



GOVERNING BOARD MEETING MINUTES  
DIXON MONTESSORI CHARTER SCHOOL  
355 N. ALMOND ST. DIXON, CA 95620, Room 5

Tuesday 26 August, 2014, 7:00PM REGULAR MEETING

## **A Passion for Excellence**

### **Mission**

*The mission of Dixon Montessori Charter School (DMCS) is to achieve academic excellence for all students by blending Montessori education with California State Standards. DMCS supports its mission through low teacher-to-student ratios, family participation, multi-aged classrooms, a diverse curriculum and individualized learning for each student. DMCS is a tuition-free public school committed to developing socially responsible, life-long learners.*

### **Vision**

- Our vision is to create a community of lifelong learners.
- Our vision is to create a school that focuses on critical thinking, problem solving, innovative solutions and collaboration.
- Our vision is to create a school that is highly regarded for its academic excellence and for its contributions to the community in which it operates.
- Our vision is to provide a well-rounded education for our students focusing on academics as well as character development, social justice and tolerance.
- Our vision is that our students will be prepared for a positive transition to high school and college and will easily adapt to the community and the world around them.
- Our vision is that as a school community we will support every child in each of their individual learning styles

### **Values**

Collaboration Integrity Sustainability Enthusiasm Innovative

## Meeting Minutes

- A. Closed Session – 6:30 PM
  - a. Public Employee Evaluation
    - 1. Title: Director
- B. Announcements from Closed Session
  - a. Director received yearly evaluation for the 2013-2014 academic school year.
- C. Call to order
  - a. The meeting was called to order by the Board Chair at 7:00 PM.
  - b. Pledge of Allegiance



D. Roll call

a.

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

E. Approval of Agenda

- a. **MOTION** to approve agenda with amendments. Motion made by Sonia Sedillo, seconded by Dean Crechriou. Motion carries, vote of 6-0.

F. Public Comments:

- a. No Comments

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. Minutes for 7/22/14 Board meeting

G2. July Warrant

1. **MOTION** made by Sonia Sedillo to approve the consent agenda, seconded by Vicki Gracia. Motion passes, 6-0.

H. Communications—The board discussed and/or took action on the following items:

H1. Board Member Nominations – *individuals interested in serving on the Board may present a brief statement of interest.*

- a. No interest stated at this time.  
b. **NO ACTION** necessary.

~~H2. Student body report – This is a report from a representative of the student body organization. [5 Minutes – Student Representative]~~

H3. PTO report [5 Minutes – PTO Chair]

- a. Donnie has stepped down and Missy Balance has stepped up to be PTO Chair.  
b. Cookie Dough sales start Sept 28<sup>th</sup>!



- c. They have a lot of money to spend and are encouraging teachers to make their requests!

H4. Special Education report **[5 Minutes – Amy Valenzuela]**

- a. We dropped in our numbers however we have added a few with heavy needs. The library may need to become a Life Skills classroom. Numbers are smaller but the needs are different.
- b. The presented report was broken down by hours/week so you can see the specific needs of the students.
- c. We are in year two of the implementation of the RTI program. Teachers are using the iReady benchmark, related to the CCSS, and it will dissect the individual student needs for teachers and staff.
- d. All students have been identified prior to the start of the school year! This has helped students (and teachers) tremendously.
- e. Mr. Ben and Ms. Alicia are credentialed teachers providing targeted instruction to students with needs vs. the use of the classroom aids.
- f. Universal letters have been sent out to inform parents of the intervention process (Academy Classes). Parents can choose to “opt out” their child.

H5. Staff report - *Board and staff discuss items of mutual interest.* **[5 Minutes – Melissa Moore]**

- a. Inservice was motivating and exciting. Teachers went over policies, the handbook, responsibilities of the new PLC (Professional Learning Community) Team, PBIS (Positive Behavior Intervention and Support) and Common Core curriculum.
- b. PLC team members will be bringing in students and show off their grade levels. 2/3 is first up.
- c. The entire staff is happy that that the RTI schedule is being applied now and that the RTI (Response To Intervention) program is allowing a smooth transition from last year to this year —calling intervention “academy” classes. It is the second week of school and student’s needs are already being very specifically met in reading and math!
- d. The new website has been rolled out by Krista and she has given training to teachers with the Chromebooks.
- e. Every staff meeting will begin with a safety scenario so staff can be ready to respond as needed given an actual issue. This will allow the staff to troubleshoot possible issues before it happens.
- f. Heidi Hefner gave a great presentation on the Treasures program during inservice and the teachers were very happy to have a personal training with realistic scheduling in a combo class.
- g. CPT (Common Planning Time) norms have been established and are in sight at every meeting to remind everyone of the best practices.
- h. Scope and Sequences are being created and grade levels are working hard to have these ready to share and to present as needed.



