

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

Tuesday 18 March, 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

### **Meeting Minutes**

- A. Closed Session – 6:30 PM
  - A1. Public Employee Evaluation
    1. Title: Director
- B. Announcements from Closed Session
  - a. Nothing to report and no actions taken.
- C. Call to order
  - a. The meeting was called to order by the Board Chair at 7:04 PM.
  - b. Pledge of Allegiance
- D. Roll call

a.

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

E. Approval of Agenda

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

F. 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. A parent who has been here for five years and has had three children attend the school and is very concerned about the lack of a bullying policy. The timeline needs to be shortened. The parents need to know sooner of the situations. She suggested a zero tolerance policy or something more clearly defined. She knows that families have left the school because of the bullying issues. Where and when the parents are held accountable?
- b. Another parent addressed student to student conflict that escalated to a parent reaching out inappropriately to her. She doesn't see a resolution coming any time soon but hopes to see change soon.
- c. Mrs. Hefner made a presentation on behalf of the 4/5 team to show what students are learning to help them prep for the state test. Some of the strategies included using the RAC acronym where they are required to cite evidence from their reading passages. They are also focusing on academic vocabulary and using graphic organizers. Teachers also produce monthly progress reports so students and parents can track their growth!

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 February, 2015

G2. Meeting Minutes – for February 24, 2015

- a. MOTION to approve the Consent Agenda was made by Sonia Green, seconded by Vicki Gracia. Motion carries, vote 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. Dennis suggested that there needs to be a more formal process to include using an electronic form and a draft of procedures which requests attendance of two board meeting and a timeline of 21 day submission window.
- b. Sonia feels like the legal liability is huge and should be disclosed prior to their solicitation and to understand that they will have to fill out the Form 700 to be a part of the board.

H2. 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. We will be having a dance in mid-May.
  2. This Friday is Literature Character Day.
  3. The leadership students helped set up the Dragonfly Dinner. They also helped put out the auction items.
- ii. PTO report **[PTO Chair]**
  1. PTO spent a lot of money by getting every teacher a projector. They should be here in two weeks!
  2. Field Day will be great this year due to the PTO having a lot of money that needs to be used before the end of their fiscal year.
  3. They got the Fireworks booth again and are so excited but will also need a lot of help. They have considered asking for help to split the booth so they can man all the hours necessary for the booth. They talked about hiring security for each night instead of using staff or volunteers.
  4. The elementary balloon dance was a big hit and they will likely do it again with some tweaks.
- iii. Special Education report **[Amy Valenzuela]**
  1. One correction, initials that are pending should be 9 vs. 10 (the student disenrolled).
  2. The big jump in numbers is good because the child find process is working.
  3. Currently we have 36 active IEPs.
  4. Behavioral Intervention is attached to a student who has an IEP who has specific behavioral needs related to their academic progress.

5. Approximately 15 students who are incoming have IEPs according to enrollment paperwork.
  6. Mr. Ben is doing great work with graduating students and student progress will be acknowledged by a celebration pizza party!
  7. Progress reports included the intervention piece so that all parents also see the progress in Mr. Ben's class.
- iv. Staff report - *Board and staff discuss items of mutual interest.* **[Melissa Moore]**
1. School News:
    - a. WASC visit took place the 2<sup>nd</sup> week of March. Everyone was on their "A-Game" and students were eager to show their MERIT!
    - b. The third benchmark for iReady is open and the window it open until April 3<sup>rd</sup>.
    - c. The CAASPP testing window is April 20-May 8<sup>th</sup>. The CST Science test window is May 11<sup>th</sup>-22<sup>nd</sup>.
  2. Staff Meetings/Professional Development:
    - a. Teams will be using the most recent iReady data to facilitate intervention and instruction.
    - b. Teams are working to prepare for the CAASPP test. Teams will be using the Interim Assessments to use at "teachable moments" to show expectations of the test.
    - c. RTI discussion during CPT meetings are ongoing. The Special Ed and Intervention team continue to rotate between grade level meetings.
  3. PLC Team (Professional Learning Community):
    - a. The PLC meeting has been moved to Friday, March 27<sup>th</sup>.
- v. Technology report **[Krista Purdom]**
1. The 3 year plan has been updated but Krista was sick and could not be here to present.
  2. Joanne will send the plan via email to the board.
- vi. Director's report – *This is a presentation of information and activities which have occurred since the previous Board meeting.* **[Joanne Green]**
1. WASC was very stressful and rewarding. Their final presentation was very positive with some great next steps with a focus on PBIS, phonics, safety and EL improvements.
  2. Our audit was completed and everything went well.
  3. Mary Ann was wondering if there was a management letter (summary) to show any recommendations of correction for the next year. The full audit report is in the office. The letter does state that there were no major concerns at this time.
  4. Ms. Tami received a Data Management Reward through CALPADS! She will be presented the certificate at the staff meeting.
  5. ADA has fallen a bit due to many illnesses.

