

Charter School of Morgan Hill



Board of Director Minutes

Oct. 1, 2002

Open sessions began at 7: PM

Board Members Present: John Varela, Myles Taketa, Cinda Meister, Sharon Sousa, Paige Cisewski, Lynn Mitoma and Marcy Tomscheck, Claudette Beaty

Also in attendance: Mary Smathers, Claudette Beaty, Joy Moody (staff rep alternate), Debbie Hargadon, Noreen Bergin

Late arrival: Elaine Feeny

Open comments from the Public:

Smathers passed out the final language that was prepared for MOU changes. A final copy of the letter to Dr. McKennan dated Sept. 30 was handed out at the meeting. See attached.

Regarding the billing for Special Ed Services. Smathers suggested if MHUSD receives money for special Ed, and we are not receiving service, we should consider requesting to be reimbursed for the period of no service. Last year we did not receive services for 2 months. All agreed that last year was over the damn, however, we are off to a delayed start again this year. Smathers suggested that we implement Section E, where MHUSD would reimburse CSMH for the delayed start of special Ed services. Smathers has passed this on to our attorneys for input and will provide more information at the next meeting.

Next issue from Smathers: parents looking at the school's population as a marketing target. Realtors are suggesting they would give a portion or percentage of fees back to the school if a parent with students here used their services to either buy or sell property. We need to discuss this as an agenda item in the next meeting to revise our exiting policy.

Comments regarding Board Packet

Updated financial statements and final request draft letter to MHUSD for Prop 39 are included in this Board Packet. A revised profit and loss is included to show 9/30 payroll, action income and mostly action expenses.

Penciled in first qtr comparison to approve budget from last spring. Total fundraising to date is 66K vs. 50K budgeted. We don't receive all state funding at the correct time as it is paid in arrears. We are receiving money on a lower amount than our current roster, but it will catch up

Total facilities off due to playground expenses.

Payroll was under budget for workers comp.

District Salaries and Benefits are closer to 83% of total budget.

Enrollment update by Sharon – 288 students by Thursday Oct. 3. Only 12 spots open in the entire school.

Lynn inquired about language arts position. Is hard to find qualified candidates who are truly interested in 8 – 10:30 daily, but we are still searching.

John commented on the web site: well done and user friendly. Kudos to whoever designed it and who maintains it!! Mary Chagnon and Scott Schweitzer !! Congrats and thanks!!

Action Items

Approve part 1 of staff handbook:

Comments: Sharon offered suggestion -- propose that we adopt it in sections. There is conflicting language between template that was sent to us vs. employment contract. She felt that staff needed more input into the Handbook Language than was currently being given to them.

Varella asked how much more time is needed for the Board to approve the entire document. SS thought that we would be working through adding and changing the handbook throughout the year.

PC suggested that we throw out the label of Handbook and construct the same paperwork as Policies and Procedures.

Smathers said many other Charter schools also have a handbook like this template, as it came from our Attorneys. Bergin pointed out that many of these sections really are just policies and procedures, so maybe it is just the presentation that needs some work.

Discussion resulted in the fact that the agenda needs to be structure differently to state exactly what titles/sections of policies are up to be approved. Staff can determine which policies will be on the next agenda. The tech policy needs to be included.

Sousa suggested that she put together a proposed time line for approval of sections for this – so all parities understand the time line for review and priorities.

Action: It was agreed to approve the Handbook by section titles. Sousa will prepare a draft of the sections to be reviewed by staff by date.

Approve Procedures for Board Meetings:

John indicated he would like to give members of the public at least 5 minutes to speak on non-agenda items. Discussion around speaker cards and a process of accommodating the “public” **Decision was** yes to SPEAKER CARDS in order to define an order if there is more than one person to address more than one issue. Each requested to stay to 5 minutes. Want to emphasize structure and a friendly atmosphere. No personal attacks allowed. These things should be included on the speaker card to give the “public” some idea of the rules. If they want to comment on an agenda item, there should not be a limit. We should hear what they have to say.

Discussion items:

Review final Proposition 39 facilities request to MHUSD and discuss process

What happens now that the final letter for Prop 39 request to the District? We will wait for a response. By law MHUSD must respond by April 1, 2003.

The Board formally requested through Beaty to have PROP 39 placed on the MHUSD agenda. Claudette said she'd pass the request on to the Superintendent's office, but she added "it's best to have it in writing."

Part 2 of Student handbook. See action item for Part 1 of Handbook.

Discuss Enrichment program

Mitoma stated concerns about the quality of the enrichment program and schedule of the program. She requested that a schedule be provided to the Board.

Actions: Sousa will ask the Enrichment teachers for their input for regarding the current enrichment programs. Sousa will come back to the Board next meeting with some recommendations and a request for more dollars if that is needed. She will provide an Enrichment Schedule for the Board.

Review Annual report to the Board - outline only from the Charter.

Staff Development plan and timeline. New handout given. This was asked for and meant to be used as positive PR. **Action:** ask Mary Chagnon add this document to the web site.

Final comment by Varela regarding Clos La Chance fundraiser on Sept. 21. He thought it was spectacular. He thought it was a major event, a great party and successful fundraiser for the school.

11 tech people when to Fry's reject building and got 14 pallets of stuff.

Meister motioned that we adjourn. Tomsheck seconded. All agreed.

Next meeting November 5 at 6:30 PM for closed session. Open session at 7:30. Adjourned at 9:25 PM

Respectfully submitted,

Debbie Hargadon
Administrative Assistant.

for Sharon Sousa
Board of Director's Secretary