- i. Each teacher got a \$200 “startup” for their classroom and they were all very excited!
- H6. Director’s report – *This is a presentation of information and activities which have occurred since the previous Board meeting.* **[10 Minutes – Joanne Green]**
- g. Great start to the school year and the PLC team has really been something special and has aided in a smooth transition.
  - h. iReady training is ready to go tomorrow with all staff.
  - i. September is attendance awareness month. Ms. Shanna will be leading this and presenting awards to students.
  - j. We are currently at 407 enrolled with a goal of 412.
  - k. 94% retention on staff—two teachers resigned last year.
  - l. Parent Passport will be rolled out which will allow families to log their volunteer hours for this school year. Their student will receive rewards (Free Dress Days) for volunteer hours being completed. Parents should turn in their Passports as they complete their 20 hours.
  - m. DMCS will be present at the Lamb Town Festival which is held in October.
  - n. Disaster Preparedness—every staff meeting we spend the first 10 minutes with a scenario. Drills are last Thursday of every month without any details about type or time.
  - o. We need to check into the bell system. Could we work with PTO, DUSD? What is the status on the fencing?
  - p. There was discussion around possible grant funding for a fence. Home Depot and Lowe’s typically will provide the materials just not the labor!
- I. Committee Reports – *Board members report on activities taken by committees in which they participate.*
11. Director’s Finance Committee **[5 Minutes – Joanne Green]**
- a. Monthly budget update-focus on the unaudited actuals.
    - 1. Enrollment is 5 less students than the goal but the budget still looks positive.
- J. The Board will discuss and/or take action on the following items:
- J1. Action Item / Master Calendar Review – *The Board will review status of outstanding action items from previous meetings and outstanding Master Calendar items.* DISCUSSION/ACTION. **[15 Minutes – Stephen Toms]**
- a. A more intense revamping of the calendar will take place at the Vision and Mission meeting Sunday, September 14<sup>th</sup> from 1-3pm—Board Workshop (Strategic Planning)
- J2. 2014 / 2015 Board Meeting Schedule – *The Board will review and take action on Board meeting schedule for the 2014-2015 school year.* DISCUSSION/ACTION. **[5 Minutes – Stephen Toms]**



- a. **MOTION** to approve the board meeting schedule as is until December 2014 (where it will be revisited) was made by Sonia Sedillo, seconded by Vicki Gracia. Motion passes 6-0.
- J3. 2013 / 2014 Unaudited Actuals – *The Board will review and take action on unaudited actuals provided by DMS for CDE submission.* DISCUSSION/ACTION. [10 Minutes – Joanne Green]
- a. The latest update doesn't change any numbers it just cleaned up some discrepancies.
  - b. With the Child Nutrition deduction, we pay the district directly the difference bet The student lunch program and we are pretty close with cost
  - c. The reserve shows approximately 14%. Vicki combed through each item to confirm this.
  - d. Suggestion that we focus on the unrestricted (8.4%) reserve as our actual and be concerned with keeping the restricted below 20%.
  - e. **MOTION** to approve the Unaudited Actuals made by Sonia Sedillo, seconded by Dennis Ballance, motion passes 6-0.
- K. Meeting evaluation – The Board will conduct a self-evaluation on meeting and materials effectiveness in order to improve future meetings. [5 Minutes – Sonia Green]
- a. The evaluation was sent out to all board members via email.
- L. Adjournment of Open Session at 8:15pm.
- M. Closed Session-began at 8:25pm.
- M1. Public Employee Evaluation
- a. Title: Director
- N. Announcements from Closed Session
- N1. Nothing to announce
- O. The next regular meeting of the DMCS Governing Board will be held on Tuesday 23 September, 2014.
- P. Adjournment at 9:15pm.

**ACTION ITEM LIST:**

- SPED Summary Report (Amy)
- Spending Limit without board approval (Dennis)
- Call the Phone People to see how we can save money (Joanne-Dennis will forward contact information)
- Pricing of Phones (Joanne)
- Put Ad in Digest about Board Recruitment (Joanne)