

# Charter School of Morgan Hill

DATE: October 14, 2003  
TIME: 7:30 PM  
DAY: Tuesday  
LOCATION: CSMH - Staff Room

REGULAR MEETING  
BOARD OF DIRECTORS

9530 N. Monterey Road  
Morgan Hill, CA

## MINUTES

### I. CLOSED SESSION

Began at 6:00. Nothing to report. Will reconvene after Board meeting

### II. OPEN SESSION

Meeting began at 7:40 PM

Roll Call: Present: Cinda Meister, Joy Moody, Linda Ullah, Scott McDonald,  
Dana Miller, Lynn Mitoma, Mary Smathers

Absent: Claudette Beaty

Also Present: Sharon Sousa, Debbie Hargadon, Scott Schweitzer,  
Bob Wambaugh, Stephanie Affourtit, Paige Cisewski,  
Lori Osumi, and Kay Feskanin.

### III. APPROVAL OF MINUTES OF THE LAST MEETING

Miller initiated discussion of new format of the minutes as agreed to at the September 9<sup>th</sup> Board Meeting.

- Requested more content be included
- Points presented in bullet format
- Wants Public to be aware through the record the Board is thoughtful and thorough in their discussions
- Wants CLEAR ACTION items pulled out for reference in future meetings

Miller indicated she did not see anything missing from the Sept. 9 minutes.

Motion by: Meister

Ayes: Unanimous

Second by: Miller

Noes: -----

Abstained: McDonald

### IV. PUBLIC TO SPEAK ON ANY ITEM NOT ON THE AGENDA

Scott Schweitzer: regarding his letter to the Board. He is asking for 3 items from the Board:

- 1) He would like the Board to approve no spending on the "Make It Happen" technology money from Clos La Chance Fundraiser until there is a formal proposal for the spending.
- 2) Review any accounting or money spent on technology.
- 3) Initiate a formal process for future hiring of skilled resources for the school.

Ullah replied she would like to be involved with the Technology Committee to help author or revise the existing tech plan, as she indicated, this is what she does for a living.

**V. Director's Report. See attached packet.**

**A. Portables:**

- Still not hooked up. District doesn't like the bids from Electricians. Continuing problem.
- Re. Mr. Cross to Room 15. The tech team and Mark, tech engineer, strongly suggest we use the room currently wired as computer room, which is Room C, currently Mr. Cross's room. He will relocate to room 15 so this can happen.
- Room B, Mrs. Love's current temporary 4<sup>th</sup> grade room, is still planned to be space for part time teachers and parent workroom.

**B. Computer spending**

Miller noted we were approaching 5K in spending regarding computer connections. Smathers indicated it would be right at 5K as there are still more things to complete. Goal is to get 2 working computers in each classroom.

**C. A revised forecast was issued based on the following corrections:**

1. 340 kids vs. 360
2. Actual projected income from State
3. 30K income from last year's CSR (class size reduction) due us from state - past due
4. New line item for technology support
5. Rite Aid rent for all year
6. Update NEW SITE expenses, based on fall actuals.
7. 33K for demolition of Old Site is NOT in revised numbers.
  - 1) Rite Aid would like Dollar Tree to continue a sublease through Rite Aid for 15 – 20 years. Potentially, we would not do any demolition; only remove the chain link fence in back.

**D. Other budget clarifications:**

1. Budget in the P & L is the exact budget that was passed by the Board last spring.
2. Class Size Reduction is not included in the P & L
3. Clos La Chance. \$57K is the net amount. Expenses were approximately \$8.5K. Expenses have not been pulled out yet. Only income net is shown.
4. Make It Happen money will be taken out of fundraising income and put into technology expense at the end of the services. This is \$10.5K
5. There is an error in STRS for the month of July. The actual of 4381 is correct.
6. McDonald noted that a shortfall of 20 students, therefore \$100,000, should be in the Director's Report.