6. Budget is still on point.
7. Joanne will be going to the DUSD board meeting and will be asking for a material revision regarding the sibling priority.
8. The changes will be made to the Facilities Agreement in our favor due to a miscalculation on their part.
9. The 6th grade recruitment/retention been worked on/improved. Middle school teachers are working on a pamphlet and will have students choose classes for the following year. We have also considered a 1:1 Chromebook in the middle school.
10. Staffing changes are as listed in the Director's Report. Additional staff members will hopefully be added.
11. Dean mentioned that it would be helpful to see a side-by-side comparison of the staffing, salary and benefits.
12. Dennis asked about the safety in regards to any staff member locking doors from the inside and Joanne mentioned the possibility of using the magnet system. DUSD also intends on changing the locks to be an "all key" on the inside so anyone can lock the door from the inside.

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

11. Finance committee **[5 Minutes - Vicki Gracia]**

- i. Monthly budget update.
- ii. There was no budget sent so there was discussion around we are thinking that the DMS contract needs to be amended to include a penalty for late items.
- iii. A letter will be drafted and signed by the board to address the late reports and if the timeliness doesn't happen a proposal for an amendment to the contract.

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

- i. Now that WASC is over. Joanne and Dean will meet to set up a time to offer recruitment opportunities.

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

J1. Budget Basics - *The Board will conduct a training session on how to read a budget.*

**DISCUSSION [20 Minutes – Sonia Green]**

- a. A Board Training web site was created by Sonia. Once she receives the budget she will update the site. Currently there are about 15 categories that board members can access. Training will be available bi-weekly. There will also be a reading list and links to documents.
- b. To ensure everyone is in compliance with the Brown Act, the comments are disabled. Questions and comments could be sent to the site maintainer who is currently Sonia.
- c. Sonia is hoping this will be a collaborative effort so that board members who are well versed in certain areas can contribute to the training.

J2. School Calendar – *The Board will review and take action on the 2015-2016 school calendar.* [10 Minutes – Joanne Green]

- a. We were waiting on DUSDs final calendar however they are in negotiations with the teacher union so we created our calendar in hopes that it mirrors theirs.
- b. **MOTION** to approve calendar A made by Dean Crechriou and Vicki Gracia seconded. Motion passes, 6-0.

J3. Board Policy Management – *The Board will review a proposal to subscribe to the CSBA GAMUT service for policy management.* DISCUSSION/ACTION [15 Minutes – Dean Crechriou]

- a. Dean will be in charge of facilitating this and will include administration and the Advisory Committee.
- b. **MOTION** made to subscribe to CSBA GAMUT made by Stephen Toms, seconded by Sonia Green. Motion passes 6-0.

J4. Salary scale review *The Board will review and take action on updating the certificated and classified/administrative salary scales.* [15 Minutes – Joanne Green]

- a. Joanne would like to propose a 2% increase for both the classified and certificated salary scales. The administrative schedules will be removed and talked about next meeting.
- b. **MOTION** to approve a 2% increase on the certified salary schedule made by Dean Crechriou, seconded by Vicki Gracia. Motion passes, 6-0.
- c. **MOTION** to approve a 2% increase to the classified salary schedule made by Vicki Gracia, seconded by Dean Crechriou. Dennis Ballance recused himself from the vote due to a conflict of interest. Motion passes, 5-0.

J5. 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 are closed on the action item list and everything is in line and on track.

J6. Student Achievement – *The Board will discuss and take action on issues related to improving student achievement.* DISCUSSION/ACTION. [20 Minutes – Board]

- a. Dean would like to see the iReady comparison for all three benchmarks when available.
- b. Stephen is asking how the intervention program rolls over into the large population and how are we challenging the higher achievers? The answer is that the iReady data is used in the same fashion for all students they just may not be pulled out. Teachers are able to differentiate to meet the needs of the higher students with lower ratios.

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

L. The next regular meeting of the DMCS Governing Board will be held on April 28, 2015.

M. Adjournment at 9:24.

## **ACTION ITEM GOALS**

<b>Action</b>	<b>Person Responsible</b>	<b>Start Date</b>	<b>Due Date</b>	<b>Completed</b>	<b>Outcome/Notes</b>
Call phone company to see how we can save money	Joanne Dennis	10/28/14	11/14/14		Meeting with DUSD and they will be making changes to the facility in the next few years.
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			
Check on insurance coverage (see if it covers all new technology)	Joanne	10/28/14	11/14/14	X	Yes, we are covered.
"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	12/12/14	X	Emailed Deb. She does not have them.
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		Google Doc drafted
Audited Actuals report/Audit	Vicki	1/27/15			
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)	Sonia	1/27/15	3/24/15		
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			Due to Brown Act, we cannot collaboratively edit. Must make changes and send back to Dennis for collation.
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		
Technology Report sent to Board for review	Joanne	3/24/15	4/29/15	X	
Letter drafted by the board to DMS to request timely budget reports and penalties for missing due dates.	Vicki	3/24/15			