



GOVERNING BOARD MEETING MINUTES
DIXON MONTESSORI CHARTER SCHOOL
355 N. ALMOND ST. DIXON, CA 95620, Room 5
September 22, 2015, 6:30PM 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 Common Core 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



- A. Call to Order – 6:30 PM
- B. Adjourn to Closed Session
 - B1. Public Employee Evaluation
 - i. Title: Director
- C. Adjourn to Open Session
 - C1. Announcements from Closed Session
 - a. Nothing to report and no actions taken.
 - b. The meeting called to order by the Board Chair at 7:08 PM.
 - C2. Pledge of Allegiance
 - C3. Roll call
 - a.

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

- D. Approval of Agenda
 - a. **MOTION** to approve agenda with amendments made by Dean Crechriou, seconded by Mary Ann Courville. Motion carries, vote of 4-0.
- E. Public Comments: *The public may address the DMCS Governing Board regarding any item within the board’s jurisdiction whether or not that item appears on the agenda. In all cases the presiding officer reserves the right to impose time limits on presentations as may be*



necessary to ensure the agenda is completed. The Board will listen to any comments but is not permitted to respond other than to ask clarifying questions.

a. No comments at this time.

F. 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.*

~~F1. Warrant report for August, 2015~~

F2. Meeting minutes for June 23, 2015 regular meeting

F3. Meeting minutes for July 22, 2015 workshop

F4. Meeting minutes for August 25, 2015 regular meeting

a. **MOTION** to approve agenda without amendments made by Dean Crechriou, seconded by Mary Ann Courville. Motion carries, vote of 4-0.

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

G1. Board Member Nominations – *individuals interested in serving on the Board who have submitted a self-nomination form may present a brief statement of interest.*

a. Greg Tripp expressed his interest and shared that he has a teaching credential and is currently working in finance and project management for a publishing company.

G2. Five Minute Reports – *Representative reports and updates.*

i. Student body report – *This is a report from a representative of the student body organization.* **[Student Representative]**

1. Leadership has been collecting donations for the fire victims and tomorrow is the last day.

2. The MERIT rally will be held this Friday with a focus on Responsibility. The Leadership group will present in a game show format to encourage student participation in determining the most responsible answers.

3. The Otter Pop sales will be held after school on Wednesdays to raise money to get a mural painted on the music room wall. There will be a contest to determine the winner with the best design.

ii. PTO report **[PTO Chair]**



1. \$2,170 in teacher requests were approved at the last PTO meeting. Some of the requests that were fulfilled were the following: musician and blacksmith for Sutter's Fort, music stands, a 1 year subscription for Flocabulary and cones and balls for PE.
 2. Mary Ann Courville mentioned that 110 dictionaries will be delivered to the school in the near future.
 3. The Fall Festival will be held on campus on October 17th.
- iii. Special Education report [**Amy Valenzuela/Rachael Schroeder**]
1. We are completing the 30 day interim IEPs and annuals simultaneously when possible.
 2. An adaptive PE teacher has been added to our resources for students.
 3. Currently there are 4 pending initial IEPs and 45 IEPs due for the year.
 4. There have been 139 student contacts between Ben and Ashley for K-8th Intervention/Academy programs.
 5. The UDIO (from cast.org) Research project was not fulfilled even with reaching out to our SELPA who also reached out to 26 other programs.
- iv. Staff report - *Board and staff discuss items of mutual interest.* [**Melissa Moore**]
1. School News:
 - a. Friday, September 11th, the entire school gathered to sing "The Star Spangled Banner".
 - b. Teachers have been using the Project Wisdom Character binders in their classrooms and are reading the daily messages to their students.
 2. Staff Meetings/Professional Development/CPT (Common Planning Time):
 - a. 08/26/2015—Grades 2nd-5th teachers attended training on Common Core and the Envision Math program. Teachers were encouraged by the ease of using the online component and assigning student work through their own accounts.
 - b. 09/02/2015—Staff reviewed Chromebook and cart care/management. We discussed the TalentEd program that admin will be using to evaluate all staff members. Safety protocols were reviewed as they relate to the "Incident Reports" and head injuries at school.
 - c. 09/09/2015—Ms. Melissa and Ms. Perfecto discussed the anonymous form that staff members can use to provide suggestions, concerns and praise that will be shared with Ms. Joanne and the board. The technology requests need to



be sent to helpdesk@dixonmontessori.org. The Charter Advisory Committee was discussed and the first meeting will be on 09/15/2015. Response to emails should be done in at least 48 hours to acknowledge receipt.

