

Children's Community Charter School
Governing Board Regular Meeting Minutes
Monday, November 12, 2013

- 1) **CALL TO ORDER** – This Regular Meeting of the CCCS Governing Board was called to order by Administrator Emily Mullins at 6:09 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 was absent. A quorum was achieved. Paul Inman excused himself at 8:03 pm. A quorum was maintained. Guests in attendance: Linda Hovey - CCCS CBO, Kristi Bracisco, Katie Townsend, Mikalia Dyer, Jason Dyer, Christine Hanawalt, Terri Alberti, Valerie Leidig, Debbie Marks and Nancy Hardy were present. Guests exited the meeting at the convening of the closed session. Linda Hovey, CBO, returned when open session was reconvened.
- 3) **APPROVAL OF MINUTES FROM PRIOR MEETING(S)** – Emily Mullins motioned to approve the minutes for the October 7, 2013, Regular Meeting. Paul Inman seconded. **MOTION CARRIED.**
- 4) **ADDITIONS/DELETIONS/APPROVAL OF CURRENT AGENDA** – Emily Mullins motioned that the closed session be moved to follow Agenda Item number nine and to add Book Fair locations to discussion items. Karen Crist seconded. **MOTION CARRIED.**
- 5) **BOARD REPORTS AND COMMENTS**
 - A. **ADMINISTRATOR** – Emily Mullins reported that the Winter Concert will be held Wednesday, December 18th at 6:00 pm at the United Methodist Church. The church is kind enough to let CCCS use their facilities for the concert at no charge.
 - B. **CHIEF BUSINESS OFFICER** – Linda Hovey reported that the audit is ongoing.
 - C. **TREASURER** – Kelli Thacker reported that she will present the debits and credit for the Fund Raising account at the December board meeting.
 - D. **PUBLIC RELATIONS REPORT** – Paul Inman reported that he has been making progress with the Paradise Post, but that it is difficult because of the high rate of turnover there.

- E. **STUDENT PROGRAMS** – Shawna Howard reported that there were 60 t-shirt/sweatshirt orders.
 - F. **SECRETARY** – Karen Crist reported that she added a relevant summary of the Brown Act to the Board Packet as a reference tool.
 - G. **PARENT COORDINATOR** – Absent - No report.
 - H. **TEACHER REPRESENTATIVE** – Sheri Eichar reported that the staff has been busy performing student assessments and preparing report cards. Fright Night went well – thank you to Mr. Eubanks. The staff would like to see parent/teacher conferences brought back.
 - I. **STUDENT COUNCIL** – Absent – No Report.
 - J. **TECHNOLOGY** – Linda Hovey, CBO, reported on behalf of Ivor Thomas, who was not present. Ivor is still working on the RFP for wireless internet and should have something for the board at the December board meeting.
- 6) **PUBLIC COMMENTS** – The meeting was opened to public comment and public comment was heard.
 - 7) **CLOSED SESSION** – Emily Mullins convened closed session at 6:35 pm.
 - 8) **RECONVENE OPEN SESSION** – Emily Mullins reconvened open session at 7:51 pm.
 - 9) **ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION** – No Action Taken
 - 10) **ACTION ITEMS**
 - A. **APPROVAL OF SCHOOL CLOSURE ON DECEMBER 7 AND 12, 2012 DUE TO CLASSROOM FLOODING.** Sheri Eichar motioned that the CCCS board approve the school closure on December 7 and 12, 2012. Paul Inman seconded. **MOTION CARRIED.**
 - B. **CLARIFICATION AND APPROVAL OF ADMINISTRATOR SPENDING CAP AND CAPITALIZATION THRESHOLD – TABLED TO NEXT MEETING.**
 - C. **REVIEW OF DELL LEASE BUYOUT OPTIONS – TABLED TO NEXT MEETING.**
 - D. **APPROVAL OF EXPENDITURES FOR OCTOBER, 2013** – Linda Hovey, CBO presented the board with a listing of CCCS expenditures for the month of October, 2013. Emily motioned that the CCCS Board approve the expenditures for the month of October, 2013, as presented. Sheri Eichar seconded. **MOTION CARRIED.**

- E. **APPROVAL OF THE ADOPTION OF A CONSENT AGENDA FOR MINUTES APPROVAL, EXPENDITURES, INDIVIDUAL BOARD MEMBER REPORTS AND COMMITTEE REPORTS** - Adoption of a consent agenda could potentially reduce the length of board meetings and allow board members additional time to review support documentation. Emily Mullins motioned that the CCCS board adopt a consent agenda format for minutes approval, expenditures and individual board member and committee reports commencing with the December board meeting. Sheri Eichar seconded. **MOTION CARRIED.**
- F. **APPROVAL TO ENGAGE A CPA FOR THE CCCS CORPORATE TAX RETURN PREPARATION** – Linda Hovey, CBO, suggested that the board engage Amy Merlo, CPA, as she is extremely familiar with the school. Emily Mullins motioned that the board approve engaging Amy Merlo, CPA, to prepare the CCCCS Corporate tax return. Sheri Eichar seconded. **MOTION CARRIED.**

11) INFORMATION AND DISCUSSION ITEMS

- A. **REVIEW OF 2012-2013 UNAUDITED ACTUALS** – The unofficial closing of the books for the 2012-2013 school year as presented by Linda Hovey, CBO. Supporting documents attached.
- B. **AUDIT UPDATE** – Linda Hovey, CBO, reported that the ongoing audit has been grueling, but that we have passed the audit exceptions CCCS received last year. Of particular note was how well and precisely Melissa Dewell, Office Manager, implemented the processes suggested by the auditor following last year’s audit.
- C. **BOOK FAIR LOCATIONS** – Kelli Thacker reported that she is having difficulty finding a home for this year’s Book Fair, as Mr. Eubanks requested that it not be held in the science lab this year. The mobile is the current choice, but it means displacing the Discovery Club on Wednesday. Mrs. Eichar suggested they use her classroom to the Discovery Club for that one Wednesday during the Book Fair.

- 12) **ADJOURNMENT** – Emily Mullins - Administrator adjourned the meeting at 8:30 pm.