOURN at 11:58 PM