

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

October 10, 2012 7:00 PM

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

**OPEN SESSION STARTS 7:30 PM**

- 1. CALL TO ORDER at 7:00 PM.**
- 2. ADJOURN TO CLOSED SESSION**
  - a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Title: *Director* (Government Code §54957)
- 3. RECONVENE TO OPEN SESSION at 7:30 PM**
- 4. REPORT FROM CLOSED SESSION**
- 5. COMMUNICATIONS - 10 mins**
  - a. COMMUNITY COMMENTS - Community members (including staff and GC) are encouraged to make comments. However, by law, if you wish to engage in a discussion with the GC, the topic must be on the agenda. Contact a GC member, or the Director, to discuss adding topics to the agenda.
  - b. RECOGNITION OF THE COMMUNITY - Recognize the achievements of our community's members and their contributions to our community. Send suggestions to a GC member if you are not able to attend.
- 6. CONSENT AGENDA - 5 mins**
  - a. Approve minutes from 9/19 Special Meeting
  - b. Receive September Action Item Update
  - c. Receive monthly transactions report for September activity
  - d. Receive Educare Financial Statement through September 2012
  - e. Approve uniform Complaint Policy
  - f. Approve Miscellaneous Complaint Policy
  - g. Approve Complaint Policy Flow Chart
- 7. REPORTS / DISCUSSION**
  - a. BUDGET UPDATE: Monthly budget update (Chris Mahoney) -- **10 mins**
  - b. FACILITIES REPORT: Update on modular unit, playground structure and Old Gym status (Chris Mahoney) -- **15 mins**
- 8. OLD BUSINESS**
  - a. STAFF HANDBOOK: Final review of the 2012/2013 staff handbook (Irene Thomas) -- Decision Expected -- **10 mins**
  - b. BUDGET UPDATE: Discussion of questions from SCSD regarding our 2011/2012 unaudited actuals report (Chris Mahoney) -- **15 mins**
- 9. NEW BUSINESS**
  - a. SCSD BOD SEAT: Welcome to the new SCSD District Member to the board (Chris Mahoney) -- **5 mins**
  - b. COMMUNITY MEMBER BOD SEAT: Discussion of vacancy of Community Member seat on the board, and how to fill (Matt Kowitt) -- **5 mins**
  - c. GC REPORTER: Discussion of assigning someone to report on BOD meetings and actions to the broader community (Jason Gische) -- **5 mins**
  - d. CATASTROPHIC LEAVE POLICY: Review of policy for donating sick leave amongst staff (Irene Thomas) -- Decision Expected -- **10 mins**
  - e. First review of 'Who to go to for what' Flow Chart. Chart to help parents, staff and community know when to go to whom within the CLC community with questions and/or concerns. (Jason Gische) -- **10 mins**

- f. Facilities for 2013/2014 and beyond. Update and preview of SCSD Board discussion where SCCLC's future facilities will be discussed, including possible trade offs between further construction at TL campus and new construction at the Heather campus. (Matt Kowitt) -- **10 mins**

**10. ACTION ITEM REVIEW**

**11. ADJOURN**