

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

Saturday, August 25, 2012 9:00 AM

At the Captain's House, Coyote Point County Recreation Area  
1701 Coyote Point Drive, San Mateo CA 94402

Present: Jason Gische, Matt Kowitt, Kendra Lerner, Colleen McPeek, Sonya Sigler, Irene Thomas, Mike Vargo

Also present: Chris Mahoney, Stacy Emory, Lynette Hovland, Debbie Ward

- 1. CALL TO ORDER at 9:12 AM.**
- 2. COMMUNICATIONS**
  - a. COMMUNITY COMMENTS -  
*none*
  - b. RECOGNITION OF THE COMMUNITY -  
*none*
- 3. Agenda Review—Annual Retreat**
- 4. DISCUSSION—Morning**
  - a. Overarching goal for the retreat: plan board activities for the 2012-2013 school year, ensuring
    - i. board members are aligned with key goals
    - ii. activities to support goals are calendared
    - iii. board members agree on key responsibilities for each activity
  - b. Key goals for the year  
*Broad goals identified: Communications; "Boring stuff" (operations); Community Development; School Culture; Structure and Process; Self-Monitor; Meeting length, calendars and commitments; Collaboration (board, staff, parents, learners, outside community); Clarify roles and responsibilities-- for GC positions, and for GC and Administration and Staff*
  - c. Identifying activities to support each goal  
*Commit to 2-hour time limit for GC meetings; be flexible with agenda order to honor stakeholder(s) time; get materials posted to GC 3 days in advance, GC members commit to come prepared*  
*Understand and be consistent about distinction between governance and administration/management*  
*Improve transparency in GC, clarify communication channels*  
*Operations ("boring stuff): monthly reporting-teams, admin, staff, treasurer;*  
*External reporting (county, District, SELPA); continue to work on Master Calendar with hiring schedule, tax schedule, audits, etc -- distinction between community-wide items of interest, and planning for staff and for board*
  - d. Prioritizing and analyzing goals and activities
  - e. Constructing the 2012-2013 Calendar
- 5. DISCUSSION—Afternoon**

- a. Board members' work styles and preferences
- b. Board members' responsibilities for goals and activities
- c. Process for considering new goals and activities, and renegotiation of responsibilities

**6. DISCUSSION—Conclusion**

- a. Summary and retreat reflection

**7. ACTION ITEM REVIEW (4:30 PM estimate)**

*September: reports & metrics for GC (Chris, Mike) define GC report role (Jason), Complaint policies first reading (Jason), Clearly defined GC commitments (Chris, Matt, Sonya), Defined role of different type of GC members first review (Irene)*

*October: reports from GC to stakeholders (including SELPA, county, etc) (Chris, Mike), Complaint policies decision (Jason), GC roles decision (Irene)*

*November: forum for outgoing communications from GC (Jason), Annual notification/communication re: GC processes first review (Irene, Kendra)*

*December: cultivate community: leadership skills only (Kendra, Stacy)*

*January: protocol for communication to GC (Chris, Jason, Kendra), Success factors (Colleen, Sonya, Stacy)*

*March: culture cornerstones (Colleen, Irene, Kendra, Stacy)*

**8. ADJOURN at 5:08 PM**