E. Budget meetings

Frustration was expressed because the line items themselves and the numbers were inconsistent month to month. Smathers responded that this occurred due to more accurate information at this point in time. McDonald suggested we adopt a “project forecasting cycle” to be reviewed bi-monthly (the frequency was agreed to). McDonald suggested that you always stay fixed on the approved budget--- but monthly you drop in the actual and then re forecast what you think is going to happen throughout the remainder of the fiscal year based on the best information you have. The budget does not change, but the forecast to the budget number will. Every two months, prior to the scheduled board meeting, the budget committee would meet, they look at forecast of what would be going forward and why, and re forecast would be presented to the board for approval or rejection. In a “budget” meeting – you document your changes so you have a running list of what has changed and why. Usually the budget committee makes a recommendation for the Board to approve the forecast. You want to be giving financial guidance to the Board based on the most current information that you have. You will always have a revised “current look” every two months.

F. Formal Request for Facilities, under Prop 39 - Miller requested that in the future the Board be able to see the Facilities Request packet from CSMH to MHUSD as required by Proposition 39 in the Sept. Board Meeting before it gets submitted to MHUSD by Oct. 1.

**VI. PRINCIPAL’S REPORT**

- A. We are at 341 students.
- B. Mathscapes books for grades 6, 7, and 8 are here now.
- C. Staff development has been focused on Mathscapes, math and PBL
  - 1. Stacy Emory from San Carlos Learning Center did presentation
  - 2. Linda Ullah did 6 hours on PBL where staff will earn college credit for the workshop
  - 3. Jim Lovell from History Alive is coming in Jan.
- D. Moody expressed concerns regarding enrollment numbers. Discussion centered on how to “get the word” out about our school. Ideas:
  - 1. Ullah offered to write a letter to MH Times about PBL
  - 2. Update marketing literature
  - 3. Taste of MH booth
  - 4. Be organized about marketing
  - 5. Press releases – around Encinal Days and Ag Science program
  - 6. Issue a press release when computer lab is set up
  - 7. Guest speakers and advertise in the community

**VII. ACTION ITEMS**

**A. Approve August 19 Board Meeting Minutes.**

Motion by: McDonald  
Second by: Miller

Ayes: Unanimous  
Noes: ----

**B. Approve Director and Principal Goals and Timelines.**

Discussion: McDonald commended Smathers and Sousa for their many revisions and the effort they put forth.

Sousa Actions:

1. Under Staff Development, include specific ongoing new teacher support and specialized content support as discussed in August.
2. Under goal #2, 4<sup>th</sup> page, 3<sup>rd</sup> box down: Mitoma wants it to read clearly that the Board is not setting staff goals, but only approving the goals established by the teaching staff themselves.
3. Under Performance Based Pay, timeline is listed as Jan. Miller questioned that since this was a Nov. 2002 goal, couldn't it be completed sooner. Teacher contracts are offered in March, and that doesn't allow much time. Moody added she did not see how it could be completed before January, as there is much to accomplish before the end of year. Moody thought staff would be fine with January. No action here.
4. Goal #6, Parent Education Seminar Program. No starting or ending date given.

McDonald amended motion to approve with stated amendments and guidelines.

Motion by: McDonald  
Second by: Miller

Ayes: Unanimous  
Noes: -----

**C. APPROVE BOARD ADVISOR POLICY**

Motion by: Moody  
Second by: McDonald

Ayes: Unanimous  
Noes: -----

Discussion: Miller -- Point 5, stating advisors would attend closed session. She wants to clarify currently we have no advisors. Providing we did have an advisor, their attendance in closed session would be limited to giving input for their area of expertise, and then they would leave. Board can select who comes in and how long they want them to say. Smathers believes that the Board is already making a decision in accordance with the provisions of the Brown Act. Add as an amendment, that when making decisions about advisors, the Board will act in accordance with the Brown Act.

**D. APPROVE MATERIALS DISTRIBUTION POLICY**

Moody motioned to approve with typos corrected.

Motion by: Moody  
Second by: Mitoma

Ayes: Unanimous  
Noes: -----

## E. APPROVE ROLES AND RESPONSIBILITIES OF BOARD MEMBERS POLICY

Actions from discussion.

