

Children's Community Charter School
Governing Board Regular Meeting Minutes
Monday, August 5, 2013

1. **CALL TO ORDER** – This Regular Meeting of the CCCS Governing Board was called to order by Acting Board Chair Rob Robertson at 6:04 p.m. in Room 8.
2. **ROLL CALL:** Shawna Howard - Student Programs, Emily Mullins - Administrator, Rob Robertson – Parent Volunteer Coordinator and Acting Board Chair, Karen Crist – Secretary, Paul Inman – Public Relations Coordinator and Sheri Eichar – Teacher Representative, were present. Kelli Thacker, Treasurer, was absent.
Guests in attendance: Linda Hovey, CCCS CBO was present.
3. **APPROVAL OF MINUTES FROM PRIOR MEETING(S)** – Rob Robertson motioned to approve the minutes for the June 14, 2013 Special Meeting. Emily Mullins seconded. **MOTION CARRIED.**
4. **ADDITIONS/DELETIONS/APPROVAL OF CURRENT AGENDA** – NONE
5. **BOARD REPORTS AND COMMENTS**
 - A. **ADMINISTRATOR** – Emily Mullins reported that the school is now utilizing One Call Now for school- to -family communication, representing an annual savings of nearly one thousand dollars. She is also able to attach documents directly to the e-mails going out to the school families, creating the opportunity for families to “opt out” of receiving the routine paper communications from the school. This also allows the school to go greener and save the additional copying costs. The CCCS rummage sale is scheduled for Saturday, August 17, from 8 a.m. to noon, or until items are gone. The removal of surplus items from the school will create more storage space, a safer campus, and potentially a covered eating area. She also reported that she has been creating master binders for staff members that will include all CCCS policies and master copies of CCCS forms. She would like to schedule campus tours for prospective families in either January or February of 2014, well in advance of the Kindergarten lottery. A new math curriculum has been adopted for K-5th grade this school year. “Go Math” is already aligned to the CCSS, and “pilot school” status was negotiated for 3rd through 5th grade. Materials and text books for those grades are free, resulting in a substantial cost

savings. SMART boards were installed in 1st and 4th grades. Naomi Parker, David Eubanks, and Sarah Davis will be attending a SMART board training seminar and will in turn train the rest of the staff.

- B. **CHIEF BUSINESS OFFICER** – Linda Hovey reported that our audit is scheduled for the third week of October. She is currently working on closing the books for the 2012/2013 school year. She has been ordering lots of supplies. She has also applied, on behalf of the school, for Prop 39 Clean Energy Jobs Act funds, available to help schools go green. It is a two year grant; however, funds can be received in one lump sum. She reported that she continues to work with Jennifer of Solar City in the attempt to find out where the solar credits belonging to CCCS have gone. It has been a bit of a struggle to get responses in a timely manner. She will continue to hammer away at Solar City until the issue is resolved. She also reported that CCCS can expect to receive an additional block grant of about four thousand dollars to use on mandated programs. She is still expecting to bring budget revisions to the board, but is waiting for enrollment to stabilize and for more information about the LCFF to filter down.
- C. **TREASURER** – In light of Mrs. Thacker’s absence, Ms. Hovey reported that she and Kelli have been working on moving the CCCS fund raising account into our automated account as mandated by our last audit findings. She needs to have a discussion with the CCCS administrator and staff regarding the best way to handle individual teacher accounts. There is currently \$14,749.65 in the fund raising account, \$10,941.94 in the general fund, and \$1,828.82 in the Leadership Council account.
- D. **PUBLIC RELATIONS REPORT** – Paul Inman reports that the school has been utilizing the PRPD message board to advertize enrollment openings in middle school. The rummage sale is scheduled for August 17th, and the new storage shed is up. It will be painted at a later date.
- E. **STUDENT PROGRAMS** – Shawna Howard reported that plans to re-paint the office kitchen area are moving forward.
- F. **SECRETARY** – Nothing new to report.
- G. **PARENT COORDINATOR** – Rob Robertson reported that the transition for Help Counter has been completed for 2013/2014. He is working on “cheat sheets” for remote log-in. He also reported that he contacted Bruce Crist, a former board member, and CCCS legal

counsel in response to the invoice for Bruce Crist's retirement benefits received from PUSD. He is very confident that CCCS bears no financial responsibility for the invoice. There has been no response from PUSD to CCCS' refusal to pay said invoice.

