

Charter School of Morgan Hill
Special Board Meeting minutes - approved
Sunday, December 28, 2003

2:15 PM Meeting called to order in open session
Board going into **closed session** to discuss Employment Appointment for Principal, Director and Middle School Consultant

3:51 PM **Open Session**
Report out that there was no action taken by Board in closed session, discussion only.

Roll call of members present: Linda Ullah, Cinda Meister, Lynn Mitoma, Scott McDonald, Joy Moody, Dana Miller

Not present: Mary Smathers

Also present: Sharon Sousa (Principal), teacher Dave Cross.

Members of the public have the opportunity to speak on any topic not on the agenda: none

1. DISCUSSION ITEMS - Leadership Task Force and Middle School Task Force organizational models

Perfect scenario for leadership structure would include:

- Board responsible for the big picture (little to no involvement in day-to-day functions)
- Single administrator who develops and maintains the infrastructure
- Support for teachers
- Must emphasize that academic excellence is the school's focus – resources are spent on supporting the students
- All stakeholders following the same roadmap/same goal – this roadmap is the charter – everyone needs to speak the common language of the charter and its vision
- School driven by the mission/vision which is well defined and embraced by all (strategic planning process) – from the highest level there must be understanding of the vision elements – PBL, family involvement, community interaction

Other discussion:

- Board decisions relate to charter
- Curriculum/staff manager position – could be rotating or permanent, needs to be defined
- Do we really need lead teachers?
- Family resource person was part of the original vision – need to give back to and support the families
- Need one person accountable to Board (could work to have a CEO with others focusing on grades K-5, 6-8)
- Middle school and lower elementary issues are different
- Student representative to Board

- Need strong guidance for parent structure
- Need to maximize parent understanding of mission/vision
- A permanent structure that allows for change over time
- Need a different structure now through the end of the year than we do long-term
- Many pieces falling into place for middle school
- Uncertainty causes people to leave, need to stabilize what we have
- Will adding staff make that big of a difference?
- Director has fewer facility responsibilities now, maybe redefine her job description to oversee middle school – double hat for Director.
- Discussion of Asst. Principal versus coordinator
- Middle school needs help with discipline, someone to be more available, a classroom management plan
- K-8 needs support – back to the curriculum manager idea – needs curriculum, mentoring, scope and sequence
- What does the staff want?
- Needs to make decisions based on the big picture with staff input
- Need English Language and PBL support
- Marketing portion is very important – whose job would do that piece?
- Need to target families that are a good fit for the school
- Constraints are finances, time (getting the most benefit in the shortest amount of time), finding the right people
- Need to seek out and actively recruit staff and families we want
- WASC accreditation would be a good goal
- In January, the Board will make the short-term decision about whether to add support for the rest of the school year, and in February, a decision will be made about the permanent organizational structure of the school to be implemented next year.
- Need to consider the stages of transition – what is ideal versus what can be done right now.
- **ACTION ITEM for Sharon Sousa** – mail out a letter to 7th and 8th grade families summarizing the many changes that have been implemented since October. Send it out to the rest of the school families via the Friday Folders when school resumes.

5:16 PM

Open session adjourned – Board returns to closed session

5:46 PM

report out – no action taken by Board

Adjourn

Respectfully submitted by:

D. Miller