3. PLC Team (Professional Learning Community):
 - a. We reviewed the RtI process and how to document data and facilitate authentic conversations during grade level meetings.
 - b. After observing colleagues, the members discussed the difference between mentors/coaches and how to be effective in the process.
- v. Middle school report [**April Kemp**]
 1. Many middle school students (7th and 8th) have received their Chromebooks and are very excited to begin using them in class and at home.
 2. The parent notification of grades has begun so they are all prepared before conferences start.
 3. Leadership is collecting donations for the fire victims and they will also be leading the MERIT rally.
- vi. Technology report [**Krista Purdom**]
 1. Sixty-five Chromebooks were added to the network to accommodate the middle school assigned books.
 2. The firewall has been updated and personal devices are being added as necessary. The private and public logins have been separated to provide an added layer of security.
 3. Chris Wolf has been added as temporary tech support and has been a great help.
- vii. Director's report – *This is a presentation of information and activities which have occurred since the previous Board meeting.*
[**Joanne Green**]
 1. Current enrollment is 421 and enrollment has been closed for all grades.
 2. Professional conferences (YMC and CCSA) are upcoming and a few have been invited to attend with Joanne.
 3. The North/South CAASPP conference was informative and we have some additional info and changes that we will share with the staff at the next Staff Meeting.
 4. Student CAASPP reports will be sent home next week for all students and staff will be able to see the results from their classes. A letter will be sent with the reports to help parents understand the significance of the numbers and how to read the score guide.



H. Board Reports – *Board members report on activities taken by committees in which they participate.*

H1. Finance committee [**5 Minutes – Joanne Green**]

i. Monthly budget update.

1) Mark from DMS is here to go over the monthly budget update and will answer any questions in regards to the budget.

ii. Financial report overview [**20 Minutes – DMS**]

1) Q: What advice do you recommend people to focus on in good fiscal management? A: You should look at it every month and make comparison of the budget to the actual spending. Being proactive is important.

3) Q: What are the expectations for timing of delivery of monthly budget reports? We need time to analyze before the meeting. A: Mark is now in charge of the timely delivery of the document.

4) Q: In comparison to other schools, in regards to classified salaries/benefits, is there a number/% that should be a goal or is there an acceptable range we should stick to? A: It varies from school to school as well as regionally. In terms of our budget, approximately 75% is currently allocated to salaries and benefits for certificated staff, you have a heavy load of certificated staff, which is a strength.

5) Mark believes and supports that we have been conservative in our salary schedule increases, unlike other schools.

6) Every year DMS and Joanne analyze the expenditures to make sure we don't exceed our current percentages in terms of salaries/benefits.

7) The facility cost seems to be fair in comparison to most charter schools since we rent from the district. Those schools that must rent outside of their district typically spend a lot more on facilities.

8) Mark has been with DMS for two years and in the last 6 months there has been some restructuring. He is now assigned to our school and will work very closely with our school and 7 others.

H2. Charter advisory committee [**5 Minutes - Dean Crechriou**]

i. We had a meeting with sub-committees and charted concerns in each area.

ii. The ideas were shared with all committee members and all members/leaders were encouraged to keep close contact with their sub-committees.



iii. We had a great turnout of parents. The next meeting will be held in December.

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

11. Health Benefit Contract -- *The Board will review health benefit contract options, and take action to adopt a contract for the 2015-2016 open enrollment period.* DISCUSSION/ACTION [20 Minutes – Joanne Green / Dennis Carlson]

a. Dennis Carlson is here to present the new healthcare options. Open enrollment is now in October.

b. The overall change in rates went up about 5%. As a whole the plans did not change significantly.

c. Each individual is affected differently. The increase is shared between the employee and employer unless only the employee is being covered (no dependents).

d. California Choice is a new plan offered to employers and it opens more options for the employees but it does effect the contribution amount. This plan would be different from what we currently offer.

e. It appears that all staff are happy to keep their current options and the board wanted to make sure that was the case before approving any changes.

f. **MOTION** to approve the current Health Benefit Contract was made by Dean Crechriou, seconded by Vicki Gracia. Motion passes, 3-0. *Dennis Ballance recused himself due to a potential conflict of interest.*

12. Strategic Planning -- *The Board will review short term goals as defined by the Administration.* DISCUSSION [10 Minutes – Joanne Green]

a. Short term goals were created by the admin team and will be discussed with the PLC.

b. Generally, the goals were focused on the highest achieving students and teacher training.

c. We will create a goal sheet to show progress.

