

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

September 10, 2014 6:30 PM

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

In Attendance: Julie Weinstein, Sonya Sigler, Jason Gisch, Colleen McPeek, Danielle DeBrier, Matt Kowitt

Not Present: Alice Miller, Robert Porter

Also present: Stacy Emory, Community members

- 1. CALL TO ORDER at 6:34 PM.**
- 2. ADJOURN TO CLOSED SESSION**
 - a. CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION: Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: 1 case
- 3. RECONVENE TO OPEN SESSION at 7:30 PM**
- 4. REPORT FROM CLOSED SESSION**
 - a. *Nothing to report*
- 5. COMMUNICATIONS**
 - a. COMMUNITY COMMENTS -
 - i. *Reminder of chili cookoff - Sonya*
 - b. RECOGNITION OF THE COMMUNITY -
 - i. *Thanks to Fiona and Educare for the Family Game Night*
 - ii. *For everyone who helped with the Back to School BBQ*
 - iii. *From Heidi Skrenta recognized Kathryn Zorb and RJ Ligtenberg for organizing the Amazing Race for the 8th graders at the Back to School Picnic. Many 8th graders participated and had a good time.*
- 6. CONSENT AGENDA**
 - a. Approve minutes from 7/16/2014 Special Meeting
 - b. Approve minutes from 9/6/2014 Special Meeting
 - i. *Danielle motion to approve Sonya second, item a and b approved unanimously*
- 7. REPORTS / DISCUSSION**
 - a. DIRECTOR'S REPORT (Stacy Emory) - Update on current happenings at the school.
 - b. BUDGET UPDATE (Stacy Emory) - Update on current year budget, year-to-date tracking, and issues affecting future funding and budgets. Board reviewed unaudited Actuals for 2013-2014.
- 8. OLD BUSINESS**
 - a. BOARD RETREAT (Stacy Emory, Matt Kowitt) - Follow-up from Board retreat, including board assignments and Director's working groups.
 - i. *Confirmed working groups and committee assignments, Sonya will communicate to the community*
- 9. NEW BUSINESS**
 - a. TECHNOLOGY ACCEPTABLE USE POLICY (Stacy Emory) - Proposed revisions to the February 24, 2010 Technology AUP.

- i. Revisions not ready for review, will add to agenda for next meeting*
- b. STAFF HANDBOOK REVIEW / UPDATE (Jessika Welcome, Julie Weinstein) - Discussion of revisions to the SCCLC staff handbook for 2014-2015 FY.
 - i. Revisions not ready for review, discussion on next steps*
- c. POSITION CONTROL (Stacy Emory) - Proposal to increase Media and Library Educator position, Position # 411, to 0.600 FTE. **DECISION EXPECTED**
 - i. Sonya motion to approve resolution, Danielle seconded motion, approved unanimously*
- d. CONFLICT OF INTEREST CODE (Matt Kowitt) - Update to SCCLC's COI code to reflect the Spring 2014 administrative reorganization. **DECISION EXPECTED**
 - i. Jason motion to approve, Danielle seconded motion approved unanimously*
- e. AUDIT COMMITTEE (Matt Kowitt) - Proposal to appoint Julie Weinstein as Audit Committee Chair. **DECISION EXPECTED**
 - i. Sonya motion to approve, Colleen seconded the motion, board approved unanimously*
- f. FINANCE COMMITTEE (Sonya Sigler)
 - i. Initial discussion of inputs for a Finance Committee Policy*
 - ii. Board agree to move forward to create the finance committee*
 - iii. Jason, Alice, Sonya, Matt; Stacy, Jessika will work to draft an initial charter for review*

10. ACTION ITEM REVIEW

- a. Jessika and Stacy review staff handbook with staff*
- b. Communication about GC committee working groups and assignments*
- c. Stacy finalize technology acceptable use policy for next meeting*

11. ADJOURN TO CLOSED SESSION 8:24

- a. PUBLIC EMPLOYEE APPOINTMENT: Title: Media and Library Educator
- b. PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Title: Director

12. RECONVENE TO OPEN SESSION 9:01

13. REPORT FROM CLOSED SESSION

- a. Board unanimously approved a candidate proposal for the position of Media and Library Educator for a 0.600 FTE position*

14. ADJOURN 9:02pm