

Charter School of Morgan Hill

DATE: Jan. 20, 2004
TIME: 7:35 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 6:18. Action reported in closed session:

- A. For the Short Term, Jan 26, 2004 – June 11, 2004 there will be a K-5 Principal, a Director/Principal for grades 6 – 8 and a Teacher Support Consultant for grades K – 8. Subcommittee appointed to work out the details consisting of Smathers, Sousa, Mitoma, Miller and Cisewski. Details are to be worked out by Monday, Jan. 26th and forwarded to the Board Members.
- B. For Long Term Leadership: Nothing to report at this time.

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, Paige Cisewski, Rick Page,
Melody Hofer, Beth Fletcher, Stephanie Affourtit, Lisa Esposito

III. APPROVAL OF MINUTES OF THE LAST MEETING

Minutes from December 9, 2003 were not presented, so deferred until next meeting.

Approve minutes from Special Board Meeting December 15, 2003. No Discussion

Motion by: Miller

Ayes: Unanimous

Second by: McDonald

Noes: -----

Approve minutes from Special Board Meeting December 28, 2003. No Discussion

Motion by: Mitoma

Ayes: Unanimous

Second by: Meister

Noes: -----

III. PUBLIC TO SPEAK ON ANY ITEM NOT ON THE AGENDA

No public came forward.

IV. REPORTS

A. Principal's report. Highlights:

- a. FOSS kits arrived. 6 and 7th grades were backordered.
- b. Staff will have a team planning day offsite for each grade level
- c. Upper grade Spanish teaching position still open, but down to 2 final candidates. Padilla will stay through Friday, Jan. 24.
- d. Open Enrollment Dates are set: Feb. 23 – March 12, 2004. Lottery March 30.
- e. Media center grand opening scheduled for March 1.

Mitoma requested that parents be given more details about some of the staff in-services that have been done, specifically Mary Hoshiko's Character Development Program Overview.

B. Director's Report. Highlights

- a. Rite Aid Lease finally terminated. In the end, we saved 1 month's rent and demo costs.
- b. In January, 04, we have received income not budgeted:
 - i. 9K more from lottery funds.
 - ii. 6K in past due Class Size Reductions funds for school year 01-02.
 - iii. Back pay from Aug 03 to Dec 30 from MHUSD for property tax. They have been underpaying all this time as they would not accept our enrollment figures until they saw P1 reported.
- c. IBM cart and 9 laptops were ordered. Does not include laser printer or projector.
- d. Ordered software licenses for Office and Windows for all computers we use.
- e. New Marketing brochures scheduled to be done by the next Board Meeting.

Discussion

- a. Article from CSDC regarding 04-05 State wide budget was distributed.
- b. Line of Credit
- c. CANEC regarding Line of Credit assistance. No further info on this
- d. Budget meeting planned in the next 30 days to give a better forecast of budget to actuals for the mid year point.
- e. Modernization grant for Encinal site through MHUSD that requires matching funds. Mitoma asked what were the renovations for the school? How critical were they to this school? Do we want to think about kicking in the matching funds? Total renovations amount for this school is 600K. Needs required match of 136K. Budget committee will look at what to see if it is worth going back to MHUSD for some creative negotiating. Deadline is June 2004 to accept or decline.

IV. DISCUSSION ITEMS

A. *Leadership Task Force recommendations on restructuring leadership model.*

Cisewski reported on meeting with CSMH staff and parents regarding the proposed Leadership findings and passed on their input. See attachment. Points emphasized:

- a. One person reporting to the Board

- b. Must have a Business Manager
- c. Teachers in leadership roles
- d. Must have a marketing person
- e. Ullah suggested the PBL lead teacher be a PBL technology lead type, so they have an interest in integrating technology into curriculum.
- f. Consider a 2 year cycle in Lead teacher roles. Stagger roles so not everyone turns over at the same time.

B. Board Discussion on recommendations and options for long term restructure of leadership model.

Ullah questioned the Board. What is everyone's comfort level? The plan was to have a decision made by February's Board Meeting. Smathers asked what is process from here.

