

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

August 13, 2014 7:30 PM

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

In attendance: Jason Gische, Danielle DeBrier, Sonya Sigler, Coleen McPeck, Matt Kowitt, Julie Weinstein

Absent: Alice Miller, Robert Porter

Also in attendance: Stacy Emory, Kari Amsler, Jessica Welcome, Dena Koren (EdTec),  
Community members

**1. CALL TO ORDER at 7:33PM.**

**2. COMMUNICATIONS**

a. COMMUNITY COMMENTS

i. *No community comments*

b. RECOGNITION OF THE COMMUNITY -

i. *Board for making the decisions to appoint officers, Kari was able to serve as acting president to deal with an urgent issue*

ii. *Tech team for working last weekend getting learner laptops ready, including Greg DesBrisay, Dmitry Mikulin, Kira Sabot, Nicole, Rod, Kevin, and Danielle Bachelor*

**3. CONSENT AGENDA**

a. Approve meeting minutes

i. Regular Meeting 7/9/14,

ii. Special Meeting 7/9/14

iii. Regular Meeting 6/11/14

iv. Special Meeting 6/11/14

v. *Sonya Sigler motion to approve all items, Danielle DeBrier seconded motion.  
Motion passed unanimously*

**4. REPORTS / DISCUSSION**

a. NEW ADMINISTRATIVE STAFF (Stacy Emory) - SCCLC's entire administrative structure was revised last spring; this will be the formal introduction of the new team to the board.

i. *Stacy introduced two members of the administrative staff, Jessica Welcome and Kari Amsler*

b. TRAFFIC SAFETY (Stacy Emory) - Update on the proposed traffic safety plan that has been worked on over the summer.

i. *There will be a traffic crossing guard now at the corner of Alameda and Club/Dartmouth*

ii. *Introducing and enforcing new traffic guidelines*

c. DIRECTOR'S REPORT (Stacy Emory) - Update on current happenings at the school.

i. *Enrollment update - pending 5th grade spot, 2 open 8th grade spots*

ii. *Financial update from Stacy and Edtec*

**5. OLD BUSINESS**

- a. CHARTER SCHOOL FACILITIES PROGRAM (Matt Kowitt)
  - i. *Update on status of SCCLC's application for state matching funds for new facilities. Received and responding to 15 day letter from office of Public School Construction*
- b. FUTURE FACILITIES (Matt Kowitt)
  - i. *Update on developments regarding possible future site for SCCLC.*
- c. BOARD RETREAT (Stacy Emory)
  - i. *Discussion of agenda for the 9/6/14 board retreat*

**6. NEW BUSINESS**

- a. SELPA REVISION (Karrie Amsler)
  - i. Consideration of a Board Resolution to update the Local Plan of San Mateo County SELPA.
  - ii. *Danielle DeBrier made motion to approve R-3-2014-15-SELPA changes. Sonya Sigler seconded the motion. Board approved unanimously.*
- b. GRAND JURY REPORT (Stacy Emory) -
  - i. *The Board reviewed the first draft of SCCLC's written comments in response to the San Mateo County Civil Grand Jury's June 2014 report on charter schools. SCCLC's response is required no later than September 8, 2014.*
- c. STAFF HANDBOOK REVIEW / UPDATE
  - i. *Discussed updates to staff handbook*

**7. ACTION ITEM REVIEW**

- a. *Draft letter to the school board regarding the board's preference on future facilities - Matt and Jason to work with Stacy*
- b. *Jessica to update staff handbook with new administrative positions, support from Julie as needed*
- c. *Julie, Sonya and Stacy to finalize board retreat agenda*

**8. ADJOURN**

- a. **9:30pm**