13. Action Item / Master Calendar Review – *The Board will review status of outstanding action items from previous meetings and Master Calendar items.* DISCUSSION/ACTION. [15 Minutes – Dennis Ballance]

a. All items have been updated and we are on track.

14. Student Achievement – *The Board will discuss and take action on issues related to improving student achievement.*

DISCUSSION/ACTION. [20 Minutes – Board]

a. The iReady benchmark data will be presented at the next board meeting.

J. Meeting evaluation – *The Board will conduct a self-evaluation on meeting and materials effectiveness in order to improve future meetings.*



K. The next regular meeting of the DMCS Governing Board will be held on October 27, 2015.

L. Adjournment at 9:19.





ACTION ITEM GOALS

Action	Person Responsible	Start Date	Due Date	Completed	Outcome/Notes
Call phone company to see how we can save money	Joanne Dennis	10/28/14	1/2015	X	Researched and will stay with current contract
Pricing of phones	Joanne	10/28/14	12/1/14	X	\$6,000/year. Stay as is for now.
Update the pay scale	Vicki	10/28/14		X	Completed by Mark at DMS
Check on insurance coverage (see if it covers all new technology)	Joanne	10/28/14		X	Completed.
“Suggestion Box” on webpage	Joanne Krista	11/18/14			
Check the MOU to confirm that teachers/staff can/cannot be on the board	Joanne	11/18/14	12/1/14	X	It does not state anything for or against it.



Send out updated 700 Form to board to complete for 2014. Check current forms for completion.	Courtney	11/18/14	12/8/14	X	Waiting of a few but will send out new form for 2015 when available.
Locate notes from Strategic Planning Meeting to check notes on Mission Statement/Vision/etc.	Joanne	11/18/14	12/14	X	Emailed Deb. She does not have the notes.
Post school goals on the website	Joanne Krista	11/18/14	12/12/14	X	Located under "Our School" tab
Check with Deb Knox on comparable compensation information	Dennis	11/18/14			
Send all current pay scales to Board	Courtney	11/18/14	12/8/14	X	
Outline of Board Recruitment/Qualifications	Sonia-create All Board Members	1/27/15	2/24/15	X	Google Doc drafted, PPT made by Dennis
Audited Actuals report/Audit	Vicki	1/27/15		X	Complete by DMS



Send out notes from strategic planning session in regards to mission/vision	Dennis	1/27/15			
Contact with DMS regarding the budget presentation (Karl/Sonia)	Joanne	1/27/15	3/24/15	X	Presentation completed
GAMUT – presentation of membership information	Dean	1/27/15	2/24/15		Partial presentation made 2/24 but Dean is working on getting further information to be presented at the March meeting
“What does it mean to be a board member”	Dennis	1/27/15	8/25/15	X	Due to Brown Act, we cannot collaboratively edit. Must make changes and send back to Dennis for collation. PPT completed/posted
Prepare instructions for the manual use of the intercoms (from the phones)	Dennis	2/24/15	3/24/15		
Add Complaint Form to the Complaint Policy to the webpage	Joanne Krista	2/24/15	3/24/15		
Joanne will contact Karl about our asset update	Joanne	4/28/15	5/26/15		We will have updates due to our additional technology purchased.



Add job position requirements to the updated job descriptions	Joanne	4/28/15	5/26/15	X	
Block personal logins on Chromebook	Krista	5/26/15	7/28/15		
Confirm the difference between restricted and unrestricted (restricted student expenditures and non-restricted student expenditures)	Joanne Dean	8/25/15	9/22/15	X	Information sent out from Marc and forwarded to Board.
Acronym poster for meetings	Parent Volunteer	8/25/15	9/22/15	X	Poster kept in Joanne's office
Check with Solano County Office of Ed for a substitute list	Joanne	9/22/15			
Short term goal Progress Report	Joanne	9/22/15	10/27/15		