

GOVERNING BOARD MEETING MINUTES
DIXON MONTESSORI CHARTER SCHOOL
355 N. ALMOND ST. DIXON, CA 95620, Room 5
April 28, 2015, 6:00PM 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 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 – 6:00 PM
 - A1. Public Employee Evaluation
 - i. Title: Director
 - A2. Public Employee Evaluation
 - i. 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 7:07 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 made by Sonia Green, seconded by Vicki Gracia. 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. Ms. April and two students (Emma Gracia and Liam Bailey) presented projects from their PBL for this school year. The 6th graders began learning how to successfully complete PBLs through the following projects: Weather Reports, Science Fair, Alternative Energy and STEM Engineering Loop Gliders. Emma presented her group’s weather project and Liam spoke about his science fair project on melting ice and his winning Loop Glider. The 7th and 8th graders also completed many project. A few of their projects included: cell metaphors, Hummingbird Identification using a nest that was found on our campus, Composting and the STEM Engineering Loop Gliders.
- b. Ms. April reflected on her year through PBL and hopes to work and focus on helping the middle school teachers to incorporate more projects across the curriculum. She also noticed how student struggle with collaboration and logistical thinking in which she would like to work on with students next year.

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 made by Dean Crechriou, seconded by Stephen Toms. 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. No interest stated at this time.

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]**

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

1. No representative was present for an update.

iii. Special Education report **[Amy Valenzuela]**

1. SPED News—There are 38 active IEPs and 7 pending assessments (1 academic/psych/health, 4 academic/psych/speech, 2 speech/health).
2. Academy News—15 students graduated from Academy cohort last trimester. New cohorts for K-5 began this week. Mr. Ben provided 2/3 team with professional development on April 15th. The topic was reading strategies to support intervention in the General Ed. Classroom. Both teachers and paraprofessional attended.

iv. Staff report - *Board and staff discuss items of mutual interest.* **[Melissa Moore]**

1. School News:

- a. The CAASPP testing window is open April 20-May 8th, and the Science testing will be May 11-22nd. The Spring Sing is scheduled for May 28th. This year's theme is "T.V. Theme Songs."

2. Staff Meetings/Professional Development:

- a. Teams will be using the most recent iReady data to facilitate intervention and instruction.
- b. Grades 3-8 have been preparing for the upcoming CAASPP 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. We set the schedule for the CAASPP testing window and discussed the iReady test and next steps for the program.
- b. We reviewed and discussed the RTI process and the possible structure of the PLC team for next year.
- c. The April 17th meeting was cancelled. We are scheduled to meet again on Friday, May 15th.

v. Technology report [**Krista Purdom**]

1. The clocks and bells are being worked on and should be working before the end of the school year.
2. The internet speed was increased due to a heavy load during the CAASPP testing.
3. Robotics is having a competition on May 30th and there will be four students competing.
4. There is a plan in the works to help move the computer lab to relocate it to room 2. That was the original lab and therefore it has all of the ports for the computers and the space is much more usable as a classroom space.
5. Next year's plan for adding technology in the classroom: seven iPod touches, Chromecasts for more teachers, all teachers currently have projectors but can add more as needed, doc cams for all teachers and two smart boards!
6. We were able to receive a demo from Deco Tech Solutions of a 3D computer from zSpace. This was very exciting and we hope to have them come back to the Meet and Greet. The computers are \$7,000 each and Krista hopes to fundraise and purchase three for next year!

vi. Director's report – *This is a presentation of information and activities which have occurred since the previous Board meeting.* [**Joanne Green**]

1. The attendance is still of concern and we are trying to figure out the best way to encourage attendance since it effects the student and the school in so many ways. We can explore the possibility of adding criteria to enrollment/etc. that includes possible disenrollment for the following school year if their attendance does not meet a certain expectation. Currently, specific requirements must be met for a student to be granted Independent Study. This has helped but there are still many contracts that are not fulfilled and we lose ADA funding.
2. We are currently interviewing and restructuring staff for next year.
3. Concerns with sibling priority for next school year's enrollment are going to be addressed with the DUSD board in September to make possible changes before the January Open Enrollment period. Currently, the new charter does not allow sibling priority once it takes effect.

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

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

- i. Due to the great state of the budget, we have elected to purchase some of next year's school supplies for the parents to utilize the excess that we did not use this year. Mary Ann suggested working with a local vendor, Walmart, to put

back into the community and knowing how generous Walmart is, this could benefit us even more.

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

- i. The first meeting will be held before the school year is out and a new design and adjustment to the bylaws will allow for a more structured participation. Staff members will chair specific roles and recruitment for stakeholders will begin.

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]

J2. 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. Joanne will check with Karl at DMS on an asset update.

J3. Student Achievement – *The Board will discuss and take action on issues related to improving student achievement.* DISCUSSION/ACTION. **[20 Minutes – Board]**

- a. CAASPP testing—The board wanted to document that they are using the CAASPP test nothing more than a tool. It is not a perfect indicator of the child, teacher or school’s overall performance, it is just a snapshot. “The scores tell us something but not everything.”

J4. Possible Board Approval of Middle School Chair and Resource Teacher Chair Stipends – *The Board will review and take action on a leadership stipend program.*

DISCUSSION/ACTION [15 Minutes – Joanne Green]

- a. There was discussion around the amount of each stipend (\$5,000) and if it was appropriate for them to be of equal value due to liability concerns with the Resource Chair however, Amy Valenzuela (Student Services Administrator) will still oversee the legal liabilities.
- b. Joanne will add position requirements to the job descriptions.
- c. **MOTION** to approve the stipends made by Vicki Gracia, seconded by Sonia Green. Motion passes 6-0.

J5. Board Review of Comparable Compensation Data for Charter School

Directors/CEOs/Superintendents – DISCUSSION **[15 Minutes – Dennis Ballance]**

- a. In the future it would be helpful to see the daily rate included on the scale and the total increase for the positions in consideration.

J6. Possible Board Approval of Resolution Regarding Administrative Salary Scale and Calendar - *The Board will discuss and take action on an updated administrative salary scale.*
DISCUSSION/ACTION [10 Minutes – Joanne Green]

a. Joanne will update these job descriptions to include position requirements.

b. Dean is wanting to discuss what portion of our income that we are willing to allot towards salaries in general.

c. It would be helpful for DMS to provide a salary/benefits sustainability report on how our salaries (with increases) will look for the years to come.

d. **MOTION** made to approve a 3% increase and include additional days as long as the budget reserve doesn't go below 15% made by Vicki Gracia, seconded by Sonia Green. Motion passes 4-1-1 (1 opposed-Mary Ann Courville, 1 abstained-Dennis Ballance).

J7. Possible Board Approval of Resolution Regarding Executive Compensation -
DISCUSSION/ACTION [10 Minutes – Dennis Ballance]

a. Is there a salary threshold that we want to set? If so, what would it be?

b. The scales presented were a 2% increase and a 4% increase.

c. **MOTION** to approve a 3% increase to the Executive Compensation with an added 9 days on the calendar made by Vicki Gracia, seconded by Dean Crechriou. Motion passes 5-1 (Mary Ann Courville is opposed).

J8. School performance survey – *The Board will discuss surveying staff as part of a 360 review of the school's performance.* DISCUSSION [15 Minutes – Dennis Ballance]

a. Staff representation desires to inform others through survey data. One of the pertinent questions that they would like to respond to are in regards to PLC effectiveness.

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 May, 26, 2015.

M. Adjournment at 10:05

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			
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			
"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			Emailed Deb.
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			
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Contact with DMS regarding the budget presentation (Karl/Sonia)	Joanne	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		
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		