- H. **TEACHER REPRESENTATIVE** – Sheri Eichar reported that the BCOE had no CCSS aligned math curriculum available. By meeting directly with the representatives of various text book publishers, she, in conjunction with other staff members, was able to select a CCSS aligned math curriculum for grades K through 5th and was able to negotiate “pilot school” status for grades 3rd through 5th. She suggested that CCCS request pilot school status from publishers as CCCS chooses CCSS aligned curriculum. It has already resulted in a significant cost savings for the school. She is very enthusiastic about the Go Math curriculum, stating that parents will be able to print the consumables from home, and they will be able to watch tutorials online to better assist their student at home. As of today, materials for grades 3rd through 5th had not yet been received. Mrs. Mullins stated that she will check on their status. Mrs. Eichar went on to report that teachers have been busy getting their classrooms set-up. The Kindergarten ice cream social is scheduled for Tuesday, August 13, at 6 p.m. Lastly, the teachers are currently reviewing their options for available health plans.

6. **PUBLIC COMMENTS** – NONE

7. **ACTION ITEMS**

- A. **Board Chair Election:** Paul Inman nominated Rob Robertson as board chair. Rob accepted the nomination. Paul Inman motioned that Rob Robertson be elected board chair. Emily Mullins seconded. **MOTION CARRIED.**
- B. **Purchase Second Step Programs utilizing Fund Raising funds for 2nd grade and 4th grade:** The Second Step programs are grade level appropriate social skills management programs that assist students in managing feelings and responses, etc. A parent purchased it for Kindergarten last year and it was a great success. CCCS will have the benefit of two social work interns from CSUC this school year and they will be ideal to set up the programs in the classrooms. Karen Crist motioned that CCCS use fund raising funds to purchase the

Second Step programs for 2nd and 4th grade. Sheri Eichar seconded.
MOTION CARRIED.

C. Resolution to close Charter Capital account: Despite Ms. Hovey's best efforts, Charter Capital has yet to close out CCCS' account with them. She has requested a board resolution to lend additional weight to her requests to close the account. Sheri Eichar motioned that the CCCS Governing Board of Directors resolve to close the CCCS account with Charter Capital. Karen Crist seconded. **MOTION CARRIED.**

D. Parent Leadership Council: See attached ad hoc committee report. Karen Crist motioned that CCCS form a Parent Leadership Council in accordance with the Parent Leadership Council Ad Hoc committee report. Rob Robertson seconded. **MOTION CARRIED.**

E. Parent Volunteers: Oversight and incentives: TABLED.

F. Student-Parent Handbook: Emily Mullins has completed a Student-Parent Handbook that will, with board approval, be distributed to each CCCS family and staff member. It will also be available for download at ParadiseCCCS.org. Emily Mullins motioned that the Student-Parent Handbook be adopted and distributed to all CCCS families. Sheri Eichar seconded. **MOTION CARRIED.**

G. CCCS Field Trip Policy & Procedures: TABLED.

H. Approval of funds for permit(s) to move CCCS marquee sign fronting Pentz Road: TABLED.

8. ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

A. Business Services contract

B. Intervention teacher contract

9. PUBLIC COMMENT RELATED TO CLOSED SESSION ITEMS – None

10. CLOSED SESSION: Closed session called to order by Board Chair Rob Robertson at 8:40 p.m.

11. RECONVENE OPEN SESSION: Open session was reconvened and called to order by Board Chair Rob Robertson at 9:10 p.m.

12. ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION

A. The employment contract of Linda Hovey, Independent Contractor for Business Services, was approved.

B. The Intervention teacher contract of Denise McGuire was approved.

13. ADJOURNMENT – Board Chair Rob Robertson adjourned the meeting at 9:13 p.m.