

Children's Community Charter School
Governing Board Regular Meeting Minutes
Monday, August 18, 2014

- 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:** Emily Mullins - Administrator, Nicole Cline – Treasurer, Karen Crist – Secretary, Niki Haun – Parent Coordinator, Sheri Eichar – Teacher Representative, and Shawna Howard – Board Chair and Student Activities were present for roll call. A quorum was achieved. Guests in attendance: Linda Hovey - CCCS CBO, Jen Carvalho, Ben Carvalho, Brenda Sobon and Naomi Furst were present.
- 3) Sheri Eichar motioned that the board approve the minutes of the 5-12-14 regular meeting and the 5-19-14 special meeting. Emily Mullins seconded. **Voting AYE:** Sheri Eichar, Emily Mullins, Karen Crist and Shawna Howard. **ABSTAINING:** Niki Haun and Nicole Cline. **MOTION CARRIED.**
- 4) Sheri Eichar motioned that the board approve the minutes of the 6-9-14 regular meeting. Emily Mullins seconded. **AYES UNANIMOUS. MOTION CARRIED.**
- 5) **APPROVAL OF ADDITIONS/DELETIONS TO THE CURRENT AGENDA** – Karen Crist motioned that the board approve the current agenda with the deletion of item 9E. Emily Mullins seconded. **AYES UNANIMOUS. MOTION CARRIED.**
- 6) **APPROVAL OF WARRANTS FROM MAY, 2014** - Karen Crist motioned that the warrants from May, 2014 be approved. Emily Mullins seconded the motion. **AYES UNANIMOUS. MOTION CARRIED.**
- 7) **BOARD REPORTS:**
 - a. Administrator: Emily Mullins reports that Mr. Mike has been busy beautifying the campus. New carpet has been installed in rooms 5 and 8 and the remaining classroom carpets have been cleaned. Cracks in the blacktop have been filled and sealed. The former conference room is now the Sunshine Room, a space that will be used for intervention, special needs and special meetings. Electrical upgrades have been made throughout the campus thanks to the Prop. 39 funds. Kindergarten and New Family orientations went very well and were well

attended. Susan Davis from PUSD will be meeting with the Charter Committee on Tuesday, September 9th to answer questions regarding the charter renewal process. It is Emily's goal to have our charter petition of the PUSD board agenda in November. The scores for the Science portion of the CST have come in and are generally outstanding. 5th Grade: 33% advanced, 50% proficient, 5% basic and 0% below basic. 8th Grade: 52% advanced, 33% proficient, only 4 students were at basic and 0 were below basic.

- b. Treasurer: Nicole Cline reports that she is looking forward to meeting with Linda Hovey, CBO, to discuss ways to evolve the Treasurer's position into a Fund Raising Coordinator position.
- c. Board Chair and Student Programs: Shawna Howard reports that Flag Football for boys and girls in grades 3-5 and 6-8 will begin soon through the Paradise Recreation and Parks Department. The teams will be playing against other schools in Paradise.
- d. Secretary: Karen Crist has no report.
- e. Public Relations Coordinator: No report – position is currently vacant following the resignation of Paul Inman.
- f. Parent Volunteer Coordinator: Niki Haun reports that she has been very busy getting parents signed up for parent participation, which has proved to be challenging. She has concentrated on getting the K-5 coordinated since the need for parents is greatest in those grades. She is still working on Middle School. She is also working to schedule extra coverage for lunch, morning recess and the Snack Shack. She is trying to make sure the classrooms get cleaned as often as possible. Kelsey Allen would like parents to help out with Middle School math.
- g. Teacher Representative: Sheri Eichar reports that this is an extremely busy time for the teachers. The teachers are very appreciative of the administrator's and the

board's support. There were good professional development opportunities over the summer. There are still technology issues in the classrooms that need to be resolved. The teachers are remaining patient and will endeavor to follow the proper procedure for reporting technology issues. The classrooms look great and the teachers are ready to begin the school year.

