

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

April 8, 2015 7:00 PM

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

In attendance: Colleen McPeek, Danielle DeBrier, Jason Gische, Sonya Sigler, Matt Kowitt, Julie Weinstein,

Absent: Robert Porter, Alice Miller

Administrators: Stacy Emory, Karrie Amsler, Jessika Welcome, Fiona Wainright

- 1. CALL TO ORDER at 7:05 PM.**
- 2. ADJOURN TO CLOSED SESSION (SCCLC Office)**
  - a. PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Title: Director
- 3. RECONVENE TO OPEN SESSION at 7:44 PM**
- 4. REPORT FROM CLOSED SESSION**
  - a. *No report out from closed session*
- 5. COMMUNICATIONS**
  - a. COMMUNITY COMMENTS - Community members (including staff and GC) are encouraged to make comments. However, by law, if you wish to engage in a discussion with the GC, the topic must be on the agenda. Contact a GC member, or the Director, to discuss adding topics to the agenda.
    - i. *Matt provided a reminder that the Measure P Ballots are coming in the mail next week*
    - ii. *Sonya reminder that the Kiwanis show starts this weekend with many charter parents and children are attending*
  - b. RECOGNITION OF THE COMMUNITY - Recognize the achievements of our community's members and their contributions to our community. Send suggestions to a GC member if you are not able to attend.
    - i. *Alice recognized Jessika for her extraordinary work on creating the budget template*
    - ii. *Stacy recognized the learners and parents who worked on the staff appreciation day*
    - iii. *Jason recognized the K-1 educator team for the five sense fair they created by the learners for parents*
- 6. CONSENT AGENDA (5 min)**
  - a. Approve minutes from 3/11/2015 Regular Meeting
    - i. *Sonya motion to approve minutes, Colleen seconded; approved unanimously*

## 7. REPORTS / DISCUSSION

- a. DIRECTOR'S REPORT (Stacy) - Update on current happenings at the school. (15 min)
  - i. *Testing season is underway, taking a lot of time; People are busy working through the last trimester;*
- b. BUDGET UPDATE (Jessika) - Update on spending and projections.
  - i. *Jessika updated on current year budget and forecast*
  - ii. *The board reviewed a first look at the development of the 2015-16 budget*
- c. FUTURE FACILITIES (Stacy, Matt) - Update on future new campus for SCCLC.
  - i. *No update on facilities*
- d. FINANCE COMMITTEE (Jessika, Sonya) - Report on work by the Finance Committee. Proposal for a reserve level target.
  - i. *The board had a detailed discussion regarding the finance committee recommendation*
  - ii. *Jason made a motion to work towards a target of 25% reserve fund balance as a percent of expenses. Danielle seconded the motion. Motion approved unanimously. Motion approved unanimously.*
  - iii. *Jason made a motion to set reserve fund target at 20% fund balance target as a percentage of expenses, for 2014-15. Sonya seconded the motion. Motion approved unanimously.*
- e. COMPENSATION COMMITTEE WORKING GROUP (Stacy) - Report on work by the Compensation working group, including recommendation for number of instructional days for 2015-16 school year.

## 8. OLD BUSINESS

- a. GC PARENT ELECTION (Julie) - Update on GC Spring election process.
- b. SCHOOL CALENDAR FOR 2015-2016 (Stacy) - Proposal for school calendar, including a proposal to continue the 3-day reduction of instructional days from 180 to 177 for a second year. **DECISION EXPECTED.**
  - i. *Jason makes a motion to set the number of instruction days for the 2015-16 school year at 177. Colleen seconded. Vote passed 4-1-1. Matt voted no. Danielle abstain.*
- c. LOCAL CONTROL ACCOUNTABILITY PLAN (Stacy) - SCCLC's annual review process for our LCAP, which is a requirement under the new state funding system for public schools.
  - i. *The school is making good progress on all of our current goals. A number of surveys were conducted of alumni, parents, and learners.*

## 9. ACTION ITEM REVIEW

- a. Finance committee to come back with refined proposal for variable comp. pool.

## 10. ADJOURN at 11:03pm