

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

November 10, 2012 8:00 AM

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

OPEN SESSION STARTS 8:30 AM

Present: Alice Miller, Kendra Lerner, Mike Vargo, Matt Kowitt, Jason Gische, Mary Jude Do, Sonya Sigler, Irene Thomas, Colleen McPeek

Absent: None

Also Present: Chris Mahoney

- 1. CALL TO ORDER at 8:07 AM**
- 2. ADJOURN TO CLOSED SESSION**
 - a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Educators, Director (Government Code §54957)
- 3. RECONVENE TO OPEN AND REPORT OUT FROM CLOSED SESSION**
 - a. Nothing to report
- 4. COMMUNICATIONS -- 10 mins**
 - a. COMMUNITY COMMENTS
 - b. RECOGNITION OF THE COMMUNITY:
 - i. Huge appreciation to tech team for all their work on the laptops
 - ii. Thank you, thank you, thank you to Measure H team especially Stephanie Smith
 - iii. Stacy and team for a great Community Meeting
 1. Staff for such a large turnout as well
 - iv. Allison Golden, Stacy Huisman and Michelle McKenzie for putting together the book fair
 - v. Ben Sibrack for being such a great addition and for now reaching out to parents as well.
- 5. CONSENT AGENDA -- 5 mins**
 - a. Approve minutes from October 24 Special Meeting
 - b. Receive monthly transactions report for October activity
 - c. Receive Educare Financial Statement through October 2012
 - d. Approve Kate Hall as acting Educare Director
 - e. Approve Kristi Dobson as long term library substitute
 - f. Approve Tax return extension
 - i. Pulled item A off to approve separately. Alice and Mike abstained
 - ii. Irene made a motion to approve items b-f. Kendra seconded. Passed unanimously
- 6. REPORTS / DISCUSSION**
 - a. LEARNER SERVICES UPDATE

- i. Received update and presentation of Special Education program since taking over this year. The program is going extremely well.
- b. BUDGET UPDATE
 - i. Reviewed budget for 2012/2013 and beyond. We are tracking well. Passage of Prop. 30 allowed us not to deficit spend.

7. OLD BUSINESS

- a. GC REPORTER UPDATE
 - i. Received an update on process to find 2 individuals to report to the community what happened at latest GC meeting.
 - 1. We have 1 person now and an email went out today to solicit at least 1 more
- b. WHO TO GO TO FOR WHAT UPDATE
 - i. Jason will consult with Chris as to what this document really is and how to put it together.
- c. BACK OFFICE SERVICES
 - i. Discussed conversion from CSMC to EdTech.
 - ii. Jason made a motion to change our back office vendor from CSMC to EdTech beginning January 1, 2013. Irene seconded. Unanimously approved.

8. NEW BUSINESS

- a. FACILITIES PLANNING
 - i. Chris, Matt, Lynette and TL representatives met with architects regarding facilities planning with passage of Measure H. This was essentially a brainstorming session.

9. ACTION ITEM REVIEW

- a. Irene and Chris to review CSMC general ledger transactions related to benefits allocations
- b. Jason to discuss with Chris what goes into the 'Who to go to for what' document
- c. Chris to work through EdTech contract and bring back to board
- d. Stacy and Kendra to meet with the district representative next week regarding the science classroom

10. ADJOURNED at 11:16 am