

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

July 9, 2014 6:55 PM

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

In attendance: Matt Kowitt, Colleen McPeek, Sonya Sigler, Julie Weinstein, Jason Gische, Alice Miller

Not present: Danielle DeBrier, Robert Porter

Also present: Stacy Emory, community members

1. **CALL TO ORDER at 6:58pm**
2. **COMMUNICATIONS**
  - a. COMMUNITY COMMENTS
    - i. *no community comments*
  - b. RECOGNITION OF THE COMMUNITY -
    - i. *Welcoming Julie Weinstein as a board member for first official GC meeting*
3. **NEW BUSINESS**
  - a. OFFICE MANAGER (Stacy Emory) - Resolution to update Position number 121 to Office Manager at 1.000 FTE. **DECISION EXPECTED.**
    - i. *Change in responsibilities and full time status*
    - ii. *Julie Weinstein motion to adopt the resolution, Colleen McPeek seconded motion*
    - iii. *Board Approved unanimously*
4. **ACTION ITEM REVIEW**
  - a. **No action items**
5. **ADJOURN TO CLOSED SESSION**
  - a. PUBLIC EMPLOYEE APPOINTMENT: Titles: Office Manager
6. **RECONVENE TO OPEN SESSION- 7:02**
7. **REPORT FROM CLOSED SESSION**
  - a. *The board unanimously approved an appointment to Office Manager*
8. **ADJOURN- 7:03**