

draft
**Charter School of Morgan Hill
Board of Directors meeting minutes
July 31, 2003**

2002-03 Board members present: Sharon Sousa, Paige Cisewski, Cinda Meister

2003-04 Board members present: Mary Smathers, Joy Moody, Cinda Meister, Linda Ullah, Scott McDonald, Dana Miller

Not present: Lynn Mitoma, Claudette Beaty

Open Session: 7:10 PM

Mary Smathers welcomed everyone and stated that the new Board members were officially sworn in and that since the incoming Board has not yet had an opportunity to elect officers, she would preside over the meeting.

Approval of Minutes

Cisewski noted the need for the following correction to the June 10, 2003 minutes: all 5-0 and 7-0 votes should be changed to the actual 6-0 vote. Members of the 02-03 Board voiced approval of the content. Miller motioned to approve the amended version, with Meister giving the second. Motion approved 6-0.

Introductions

Outgoing Board members have the opportunity to offer “words of wisdom”

Smathers read a note of congratulations from outgoing Board President John Varela, who was unable to attend the meeting. He is available to meet with or speak to Board members anytime.

Cisewski also offered congratulations and requested that the Board continue to consider the school’s mission/vision and charter in all decisions. Challenged members to think out of the box, to strive to educate innovatively and maintain focus on the children – strive for them. Keep looking at the big picture and challenge yourselves to be unique.

New Board introductions

Smathers discussed the purpose of a Board of Directors: 1. follow the mission, vision and charter, 2. oversee student achievement as it pertains to #1, 3. ensure financial responsibility, 4. administrative staff and leadership oversight and evaluation. She emphasized the need to maintain focus and avoid being distracted by the little things.

All present had the opportunity to introduce themselves and give brief background information.

Public Comment

Smathers reviewed the speaker card system for new Board members.

Smathers speaks to an issue as the representative for several parents that were unable to attend the meeting: a group of parents were upset about the decision to change the school start time from 8:15 AM to 8:00 AM without letting parents know that this was being considered thus excluding parental input on the subject (Board and staff were notified and discussed the issue). There was concern that some parents might not even be aware of the time change yet. Wondered if there were options – change it back or Moody suggested conducting an e-mail poll of parents? Moody commented that the decision was made before it was known that daycare would be available in the mornings. Miller commented that she, as a parent, was also not happy with the decision or the process and expressed concern that the time change made it necessary to cut time from the Kindergarten program. With the already longer commute time and the addition of carpools for some families, this could require some families to leave home that much earlier. Also, less sleep for students was a concern.

Sousa stated that some middle school parents were told at a meeting and that some parents commuting to San Jose had indicated that this would be helpful for their schedules. The school hours were mailed out to families with report cards in June. McDonald wonders what the normal process for this kind of change would be. Answer was that there isn't any specific process, it isn't a Board issue, it is Administration's decision regarding the process used.

Comments/questions from Board on Director and Principal reports:

Smathers passed out a draft of end-of-year financial report and offered congratulations to the 2002-03 Board because the school is \$10 K in the black, ahead of the anticipated \$20 K in the red.

Site update – an interested party has visited the old school site 4 times with a variety of people each time. There have been no discussions regarding whether or not they have any interest in sub-leasing the space.

Smathers updates re: the Rite Aid Sublease negotiations. Our attempts to have Rite Aid let us out of our sublease early have stalled. Rite Aid may be pursuing ending their own lease with the building owners early (prior to the May 2004). Current budget does not include the last 4 months of the sublease. McDonald doesn't see any reason to think they would let us out early and recommends budgeting for the sublease payments through May. Sousa mentions that the other tenants and the ownership group in the complex have been very supportive of our stay in the center and they, and the owners would probably welcome another school. Discussion of potential sub-sublease, but McDonald comments that this will be difficult because it is such a short term and there is no guarantee that the sub-sublessee could then get a lease with the owners in May 2004. He suggests checking with Rite Aid about the ease/difficulty of getting a sub-sublease completed in case there is that opportunity.

ACTION ITEM FOR SMATHERS: 1. budget adjustment, 2. check with Rite Aid about ease of sub-sublease procedure.

There were no questions or comments regarding the Principal's report.

Action Items

1. Board Officers – review positions and process and plan for elections in August

Discussions of the proposed job descriptions. McDonald proposes Smathers is acting CFO while we recruit someone else. Also discussion of some changes to the Administrative and Community descriptions.

McDonald motions and Meister seconds that the approval of the **Board job descriptions** be postponed until the August 19th meeting, allowing for some re-working of the job descriptions prior to elections. Motion approved 6-0.

Discussion of the proposed **Board of Directors Election Policy**. Suggested amendments include: 1. strike the section pertaining to Board Advisors as this is premature to include since an Advisor Policy is still a discussion item and any information pertaining to Advisors can be included in that policy, 2. add “At least one week” to the beginning of sentence #1, 3. add “Procedures” before the description of the nominating and election procedures, 4. strike sentence #2 of the nomination procedures.

Meister motions and Miller seconds to approve the **Board of Directors Election Policy** as amended. Motion approved 6-0.

Following some discussion of potential candidates for Board officers, Smathers motions and Ullah seconds to postpone **Election of Board Officers** until the August 19th meeting. Motion approved 6-0.

