



GOVERNING BOARD MEETING MINUTES - DRAFT
DIXON MONTESSORI CHARTER SCHOOL
355 N. ALMOND ST. DIXON, CA 95620, Room 1

July 1, 2013, 7:00PM – REGULAR MEETING

Action Summary

1. Motions

- a. EPA public forum held.
- b. Approval for:
 - i. Warrant report for May, 2013
 - ii. Meeting minutes for May 28, 2013 regular meeting.
 - iii. Resolution revising one Board seat term and updating bylaws language per YMC.
- c. Insurance program renewed at current benefit levels.
- d. Lunch program agreement approved.
- e. BTSA stipends from 2012-2013 will be paid.

2. Recommendations

- a. DMCS will join the CCSA.
- b. Create an online Board self-evaluation survey.

Meeting Minutes

A. Call to order

- a. The meeting was called to order by the Board Chair at 7:02 PM.

B. Roll call

Trustee	Presence
Dennis Ballance (President)	Present
Dean Crechriou	Present
Vicki Gracia (Treasurer)	Present
Sonia Green	Present
Mary Ann Courville	Present
Stephen Toms (Secretary)	Absent
Joanne Green (Director)	Present

C. Approval of Agenda

- C1. Motion made by Dean Crechriou, seconded by Vicki Gracia. Motion carries, vote of 5-0.



D. Public Comments:

D1. Several members of the public, including two students, spoke in support of Mr. Holman, a teacher who was no longer with the school.

E. Communications

E1. Chapman Insurance – this agenda item was deferred due to unavailability of the presenter.

E2. Health benefits - Dennis Carlson presented several options for health insurance packages for DMCS staff.

- i. One public comment suggested joining a pool. Mr. Carlson confirmed that DMCS is already in a large pool of small businesses, and has rate benefits as a result.

E3. Director's report – *This is a presentation of information and activities which have occurred since the previous Board meeting. Topics will include, at a minimum:*

- i. Enrollment update - Current enrollment is full, with 72 on the waiting list.
- ii. STAR testing update
 - 1. Overall, ELA and Math decreased by 1-2%
 - 2. Estimation tool is not yet available for API
- iii. Site council plans- once the school year begins the school will recruit site council members.
- iv. WASC Update – See director's report.
- v. Professional development – See director's report
- vi. Outreach – See director's report

E4. Student body report – *This is a report from a representative of the student body organization.*

- i. This did not occur due to no student body representative being present.

E5. PTO Update

- i. Fireworks booth and Grilling and Chilling are the two events for which volunteers are being coordinated.

E6. Special Education report

- i. DMCS is the only school in the SELPA with 0 errors in SEIS.

E7. Board/staff discussions - *Board and staff discuss items of mutual interest*

- i. A new math instructor has been recruited for the middle school.
- ii. It may be possible to leverage DUSD buying power for technology purchases. Also, Rotary offers technology grants.

F. Board Reports



F1. Finance committee

- i. Monthly budget update – nothing new since budget approval meeting.
- ii. Committee – should be a director committee. Review the bylaws/policy on this.

F2. Sponsorship committee

- i. A few items need to be completed before rolling this out:
 1. Simplify the layout. Display the sponsorship levels in a grid view.
 2. Define the sponsorship plaque.
 3. Define the publicity procedure – exactly when and where advertising will be applied. Define the acceptable uses of DMCS in the company's advertising.
 4. Define the two corporate options – payment program OR discount offering
 5. Define the financial and membership management process. Is this a school staff responsibility?
 6. Consider who gets veto power / who can approve a sponsor.
- ii. Consider trademarking the logo.

G. Consent Agenda: *Items on the consent agenda are considered to be routine and are enacted by the board in one motion. Discussion only occurs if members of the board, staff, or public request specific items be discussed or removed and placed under action items for the current or a future board meeting.*

G1. Warrant report for May, 2013

G2. Meeting minutes for May 28, 2013 regular meeting.

G3. Resolution revising one Board seat term and updating bylaws language per YMC.