- 8) **CBO REPORT** – Linda Hovey, CBO, reported that the bathroom is completely repaired and all claims have been closed. She and Mike have really been looking at the maintenance needs of the campus and taking care of as much as possible. She would like to specifically recognize Mike for all of his efforts. She was able to make the facilities payment to PUSD in a timely fashion and is pleased to report that there are only two payments left until CCCS is the clear owner of the campus. CCCS was not awarded a facilities grant by the state – we just don't qualify high enough. The Prop 39 clean energy fund from the State of California seems to be evolving as time passes. The new plan must now be put in the state required format, which she hopes to have completed by the end of August. The consultant from PG&E has been very helpful throughout the process. The lights are not working in the ladies' bathroom in the office because of the volume of the ventilation fan. That will be resolved. She reports she is very pleased to have received a new computer, which has made her work less frustrating. The class sets of Chromebooks from Dell are on backorder with a projected delivery date of 10-26-14. She hopes that we will be able to receive a greater amount of money from the mandated block grant. She is still in the process of closing the books. The unaudited actual will be ready for approval at the next board meeting and will be submitted to PUSD by 9-15-14. Four new picnic tables should be arriving in the next 2-3 weeks. Income surveys have gone out to all families at the school. She cannot stress how important it is that we get ALL the surveys returned. Niki Haun will help her with that.
- 9) **IT REPORT** – Linda Hovey, CBO reports that Stephen has been working on the WiFi upgrade. Extender ARUBA units have been ordered. They will be configured and installed soon, hopefully by the beginning of September. Dell laser printers have been installed in all but two classrooms. Teachers have been urged to use the printers to print out class sets of worksheets using their printers as they are actually less costly than using the copier. A color printer

has been set up in the business office for special projects. The computer carts both have functioning printers. She is going to encourage Stephen to come to the next meeting.

10) **PUBLIC COMMENTS** – No public comment.

11) **ACTION ITEMS**

A. APPROVAL OF \$3500 ANNUAL STIPEND FOR LEAD TEACHER AS WRITTEN IN THE CCCS LCAP: Emily Mullins motioned that the board approve a \$3500 annual stipend for the lead teacher as written in the CCCS LCAP. Shawna Howard seconded. **VOTING AYE:** Emily Mullins, Karen Crist, Shawna Howard, Niki Haun and Nicole Cline.

ABSTAINING: Sheri Eichar. **MOTION CARRIED.**

B. APPROVAL OF WARRANTS FOR JUNE AND JULY, 2014: Nicole Cline motioned that the board approve the warrants for June and July, 2014, and shift routine CCCS banking functions to NCNB, while leaving payroll and the CCCS debit card at TriCounties Bank. Shawna Howard seconded. **AYES UNANIMOUS. MOTION CARRIED.**

C. APPROVAL OF THE REVISIONS OF THE CCCS STUDENT AND FAMILY HANDBOOK: Karen Crist motioned to approve the revisions to the CCCS Student and Family Handbook as presented by Emily Mullins, adding the language “without the assistance of medication” to page 27. Shawna Howard seconded. **AYES UNANIMOUS. MOTION CARRIED.**

D. APPROVAL OF A NEW CLASSIFIED SUPPORT POSITION TO BEGIN AUGUST 25, 2014. Karen Crist motioned to approve the new classified support position to begin August 25, 2014. Niki Haun seconded. **AYES UNANIMOUS. MOTION CARRIED.**

E. DELETED FROM AGENDA.

F. APPROVAL OF THE PURCHASE OF A NEW MODULAR STAGE FOR THE DRAMA PROGRAM AND CCCS SPECIAL EVENTS IN THE AMOUNT OF APPROXIMATELY \$1500. Emily Mullins motioned to approve the allocation of up to \$2000 from the Fund Raising account for the immediate purchase of a new modular stage. Sheri Eichar seconded. **AYES UNANIMOUS. MOTION CARRIED.**

12) **DISCUSSION ITEMS**

A. OVERVIEW OF THE BEGINNING OF THE YEAR ACTIVITIES: Many CCCS activities are coming up in the next several weeks including the

General Membership Meeting at Jubilee on 9/16, Grandparents Day on 9/26, and the Fall Carnival on 10/10. Charter renewal activities will be ongoing.

- B. GOVERNING BOARD PROTOCOLS AND LEGALITIES – OBLIGATIONS AND DUTIES OF BOARD MEMBERS** – The board engaged in a brief discussion of the legal obligations of the board members vis a vis The Brown Act, and also the importance of attending the board meetings and diligently performing the duties of the position to which you were elected.
- C. ADOPTION OF AN OATH OF OFFICE FOR CCCS BOARD MEMBERS:** The board reviewed various samples of oaths presented by Karen Crist. She will bring a customized oath of office for the board to discuss and approve to the next regular board meeting.
- D. CCCS GOVERNING BOARD DUTIES FOR INCLUSION IN THE CORPORATE BYLAWS AND THE CHARTER RENEWAL DOCUMENT:** After a brief discussion, the board determined that a special meeting will be held Monday, August 25th at 1 pm to read through, discuss and revise the CCCS Non-profit bylaws.
- E. PARENT PARTICIPATION:** Niki Haun will set up a table at Back to School night to try to capture the parents not already scheduled for their volunteer hours.

13) **ADJOURNMENT AT 8:05 pm.**