2. Approve Facilities Agreement and Revised MOU with Morgan Hill Unified School District

Smathers offers explanations and answers questions in regards to the following items: maintenance, requirement for written approval prior to construction at the site, site renewal requirements, special education contract and payments, and playground equipment safety report.

ACTION ITEM FOR SMATHERS/SOUSA: check on playground equipment usage by K-3rd graders.

Moody motions and Meister seconds to approve the **Facilities Agreement and Revised MOU with Morgan Hill Unified School District**. Motion approved 5-0 (with McDonald abstaining)

ACTION ITEM FOR SMATHERS: give a copy of the D & O insurance policy to all Board members.

3. Approve Revision to Facilities Use Policy

Smathers explains that CSMH currently has a broad Facilities Use Policy and a rather broad set of procedures. Some revisions are needed to make this policy workable in CSMH’s new site and to make it applicable to as many potential facility users as possible. Additionally, it is proposed that the Facilities Use Policy undergo a thorough re-writing to give it more detail such as is outlined in MHUSD’s policy.

Discussion about the importance, as a public entity, that the school’s policy continues to be open and non-discriminatory.

Miller motions, and Ullah seconds, to approve the **Revision to the Facilities Use Policy** with the understanding that Smathers will bring a more detailed policy before the Board in the next few months. Motion approved 6-0.

ACTION ITEM FOR SMATHERS: re-work the Facilities Use Policy for consideration in September.

4. Approve Revision to Materials Distribution Policy

As with the facilities use policy, because of the new site, there is a need for further clarification the types and quantities of materials that may be sent home to CSMH families from groups that rent or use

the facility. There was discussion about the proposed addendum to the current policy and of other options including adopting a policy similar to MHUSD's.

McDonald motions and Moody seconds to postpone the vote on the **Materials Distribution Policy** until the August 19th meeting to allow time for further re-working of the policy. Motion approved 6-0.

ACTION ITEM FOR SMATHERS: Add detail to Materials Distribution Policy using MHUSD's policy as an example.

5. Select Regular Meeting Date for Board Meetings

After a brief discussion, Miller motioned and McDonald seconded that the CSMH Board of Directors meeting continue to be held on the second Tuesday of every month, beginning at 7:00 PM unless otherwise specified. Motion approved 6-0.

Discussion Items

1. Administrator Goals – discussion on format and goals, approval in August

There was general discussion about the importance of goals to focus Administration efforts and to allow the Board to be able to perform its responsibility of Administrative evaluation. Also, there were specific comments on the drafts of Principal and Director goals and the preferred format.

Specific comments regarding goals:

McDonald commented on the importance of stating the reason for each goal – what is the identified problem that this goal is attempting to correct? Also, that fundraising goals should be separate from finance goals.

Miller expressed the importance of goals being objective and measurable (determine how success is measured), of “implementation goals” using discipline goals as an example, with the re-writing of the discipline plan being a short-term goal under the longer term goal of consistent implementation of the discipline plan. Goals should be directed toward items that will specifically be implemented by the Administrator and items that will be implemented by another individual should be a part of that person's goals. Need for specific timelines for completion of short and long-term goals.

Ullah emphasized the need for regular interim reviews of progress with specific action plans for each Administrator and agrees with the need for objective and measurable goals.

Moody also agrees with objective and measurable goals and asks about staff development/in-service time involving the Love and Logic philosophy.

Discussion of the need for a process to evaluate the potential role of the Love and Logic philosophy (or any other philosophy) at the school. Moody reports that a group of staff members are very interested in pursuing this. Smathers emphasizes that no decision has been made that it will require a great deal of investigation and parent education. Miller feels that it contains many very valuable strategies, but is

concerned about parent buy-in and wonders if it comprehensive enough in areas such as conflict resolution.

Cisewski stressed the importance goals being tied to student achievement and that the over-riding goals for the school are larger issues related to respectful environment and academic achievement...Miller added that this ties into the need for long-term strategic planning including goals for project-based learning in the classroom.

Discussion that administrative evaluations would include consideration of performance on both goals and job description.

Format – there was confusion about the format that was requested for the administrative goals. McDonald suggested that the goals be written in paragraph format to allow for the inclusion of important details such as the reason for the goal, and that the grid format sent out by Lynn Mitoma be used as an action plan/checklist. This was agreeable to everyone.

It was determined that there was a need for the Board to have a block of time to meet and work with Administration to set goals together. Agreement that this was very important to do thoroughly and also to avoid unnecessary time spent by Administration writing and re-writing goals.

ACTION ITEM FOR EVERYONE: look carefully at the topics proposed as goals in preparation for August meeting

Plan: the August 19th Board meeting will be structured to include: a mini-workshop and orientation to the Brown Act, setting of Administrative goals, approval of Board Roles and Responsibilities, election of Board officers and approval of a materials distribution policy.

Other Discussion Items :

Due to the lateness of the hour, it was decided to postpone discussion of Community Interest in a Charter High School, Advisor Policy, and Request to Use Non-Profit Status until the September 9th meeting.

Adjourned: 10:44 PM

Next Meeting: Tuesday, August 19th
 6:00 PM
 Location TBA