

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

Wednesday September 19, 2012 7:00 PM

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

**OPEN SESSION STARTS 7:30 PM**

**Present:** Matt Kowitt, Sonya Sigler, Irene Thomas, Jason Gische, Colleen McPeck

**Absent:** Mike Vargo, Kendra Lerner

**Also Present:** Chris Mahoney, Lynette Hovland,

**1. CALL TO ORDER at 6:41 PM.**

**2. ADJOURN TO CLOSED SESSION**

- a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Title: *Educators and Director* (Government Code §54957)

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

- a. Nothing to report

**4. COMMUNICATIONS**

- a. COMMUNITY COMMENTS
  - i. Chris says the Director's chili will shatter all past chilis
  - ii. Matt met with Craig and others regarding facilities and the bond measure. This will be a topic at the Oct. 11th
- b. RECOGNITION OF THE COMMUNITY
  - i. From PRT to Casey Inman and rest of the team for getting the directory out so early
  - ii. Educators for back to school night and Chris Cook regarding SCCLCFA and SCEF fundraising
  - iii. ⅓ educator team, Stacy and Alan for backpacking with our kids
  - iv. Volunteers for another amazing back to school picnic
  - v. Charlene for going above and beyond since August and putting in lots of extra hours
  - vi. Thankful that our kids get to participate in band/orchestra with TL this year

**5. CONSENT AGENDA**

- a. Approve minutes from August 8 Regular Meeting
- b. Personnel report
- c. Receive monthly transactions report for August activity
- d. Receive Educare Financial Statement through August 2012
  - i. Pulled a, b and c for discussion before voting.
  - ii. Jason made a motion to approve d. Irene seconded. Passed unanimously
  - iii. Sonya made a motion to approve a. Colleen seconded. Passed unanimously.
  - iv. Irene made a motion to approve b. Jason seconded. Passed unanimously.

**6. REPORTS / DISCUSSION**

- a. BUDGET UPDATE: Unaudited Actual Financials from CSMC (Chris Mahoney)
- b. COMMUNITY MEMBER UPDATE: Thank you Janae for all your years of service. Your calm demeanor and keen insight will be sorely missed. Your specific talents proved invaluable to us and your guidance was always sound.. We wish you all the best in the future!

- c. CLC REQUIRED REPORTS: Reviewed internal and external required reports.

## **7. OLD BUSINESS**

- a. FACILITIES UPDATE:
  - i. Playground structure will be finished end of September/mid October. It will be located near the portables closest to Alameda de las Pulgas.
  - ii. We will be getting a modular building late October/early November.
- b. COMPLAINT POLICIES: 1st review of updated complaint policies. There were minor revisions

## **8. NEW BUSINESS**

- a. OLD GYM: Discussed use of the old gym and potential issues with it.
- b. STAFF HANDBOOK: Discussed updates for 2012/2013 staff handbook
- c. GC MEETING FORMAT: Review of updated meeting format/scheduling (Matt Kowitt).
- d. ROLE OF GC MEMBERS: Review and discussion of duties of various GC member positions (Irene Thomas)
- e. REVIEW OF GC MEMBER COMMITMENTS : Discussed how new format and role of GC members establishes the commitment that BOD makes both in terms of time and duties.

## **9. ACTION ITEM REVIEW**

- a. **Jason bring complaint policies to next meeting for consent**
- b. **Jason to write first pass flow chart regarding who to go to for what at next meeting**
- c. **Irene to edit and update Staff Handbook within the next two weeks and send to Chris for staff review**
- d. **Jason and Matt will create a communication to the community regarding the updated GC meeting format.**

## **10. ADJOURN**