

Charter School of Morgan Hill



Board of Director Minutes July 9, 2002

Closed session began at 7:00 PM

Open sessions began at 7:48 PM

Board Members Present: John Varela, Cinda Meister, Sharon Sousa, Paige Cisewski, Myles Taketa, Lynn Mitoma and Joy Moody (staff rep alternate)
Absent: Marcy Tomscheck

Attended, non-voting: Mary Smathers, Noreen Bergin, Chudette Beatty, Debbie Hargadon

Guests identified below.

No public comment.

Guest Presentations:

Update from Extreme Learning Center (ELC) – D Payne. City did not approve the use of the space in our center for the facility for ELC. The space would have to have been retro-fitted for educational use, which makes it unreasonable from a cost perspective. Sad for CSMH. Mr. Payne indicated he was looking at other spaces in Morgan Hill and would still like to have an agreement with CSMH, but indicated it would be different, now that he doesn't require signage, etc. Varela requested that he put forth a new proposal for the board – and get it to the Board as soon as is possible, so they'd have time to review it and be ready to act by the next Board Meeting. Mr. Payne agreed.

Playground committee: Sam Stratton, Hugh Davidson, Dave Affortit, Russ Chagnon presented. Missing were Doug Wilbur and Charles Lewis and Eagle Scout candidate Ryan Shephard. They were looking for direction from the Board before they felt they could make a recommendation for "re-designing" the playground. Following is a summary of the discussion: The school does not yet have the 22K loan from the City, but it should be coming "soon". We must leave this space the way we found it when we leave the premise, so tearing out the blacktop surface only to replace it after 1 – 2 years is not a good use of the funds. Also, most "playground structures" are not meant to be moved. The committee does have the discretion to spend the 22K as it sees fit, but it must include design, install and maintenance. What makes most sense due to the short nature of our lease is to do minimal upgrades now which include no change to the surface, and keep the bulk of the money to implement a playground at the next, permanent site. Varela indicated that the search for a site has been moved up to where we are trying to be out of here after one more school year.

Playground committee proposed the spending of up to \$2500 in playground improvements, before the 22K is officially received – for balls, painting new lines, netting, tether balls, another Basketball hoop etc. Agreement reached by all that the committee could get started. Sousa suggested that they write a

letter to be sent out with Parent Handbook explaining why students would be coming back to NO set play structure. Committee thought this was a good idea – Committee action to Debbie Hargadon before August 12.

Action Items:

Elect Board Officers. Charter calls for a President, Secretary, and CFO – who does not have to be a board member. Board President: Responsibility is to work with Smathers (Director) to set the agenda, represent school in public, facilitate meetings, fiscal responsibility in signing documents, etc.

Each new Board Member should have a copy of the Bylaws, the Charter, Brown Act rules and responsibilities. *Secretary action.*

Cisewski suggested Eileen Feeny be re-appointed as CFO. All approved 7 – 0. (not a Board Member, but a parent and the current CFO).

Secretary – currently is Sousa. Cisewski nominated Sousa as Secretary. All approved 6-0. Sousa abstained.

President – Varela has been serving as interim President. Taketa nominated Varela for President, Sousa seconded. .Approved 6-0. Varela abstained.

Vice President – Motion to create the position of VP made and seconded. Approved 7-0.

Cisewski nominated for Vice President by Meister. Taketa seconded. Approved 6-0. Cisewski abstained.

Regarding setting a Board of Director’s Calendar and establishing a meeting time: Cisewski expressed since we are still so new as a school, she’d not feel comfortable meeting less than 1/month. Varela also suggest the Board consider taking a month off at some time in the year. Summer months are too important in the school year. December seemed like a potential target.

Board stressed the importance of getting the agenda, principal’s report, director’s report, and action item back up 72 hours before the meeting. Email is ok, just so it comes. This hasn’t happened and there was previous agreement to do it. *New agreement was reached that Board Packets would be available at the school for pick up on the Thursday before the Board Meeting, which will continue to occur on Tuesday evenings at 7 PM.*

Regarding Financial Reviews for each month, all agreed to reduce what is presented monthly. Varela suggested there be a *Quarterly Financial Review* of the P & L, Balance sheet - Year to Date, and Budget Review with actuals to date. Monthly, only address significant sways from the budget either positive or negative.

Beatty stated the Board needs to agree on how to place an item on the agenda. Beatty stressed that the agenda not be filled with one person’s agenda. People can meet and discuss issues independently as long as there are not more than 3 in attendance. More than 3 is a meeting, according to the Brown Act.

August meeting date was in question due to vacations schedules and conflicts. Determined the next meeting is Thursday, August. 8 at 7 PM.

Approved Declaration of Need for Fully Qualified Educators. The State of California mandates that we need a form on file with the state stating we may have a need to hire someone without a full teaching credential. This allows us to hire a non-credentialed person, so they might apply for an emergency credential. Cisewski motioned that this be approved. Approved 7 – 0.

Hiring recommendations: We don't have anything documented that a Board member MUST be on the hiring committee, but all agreed it was a good idea if it could work out. Mitoma and Tomsheck have been representing the Board on this year's hiring committee. Board told Sousa they didn't feel they needed to approve hiring of teachers, they just want to be advised of the contracts after they are signed.

Approve Principal and Director's goals for the upcoming year: Goals are not complete for either position. These are pieces of the goals as job descriptions needed to be recreated because there are no soft copies at the school. Varela asked why the Board needs to approve these goals. Smathers and Sousa said it is information for the Board to have.

Discussion Items:

School family survey – too big of a document to send around via email. Tabled to future meeting.

School calendar . Sousa wanted to call attention to the Board the number of half days set aside for Staff Development (14 days half and 3 full), and warn that half days may move from Wednesdays to Tuesdays. Varela says he only wants to see the final version and will leave it to the Staff to set the Calendar.

Varela questioned “When is our meeting with the district?” Smathers and Beatty are still trying to schedule the preliminary meeting around vacation schedules. Time set aside for the Charter dictated presentation to the MHUSD Board will be end of August or early Sept. MHUSD Board meetings are the 2nd AND 4TH Monday's of the month. Varela requested that all CSMH Board Members be at this meeting and that we be early on the agenda.

Budget update: CA State budget cuts to education. It will affect us. Some items went up, and some went down. Still an open item with the State.

Moved middle school program and enrichment programs to next meeting. Mitoma volunteered to help do this outside of scheduled board meeting.

Next met August 8 – Thursday. Mtg adjourned at 10:00PM.

Respectfully submitted,

Debbie Hargadon
Administrative Assistant.

for

Sharon Sousa
Board of Director's Secretary