

Children's Community Charter School
Governing Board Regular Meeting Minutes
Monday, September 9, 2013

1. **CALL TO ORDER** – This Regular Meeting of the CCCS Governing Board was called to order by Administrator Emily Mullins at 6:05 p.m. in Room 8.
2. **ROLL CALL:** Shawna Howard - Student Programs, Emily Mullins - Administrator, Kelli Thacker – Treasurer, Karen Crist – Secretary, Paul Inman – Public Relations Coordinator and Sheri Eichar – Teacher Representative, were present. Rob Robertson – Parent Coordinator and Board Chair arrived at 6:08 p.m. and assumed direction of the meeting. Guests in attendance: Linda Hovey - CCCS CBO, Heather Bradley – PLC Chair, Nicole Leeper, and CCCS Staff Members David Eubanks, Brenda Sobon, Steven Hitchko, Nancy Hardy and Melissa Dewell were present.
3. **APPROVAL OF MINUTES FROM PRIOR MEETING(S)** – Emily Mullins motioned to approve the minutes for the August 5, 2013 Regular Meeting. Paul Inman seconded. **MOTION CARRIED.**
4. **ADDITIONS/DELETIONS/APPROVAL OF CURRENT AGENDA** – NONE
5. **BOARD REPORTS AND COMMENTS**
 - A. **ADMINISTRATOR** – Emily Mullins reported that CCCS has had a very successful start to the 2013-2014 school year. Back to School Night was the best she has witnessed at CCCS yet. A vast majority of parents attended. To date, she has held four yard duty training sessions for parents, has posted the amended yard duty guidelines to the CCCS website and has attached them as documents to her Monday Memo. She is currently supervising two Social Work interns from CSUC. They started the second week of school and will be introducing the Second Step program to students this week. CCCS has three staff members in their second year of the BTSA program. Last year, CCCS paid a stipend to the mentors of our staff members in the BTSA program. This year, with no advanced notice, the BTSA program announced that it will be charging schools a \$1500 annual fee per teacher in the program, in addition to charging the teachers in the BTSA program a significant fee increase, as well. Mrs. Mullins went to great lengths in her effort to get this new fee charged to CCCS waived, to no avail. With three teachers in their second year of

the program, the unplanned-for \$4500 fee in addition to the mentors' stipends represent a significant burden on the CCCS 2013-2014 budget. The CCCS governing Board will need to decide how to proceed in this matter. STAR test scores were released and the API score for CCCS dropped from last year's score. Mrs. Mullins believes the drop in scores is no reflection on the quality of CCCS staff, but a significant factor that may have contributed to the drop in scores is that there was new-to-grade-level staff in every grade level tested. The drop in our API score and any causal factors will be addressed at the General Assembly meeting October 1, 2013. Because of the transition to CCSS, the State of California may cancel state-wide academic performance testing for the 2013-2014 school year.

- B. **CHIEF BUSINESS OFFICER** – Linda Hovey reported that she is putting the final touches on closing the books for the 2012-2013 school year. She is currently waiting for a total for Special Education services from PUSD. This amount could vary widely. The unaudited actual from 2012-2013 will need to be a discussion item for the next board meeting on October 7, 2013. Our audit will begin October 21st, and the auditor will be present for one week. The CCCS Line of Credit has been fully funded but remains unused to date. CCCS appears to be in good shape budget-wise nearly two months in to the new school year. In going over the CCCS income statement, Ms. Hovey advised that certain items will be reassigned and/or adjusted in the CCCS 2013-2014 budget, as it has not yet been finalized. She has no additional information in our dispute with Solar Cities. She is continually updating with the latest information on the LCFF, which has been unfortunately piecemeal. CCCS received a good response to the family income surveys, and the results will mean an additional \$1000 per qualifying child.
- C. **TREASURER** – Meetings for the Parent Leadership Committee (PLC) have been proceeding and going well. Heather Bradley has been elected Chair of the committee. A Secretary still needs to be elected. The next meeting is scheduled for Tuesday, September 10th at 4:15. Prizes, cakes and other baked goods are needed for the CCCS Carnival. Linda Hovey has assumed responsibility for the fund raising account. It is proving to be challenging. The goal is to start fresh with \$500 in each teacher's account for 2013-2014. The \$500 would serve

as a base figure, and the accounts would be supplemented as more fund raising dollars become available. There is now a binder/ledger system in practice for individual teacher accounts. Currently, there is \$16,756.92 in the fund raising account.