- a. Need a Budget forecast with clearer financial information. Also need a preliminary 2004-2005 budget.
- b. McDonald suggested they start in February to define what can be agreed upon, and set the timing and framework of when they want someone in place based on clearer information.
- c. Timeline: Smathers reported that current Director and Principal contracts say that by end of March, they will be notified as to whether they will have a contract offered or not. Their current contracts end June 30. Additionally, it has been a practice as a courtesy to advise teachers by March 15 whether they would be offered a new contract or not, or whether we do not know at this time. This is not contractual in the case of teachers.

Directors decided to schedule an additional meeting on Feb. 24th to allow time to make this decision over 2 sessions. Board also needs time for Board Goals and Budget work. Mitoma working on setting up a date.

C. Middle school progress report, by Cisewski and Sousa

Cisewski reported:

- a. She worked in classrooms
- b. spoke to some Middle school parents
- c. modeled some lessons for 2 teachers.
- d. Arranged for new teachers to observed specific methods in other teacher's classrooms
- e. Set up exploratory program for "family life" for 6 – 8 grades. 6 weeks long unit by Jill Davis, parent, for 6th grade begins Monday, Jan. 26. 7 & 8 grade will continue after that. Mrs. Davis' handout for 6th graders was provided. Smathers pointed out that we also need to do something also at the 5th grade level, which is the grade where instruction actually should begin.
- f. She enjoyed working with the middle school. Enjoyed being back in the classroom.
- g. Worked with all middle school teachers on long range planning for all core subject areas.

Sousa reported:

- a. Middle School Task Force has a set meeting time between now and end of school year.
- b. Feel the crisis is over. Need to build for next year.
- c. Foss kits are in classroom. Literature series in 6th grade – same publisher used in 7 & 8 literature series. Population continues to grow in 6th grade. Many of the kids are new students moving into the area instead of “fleeing” kids.

Ullah asked about:

- a. Curriculum - what kinds of improvement and growth did you see?

Sousa indicated in Science and math, Linda Phillips, the 7/8 Math/Science teacher, has set out a program map of what is going to be taught from now until the end of year. Phillips developed a tracking device to help student and parents see where they are currently. School wide parent/teacher conferences will be coming up in March.

b. In terms of skill level, how do we see our kids stacking up in terms of readiness for High School?

Sousa indicated they run the spectrum. Cisewski indicated they have twelve 8th graders now, so each student should be getting a lot more individual attention.

Cisewski indicated she had worked with the staff to map out writing strategies through the end of the year, but that oversight is needed to ensure plans are being put into place. Cisewski has expectations of writer’s workshop beginning in 7 & 8, and again, oversight required to ensure the plans are being followed.

Cisewski is officially finished as Middle School Consultant as of this meeting.

D. Middle school Enrollment and Planning Issues

Smathers requested this on the agenda. This board needs to have a discussion about what the Middle school enrollment numbers are and the financial effect this is having on the school. What if anything should be done now and what is the long term plan. Do we plan on having a middle school next year?

Board Members Mitoma, McDonald, Meister, Miller, Moody, Ullah each publicly spoke about their commitment to the Middle School and that the actions during closed session of this meeting echo that commitment. The Charter School will continue with a Middle School, working to provide a quality program to rebuild the class sizes.

E. Teacher support policy and procedures

Much discussion centered on draft procedure – see attached. More questions were raised than answered, so Ullah, Sousa, and Meister volunteered to work through this issue. Rick Page offered to provide policies and procedures used in his corporate setting. A staff member will be asked to participate also. Sousa summarized that they will divide this document up as staff support and corrective action processes using the PBP rubric.

V. Action Items

1. *Short term action plan for Middle School Support – decided in Closed session*
 - a. Sharon Sousa will be K-5 Principal.
 - b. Mary Smathers will be the 6-8 Principal
 - c. Paige Cisewski will provide K-8 staff development support.
 - d. Effective Jan. 26 through June 11, 2004.

2. *Consent Agenda items*
 - a. Kinder is not currently interested in Foss kits as they have hands-on materials
 - b. 1st and 2nd grade would like kits. Total cost is approximately \$1050 for both classes.

Foss kits approved for 1st and 2nd grade at cost of 1,050.

Motion by: Moody
Second by: Meister

Ayes: Unanimous
Noes: -----

Meeting adjourned at 10:40

Respectfully submitted,

Mary Smathers, Board Secretary / ds hargadon