

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

June 20, 2012 7:00 PM

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

OPEN SESSION STARTS 7:30 PM

Present: Jason Gische, Matt Kowitt, Colleen McPeck, Lynette Hovland, Mike Vargo

Absent: Tom Hausken, Janae Novotny, Sonya Sigler, Irene Thomas

Also Present: Chris Mahoney, Kendra Lerner

1. CALL TO ORDER at 7:51 PM.

2. ADJOURN TO CLOSED SESSION

- a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Title: School Director
(Government Code §54957)
- b. PUBLIC EMPLOYEE APPOINTMENT: Title: Classroom Educator (Government Code
§54957)
- c. **RECONVENE TO OPEN SESSION at 8:02 PM**

3. REPORT FROM CLOSED SESSION

The Board unanimously approved one educator appointment for grade 3-4, and one job share proposal for 3-4.

4. COMMUNICATIONS

a. COMMUNITY COMMENTS

The SCSD Board of Trustees, at their most recent meeting last week, discussed their criteria for filling the District representative seat on SCCLC's GC.

b. RECOGNITION OF THE COMMUNITY

The Curriculum Leadership Team was recognized for meeting this week to work on a plan for curriculum development over the school break.

Stacy, Elana, and Melissa were recognized for their work on the Spanish program presentation at last week's GC meeting.

5. CONSENT AGENDA

- a. Approve minutes from May 9, 2012 Regular Meeting
- b. Approve minutes from June 6, 2012 Special Meeting
- c. Approve minutes from June 9, 2012 Special Meeting
- d. Approve minutes from June 13, 2012 Regular Meeting
- e. Receive monthly transactions report for May 2012 activity
- f. Approve Personnel Report
- g. Approve revised Enrollment Policy
- h. Approve 2012-2013 Budget and Multi-Year-Projection Budget
- i. Approve 2012-2013 Insurance Renewal
- j. Approve 2012-2013 CSMC Renewal

Items "b", "e", and "j" were tabled to a future meeting. Mike moved approval of Consent Agenda, items a, c, d, f, g, h, and i. Colleen seconded. Motion passed unanimously.

6. REPORTS / DISCUSSION

- a. FACILITIES / CAMPUS MOVES FOR 2012-2013 (Chris Mahoney) - Update on plans for

shifting classrooms for Fall 2012.

Report and discussion on the summer construction plans. No construction activity has begun as of today; if it does not begin by Monday June 25, it may impact the scheduled completion of the project for the opening of school.

Discussion of the "large play structure", and costs associated with either disassembly for storage and later reassembly at a new location, or disassembly/ demolition and replacement. We are still waiting on a firm estimate from Blach construction (SCSD's main contractor for the project) -- their initial "placeholder" estimate was \$10k to disassemble and \$10k to reassemble.

Further discussion of District funding sources for the entire facility project, including how much remaining facility bond money may be available, and may have already been encumbered for this project. The GC discussed its willingness to accelerate our payment schedule under the FUA, after the 2012-2013 school year payments, depending on the District's ability to clarify the duration of the current facility arrangement.

Finally, after discussing the high cost estimates for configuring a classroom for multiple breakout spaces, there was preliminary discussion of SCCLC leasing a single portable, already configured to provide a psychologist meeting room, conference room, and small group breakout spaces for learners. Location is still TBD, but would need to be located to not impact existing TL program.

7. OLD BUSINESS

- a. MEMORANDUM OF UNDERSTANDING (Matt Kowitt / Sonya Sigler) - Discussion of draft 5-year MOU with the San Carlos School District. **NO DECISION EXPECTED.**

The GC is supportive of the most recent MOU draft.

- b. SELECTION OF AUDITOR (Jason Gische) - Recommendation from the Audit Committee for an outside auditor to perform the school audit pursuant to Element I of the SCCLC Charter. **NO DECISION EXPECTED.**

Bids have been collected by the Audit Committee, and they are meeting tomorrow evening to begin reviewing and scheduling interviews with potential auditors. Jason will bring a report back to the GC next week.

- c. HUMAN RESOURCES SUPPORT (Chris Mahoney) Continuing discussion of part time HR and budget professional to support CLC.

Item to be further discussed in August.

8. NEW BUSINESS

- a. PROPOSAL FOR FUNDING FOR STAFF RETREAT (Chris Mahoney) SCCLC Employees are planning a one-day retreat in August, prior to the start of school, to address the following goals: 1) Begin the process of building relationships with the new CLC staff members (7/8 Educator, Learning Specialist, Resource Educator, Speech Pathologist, Psychologist, Director of Learner Services) and to introduce them to the CLC culture, its mission and vision; 2) Continue the process, started this Spring with the CLC staff, of clarifying important cultural values of the school and exploring ways in which we can continue to honor these values as the school community continues to grow and expand to its eventual size of about 400 learners. Estimated cost for retreat is \$6,500. Budget impact to be discussed. **DECISION EXPECTED.**

Lynette moved to delegate Chris to determine the best funding source to fund the proposed Staff Retreat, and to ensure the retreat is scheduled and planned for August 2012. Jason seconded the motion. Motion passed unanimously.

Discussed GC attendees at the retreat: likely attendees Irene, Colleen, Kendra, and Matt.

- b. GC RETREAT (Matt Kowitt / Chris Mahoney) Discussion of GC annual retreat, including schedule, topics, and potential site.

Possible retreat date of August 25, 2012 was discussed. Interest in returning to "Captain's House" facility at Coyote Point county park again.

9. ACTION ITEM REVIEW

- a. *Jason to report on progress with the Audit Committee*

10. ADJOURN at 9:30 PM