



GOVERNING BOARD MEETING MINUTES  
DIXON MONTESSORI CHARTER SCHOOL  
355 N. ALMOND ST. DIXON, CA 95620, MPR

September 24, 2013 – 7:00 PM – REGULAR MEETING

Action Summary

1. Motions
  - a. Consent agenda approved
  - b. Copier Lease Agreement with KBA Docusys approved
  - c. Computer Lab equipment lease with Insight approved
2. Recommendations
  - a. Forward discussion on Pledge of Allegiance to Site Council
  - b. Hold follow-up Strategic Planning Workshop
  - c. Contact YMC and CSBA for options on policy management

Meeting Minutes

- A. Call to order
  - a. The meeting was called to order by the Board President at 7:03 PM.

B. Roll call

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

- C. Approval of Agenda:
  - a. Motion to approve agenda made by Dean Crechriou, 2<sup>nd</sup> by Vicki Gracia. Motion carries, vote 4-0
- D. Public Comments:
  - a. Parent brought up concern about a teacher who does not currently recite the Pledge of Allegiance in class. Several parents spoke in support of this parent's concerns. The director provided some comments regarding the issues and topic should be forwarded



to the Site Council. Dennis Balance thanked the parents for their input but stated the Board cannot take action on the topic at this time.

E. Communications:

E1. Student Body Report:

- a. Student representative was not available.

E2. PTO Report:

- a. First meeting of the school year was held and the 2013-2014 PTO budget was approved
- b. Estimated revenue from the cookie dough fundraiser is \$9,000
- c. Planning for Fall Festival (October 19<sup>th</sup>) is moving along
- d. Working with teachers to develop a master wish list for each class / grade level so PTO can work with community to fill any gaps

E3. Special Education Report:

- a. The Special Education program is on track, with all upcoming meetings scheduled through December 2013.
- b. 42 Active IEP's

E4. Board / Staff Discussions:

- a. Student body gathered last Wednesday to sing the National Anthem and parent thanked Ms. Shari for organizing the event
- b. This Friday (10/27/13) is backwards day
- c. Testing is now complete for grades 2-8, next testing window will be 11/11/13 through 12/6/13 (Easy CBM and Curriculum Associates).
- d. On 9/11/13 the staff attended a professional development course about Universal Design for Learning (UDL) which focused on how best to reach all types of learners.
- e. Grade level teams met on 9/18/13 to work on "Tiers not Tears", which involved placing students into 3 levels of intervention.

E5. Director's Report:

- a. Current enrollment at 395 students.
- b. Teaming up with CA Jacobs for cross country and working on other options as well.
- c. Currently interviewing for potential new hire.

F. Board Committee Reports:

F1. Finance Committee:

- a. Monthly budget update – Board again expressed dissatisfaction with timeliness of budget updates from DMS. Update from Director – DMS adding resource so timeliness of reporting should improve.
- b. Reserve at 17.7% as of recent budget.



- c. Discussion regarding short and long term budget targets (i.e. what are 2013-2014 year end reserve target versus 5 year target).
- d. Board agreed to schedule continuation of Strategic Planning session for October 2013.

F2. Sponsorship Committee:

- a. Committee agreed to limit scope to corporate sponsors and draft policy under development.
- G. Consent Agenda: Motion to approve consent agenda with change to 9/9/13 meeting minutes to reflect enrollment at 396 made by Dean Crechriou and 2<sup>nd</sup> by Stephen Toms. Motion carries, vote 4-0.

G1. Warrant Report for August, 2013

G2. Meeting Minutes for June 24, 2013

G3. Meeting Minutes for September 9, 2013

H. The Board discussed and/or took action on the following items:

H1. Printer / Copier Lease Contract – the director proposed a new lease contract for new copier equipment:

- a. Recommended solution from Director will increase total copier contract costs by ~\$111.00 / month. Total monthly costs will average ~\$791.00. Total contract costs will equal \$18,660.00 over 5 years.
- b. Motion to approve proposed copier lease contract between DMCS and KBA Docusys made by Vicki Gracia and 2<sup>nd</sup> by Stephen Toms. Motion carries, vote 4-0.

H2. Technology Purchase(s):

- a. Board and staff discussed options and overall technology needs. Priority areas of concern were with age and reliability of current computer lab equipment, support for Common Core, as well as age and reliability of DMCS IT infrastructure. Board asked which was more critical. Staff indicated computer lab was top priority at this time.
- b. Two proposals were made for the acquisition of new computer lab equipment:
  - a. CDW-G: Total costs \$19,895.48 – will provide computers with Windows 7 or 8 manufactured in 2013. 3 year warranty included.
  - b. Insight: Total costs \$11,582.97 – will provide refurbished computers with Windows 7 manufactured in 2011. 3 year warranty includes 2 “loaner” instruments that allow problematic equipment to be swapped out and replacements sent. This will limit workstation downtime.
- c. Total systems: 7 laptops (6 for use in lab and for admin use) and 30 desktops (24 in lab, 4 in office, 1 for reading specialist and 1 in Room 18).
- d. Motion to approve Insight proposal made by Dean Crechriou and 2<sup>nd</sup> by Vicki Gracia. Motion carries, vote 4-0.

H3. Strategic Planning Sessions Outcomes:



- a. Board provided updates on the Strategic Planning session. Next workshop will be held on 10 October, 2013 @ 7:00 at DMCS. This workshop is open to the public.

H4. Logo Update:

- a. No update available.

H5. Policy Document Management:

- a. Board has discussed the need for a formal document management process. Dean Crechriou will contact CSBA on costs of providing standardized policies. Dennis Ballance will consult with YMC on any current options available.

H6. Complaint Policy:

- a. Policy is still under development; draft policy will be presented at upcoming meeting.

H7. Charter Renewal:

- a. Sections under review by grade level teachers.

H8. Board Member Recruitment:

- a. One parent indicated interest. Director recommended parent look into serving on the Site Council. Board discussed need to wait on seating any new members until decision by DUSD on filling 7<sup>th</sup> seat.

- I. Meeting evaluation - The Board will implement time limits around each agenda item for future meetings.

- J. The next regular meeting of the DMCS Governing Board will be held on 29 October, 2013 @ 7:00 PM.

- K. Adjournment of open session at 9:32 PM

- L. Closed Session

L1. Employee Evaluation

- a. Title: Director

- M. Public Session

- a. The meeting was reconvened to open session at 11:35 PM.
- b. Public report on action taken in closed session
  - i. No action taken

- N. Adjournment

- a. Meeting was adjourned at 11:36 PM