

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

February 13, 2013 6:30 PM

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

OPEN SESSION STARTS 7:30 PM

In Attendance: Mary Jude Doerpinghaus, Matt Kowitt, Mike Vargo, Irene Thomas, Jason Gische, Kendra Lerner

By Conference Call: Alice Miller

Absent: Sonya Sigler, Colleen McPeek

Also in attendance: Stacy Emory, Lynette Hovland

1. CALL TO ORDER at 6:38 PM

2. ADJOURN TO CLOSED SESSION

- a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Educators, Director, Staff (Government Code §54957)
- b. REAL PROPERTY (Government Code §54956.8) Discussion Regarding Real Property Search
- c. Public Employee Appointment. Title: Educators, Directors, Staff (Government Code section 54957)

3. RECONVENE TO OPEN AND REPORT OUT FROM CLOSED SESSION at 7:30 PM

- a. Nothing to report

4. COMMUNICATIONS

- a. COMMUNITY COMMENTS
 - i. Want to be sure we keep an eye on the poison oak situation
- b. RECOGNITION OF THE COMMUNITY
 - i. The 8th grader PLPs were so amazing. It was a tremendous experience.
 - ii. Big thank you to Casey Inman for heroically coming in and filling in for Colleen

5. CONSENT AGENDA

- a. Approve minutes from 01/16/13 Special Meeting
- b. Approve minutes from 01/30/13 Special Meeting
- c. Receive Educare Financial Statement for January
- d. Receive monthly transactions for January activity
- e. Approve SMCOE for BTSA support for David Burgess
 - i. Pulled item e for separate discussion regarding what the BTSA program is.
 - 1. Irene made a motion to approve item e. Mary Jude seconded. Passed unanimously
 - ii. We did not receive item d
 - iii. Mike made a motion to approve a, b and c. Sonya seconded. Passed unanimously

6. REPORTS / DISCUSSION

- a. BACK OFFICE SERVICES: Update from Tony Shen CFO at edtec regarding progress report on EdTec transition as well as current budget, cash flow, cash balance, 2013/2014 budget and payroll status.
- b. CLC BUDGET UPDATE Covered above
- c. JANITORIAL SERVICE : We are switching janitorial companies effective this Friday and are very excited about it.

7. OLD BUSINESS

- a. AUDIT FOLLOW UP: Discussed findings from the audit and our responses to them.
- b. IRS TAX FILING UPDATE: Auditors filed for another 3 month extension however we will be sending it in within the next couple days.

8. NEW BUSINESS

- a. 2013/2014 CALENDAR: Discussed the draft calendar for 2013/2014.
- b. FUTURE FACILITIES AND FUNDING: Discussed various funding options that may be available to us as well as payment responsibilities if we build our own campus.
- c. BOARD MEMBER TERMS:

9. ACTION ITEM REVIEW

- a. Stacy and Lynette to write up responses to audit findings including steps being taken to prevent the same issues from happening in the future to be signed by Stacy, Matt and Jason and give to Robert Porter
- b. Designate board member to have budget oversight responsibilities at March meeting

10. ADJOURN TO CLOSED SESSION 9:48 PM

11. RECONVENE TO OPEN SESSION

- a. Nothing to report

12. ADJOURNED AT 11:21