1. Miller wanted #2 under the Director and Principal's roles to be rewritten to be reciprocal with # 6 under "Each individual Board Member shall" therefore adding the statement "refrain from performing functions that are the responsibility of the Board."
2. Fix several typos.

Moody motioned to approve as amended.

Motion by: Moody  
Second by: Mitoma

Ayes: Unanimous  
Noes: -----

## VIII. DISCUSSION ITEMS

Tabled items 1 and 2, Procedures for Concerns Brought to the Board and Policy Calendar for Board to next meeting.

A. Computer Lab – purchase of additional computers – see Director's handout. Bob Wambaugh addressed the Board. His points:

1. Spend some time on what the computer lab's purpose will be and how we envision teachers will use it.
2. As much as he thinks we need a lab, we also have expenses that are not only hardware related.
3. Ongoing maintenance and long term assistance needed to be budgeted for.
4. We are not legal with all software licenses. This also needs to be budgeted for.
5. Staff training needs to be part of the plan.

Discussion:

- Ullah and McDonald stated that the license issue is a big moral issue. We are to be modeling appropriate ethical behavior. School districts have been sued software companies. Ullah advised security software also so students can't install whatever they want. Addressing this is a priority.
- Cisewski addressed the Board and cautioned not to forget about the cost of furniture. Wambaugh mentioned that the space is going to be a mixed-use space of library and computer facility.
- Ullah would like to see the Tech Committee head the set up of the lab. Actions for Tech committee:
  - a. Be ready by the next Board meeting with recommendation for all issues discussed:
    - i. Usage ideas
    - ii. Where holes exist in the plan
    - iii. Coming later will be purchase recommendation of what, hw/ sw/ maint/ furniture.

- iv. Classroom use vs. lab use. Who has priority?
- v. Teacher training to fully realize their hardware/software capabilities.
- vi. Resource
- vii. Staff members and 7/8 grade students should be included on Tech. Committee. Sousa and Moody will take lead on getting staff and student members for the committee.

B. Student Discipline, attendance and expulsion policies and procedures.

1. Sousa referred to handbook. Discipline section is the procedure for the year. It begins with cover letter on the Handbook. She asked for questions. Points discussed:

- Who tracks patterns of behavior with a student – if discipline takes place in class, at lunch, at recess, in exploratory, etc? What ties it all together? Suggestion was made that yard duty have a notice that she can forward to the teacher / principal about inappropriate behavior so that the teacher and office have a documented notice for communication and consistency.
- Handbook written in a negative tone vs. positive “this is what you can do” tone.
- Handbook should address the “target audience”. Should lower grade levels receive a revised version that is age appropriate?
- Osumi asked about out of grades students being in classrooms. Sousa responded that they are in a “time out” or change of scenery environment and they are not to be disturbed, disruptive or entertained. They are to be sitting quietly until they are ready to rejoin their own class.
- Mitoma asked how the discipline policy ties into the behavior intervention grid written by the discipline committee.
- Miller discussed the Behavior Management Plan developed by the Discipline Committee over a year ago. The biggest section of the plan was prevention, e.g. conflict resolution, developmental assets. . . maybe this will be addressed during Strategic Planning.
- Miller suggested we address these 3 main areas to be policy with Board approval.
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C. Policy Calendar for Board.

Discussion:

Ullah has two issues: Schools without policies are like ships without rudders. When an issue comes up, we don't want to be inventing on the spot, we want to be proactive. Blanket adopting someone else's policy means really examining them to see if they fit. McDonald indicated that the Board has just approved Sousa and Smathers goals and timeline and this project of school policies is not on it. Miller responded that having policies were ultimately the Board's responsibility.

Final action: Board members are to examine the policy list compiled by Miller and come to the next meeting with their top 5 prioritized by category.

## **IX. ADJOURNMENT**

Meeting adjourned at 10:43 PM. Meeting returned to closed session which was adjourned at 11:20. A special meeting as scheduled for Oct. 20, 2003.

Next regular meeting November 11, 2003 in the CSMH Staff Room

Respectfully submitted,

Mary Smathers

Board Secretary / dsh