G4. Motion to approve the consent agenda was made by Vicki Gracia, second by Sonia Green, and passed 5-0.

H. EPA Public Forum – *The public is invited to comment on the Education Protection Account. This is a repeat offering from the June 25, 2013 meeting, in order to allow any additional public comment.*

H1. One comment asking clarification on the use of the funds. This is essentially a new report in which the school guarantees that some of its revenue is being applied specifically to classrooms.

H2. This is being approved for three years of use.

I. The board will discuss and/or take action on the following items:

I1. Insurance programs – *The Board will discuss and may take action on renewing or changing the insurance program for the 2013-2014 fiscal year.*



- i. The Board explored several options, with the two most likely being to make no change, or to adopt a package that increased copays and employee contributions.
 - ii. With the overall savings benefit likely to not be essential, and since the benefits package could not be restored for a year if changed now, the Board felt that not changing the package, and thus not negatively impacting morale and staff pocketbooks, was of greater value than the savings that would be obtained.
 - iii. Motion to renew the current plan as-is, which includes with a 3.66% increase in employee contribution and overall cost was made by Vicki Gracia, and seconded by Sonia Green. The motion passed with a vote of 5-0.
12. Charter renewal process – *The Board will discuss the renewal process and a calendar of activities.*
 - i. Joanne Green will be putting together this plan in July.
13. Charter organization – *The Board will discuss joining a charter organization.*
 - i. CCSA and CSDC both offer training, support and other resources. CCSA is California-specific and has a much more modern and complete website. They are more expensive (\$5/student).
 - ii. CCSA may offer a pro-rated membership.
 - iii. Vicki Gracia will send the site link to the Board.
 - iv. The Board directed Joanne Green to initiate membership with the CCSA.
14. Lunch program contract – *The Board will discuss and take action on a new lunch contract with DUSD/Sodexo.*
 - i. Motion to approve the contract was made by Sonia Green, seconded by Vicki Gracia. The motion passed with a vote of 5-0.
15. BTSA Stipend reinstatement-*The Board will discuss and take action on reinstating the BTSA stipends due to teachers for last year.*
 - i. BTSA reimbursements that normally would have been repaid for 2012-2013 activities were deferred for budgetary reasons. The BTSA contract stipulates that the employee should be reimbursed.
 - ii. Motion to pay the outstanding BTSA obligations from 2012-2013 made by Dean Crechriou, seconded by Sonia Green. Motion carries with a vote of 4-0, with Mary Ann Courville abstaining.
16. Complaint policy – *The Board will discuss a Uniform Complaint Policy.*
 - i. All complaints will be handled in a uniform manner. The procedure of escalation and definition of types of complaints still needs to be developed.
 - ii. Consider changing the term “Uniform” to “General”. However, “Uniform” is a standard term in school policy nomenclature.



17. Strategic planning – *The Board will schedule a workshop to review the strategic plan, mission, and vision.*
 - i. Joanne Green to check with Kiyomi (DMCS’s CDE liaison) on facilitation limitations.
 - ii. Plan to meet Saturday Aug 3, 9-1. The public is invited.
- J. Meeting evaluation – *The Board will conduct a self-evaluation on meeting and materials effectiveness in order to improve future meetings.*
 - J1. Dennis Ballance to define an online survey, and establish a 1-5 scoring system.
- K. The next regular meeting of the DMCS Governing Board will be held on August 27, 2013. Topics for discussion will include:
 - K1. Logo selection
- L. Adjournment of open session at 8:50 PM.
- M. Closed Session
 - M1.Public Employee: Discipline/dismissal/release
 - i. Position: Certificated staff
 - M2.Public Employee: Evaluation
 - i. Position: Director
- N. Reconvene to Open Session
 - N1. The meeting was reconvened to open session at 9:32PM.
 - N2. Motion to accept the personnel action taken to dismiss two certificated staff made by Sonia Green, seconded by Vicki Gracia. The motion passed with a vote of 5-0.
- O. Adjournment