- D. **PUBLIC RELATIONS REPORT** – Paul Inman reports that there are now over 100 members on the CCCS Hawks Facebook page. Because of the no date for the rummage sale glitch on the PRPD electronic message board, PRPD will give us discounted space in the future. There was no availability to advertize the CCCS Carnival on the PRPD message board. Mr. Inman invited Trevor Warner from the Paradise Post to the CCCS Carnival.
 - E. **STUDENT PROGRAMS** – Shawna Howard reported that Volleyball and Cross Country are up and running and uniform shirts for both have been ordered. Shirts for Grandparents’ Day need to be ordered.
 - F. **SECRETARY** – Karen Crist requested admin status for Beverly Gloyd, CCCS BoxTops Coordinator on the CCCS Hawks Facebook page so that she may advise members of BoxTops opportunities in a timely manner. Mrs. Mullins said she would take care of that.
 - G. **PARENT COORDINATOR** – Rob Robertson reported that the Help Counter computer is out of service and a new one will need to be purchased. Currently, parents are signing-in on a clipboard in the office.
 - H. **TEACHER REPRESENTATIVE** – Sheri Eichar reported that the CCCS staff is excited about the school year. Back to School Night was well attended and went smoothly. Positive feedback is coming in. Middle School is going very well. GO Math is getting set up for K-5th. The Staff will have a meeting with Mrs. Mullins to set up a year-long plan to improve test scores. Mrs. Eichar is determined that we improve our test scores.
6. **PUBLIC COMMENTS** – NONE
7. **DISCUSSION ITEMS**
- A. **Spending Plan for Anticipated Common Core Transition Funds** – CCCS will be receiving approximately \$200 per student in additional funds to aid in the transition to CCSS. The state will be releasing half of the funds now, though we won’t see it immediately, and half in October or November. The Board discussed apportioning the

additional funds between technology, professional development, and manipulatives. Use of the money is restricted to CCSS transition only.

- B. **School-wide Technology Inventory and Assessment** – Sheri Eichar will coordinate a school-wide technology inventory and assessment that will be presented to the board at the October 7, 2013 regular meeting.

8. ACTION ITEMS

A. Approval of Out-of-Butte-County Field Trips

1. Emily Mullins motioned that Mrs. Kelsey Allen’s Fourth Grade class be allowed to travel to Sutter’s Fort in Sacramento. Karen Crist seconded. **MOTION CARRIED.**
 2. Karen Crist Motioned that Mrs. Kelsey Allen’s Fourth Grade class be allowed to travel to Mission Dolores in San Francisco. Kelli Thacker seconded. **MOTION CARRIED.**
 3. Rob Robertson motioned that Mrs. Sarah Clunie’s Fifth Grade class be allowed to travel to the Exploratorium in San Francisco. Paul Inman seconded. **MOTION CARRIED.**
- B. Rob Robertson motioned that the \$11,100 initial licensing fee and \$3,400 annual fee for support for the Aeries Student Information system be approved. Karen Crist seconded. **MOTION CARRIED.**
 - C. **MOU with BCOE for CalPADS reporting - TABLED.** Other options to be explored.
 - D. Rob Robertson motioned to approve up to \$1,000 to upgrade the office computer and Help Counter computer. Paul Inman seconded. **MOTION CARRIED.**
 - E. Emily Mullins motioned that up to \$300 may be spent for CCCS Staff shirts. Paul Inman seconded. **MOTION CARRIED.**
 - F. Rob Robertson motioned that each teacher in grades K – 5th may be reimbursed for up to \$50 in Grandparents’ Day-related expenses when they present corresponding receipts. Paul Inman seconded. **MOTION CARRIED.**
 - G. **Parent Volunteers: Oversight and Incentives - TABLED.** The board would like suggestions from the PLC.
 - H. Karen Crist motioned that the board approve the CCCS Field Trip Policy as revised and presented by Emily Mullins. Sheri Eichar seconded. **MOTION CARRIED.**

- I. Rob Robertson motioned that relocating the CCCS marquis sign be dismissed from board consideration. Karen Crist seconded. **MOTION CARRIED.**

9. ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

A. Yard Duty Contract

10. PUBLIC COMMENT RELATED TO CLOSED SESSION ITEMS – None

11. CLOSED SESSION: Closed session called to order by Board Chair Rob Robertson at 8:20 p.m.

12. RECONVENE OPEN SESSION: Open session was reconvened and called to order by Board Chair Rob Robertson at 8:23 p.m.

13. ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION

A. The employment contract of Peg McMahon, yard duty, was approved.

14. ADJOURNMENT – Board Chair Rob Robertson adjourned the meeting at 8:24 p.m.