

GOVERNING BOARD MEETING MINUTES  
DIXON MONTESSORI CHARTER SCHOOL  
355 N. ALMOND ST. DIXON, CA 95620, Room 5  
May 26, 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
    - 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 7:00 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	absent
Stephen Toms	absent
Joanne Green (Director)	present

E. 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.

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. No public comments made.

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 April, 2015~~

~~G2. Meeting Minutes – for April 28, 2015~~

- a. No action necessary.

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. The new information about the board membership is now up on the webpage.

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. Teachers brought in about \$12K worth of requests and most were granted.
  2. The sound system was bought due to the high need and was priority to make sure the end of the year activities were not going to be effected.
  3. They decided to use their left over budget to increase the Field Day budget.
- iii. Special Education report [**Amy Valenzuela/Rachael Schroeder**]
1. SPED News—there are 40 active IEPs and 5 pending assessments (2 academic/psych/health, 3 academic/psych/speech, 2 speech/health).
  2. Academy News—the benchmark assessments are finishing up. All 5th-8th grade are required to complete the 4th benchmark.
- iv. Staff report - *Board and staff discuss items of mutual interest.* [**Melissa Moore**]
1. School News:
    - a. Many grade levels are completing the 4th benchmark.
    - b. All teachers are finishing up their CUM files.
  2. Staff Meetings/Professional Development:
    - a. Discussions about changes to the lunch and recess schedule were made for next year to have recess first and lunch second.
    - b. Class lists were made and will be approved and finalized by Joanne. Lists will be posted the week before school starts.
    - c. There was discussion about the current library and it is used in each grade level and how we want to utilize it in the future.
    - d. Curriculum counts are complete and the End of the Year checkout has been discussed.
  3. PLC Team (Professional Learning Community):
    - a. The last meeting was full of reflection and how can we improve for next year.
    - b. We talked about our vision and what we want PLC to look like in the future and how it can be improved.
    - c. Observation of colleagues is always a fun part of the PLC team members and the staff.
- v. Technology report [**Krista Purdom**]
1. Met with Joanne and Jason to discuss the plan for the summer. Jason will help us with the Active Directory and the content filter.
  2. A Mail Chimp email went out today for request for help to move the computer lab.
  3. A survey went out to staff for movement of the classroom desktops. The extra computers will go into the lab.
  4. The clocks ad bells need to have extra work done at this time. The district will be splitting the bill with us.
  5. Forty more Chromebooks will be added to the school for 2015-2016.

6. There were concerns about school liability if students bring their own personal device or if they take home a Chromebook and break it. How do we handle this?
  7. The DMCS Robotics Team will be competing in a Robotics competition next Saturday!
- vi. Director's report – *This is a presentation of information and activities which have occurred since the previous Board meeting.* **[Joanne Green]**
1. Attendance is steady and middle school numbers are coming down to the number we need. Middle school is currently at 107 and the goal number is 100.
  2. The yearly audit was started by Hosaka and everything went well. They will be visiting DMS to complete everything this summer.
  3. Karl at DMS is working on completing an asset inventory. Approximately 20% of schools complete this but it is a good habit to get into and is something that we want to complete. Dennis Ballance added a twice yearly review to inventory our assets onto the Board Calendar.

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

11. Finance committee **[5 Minutes - Vicki Gracia]**
  - i. There was discussion around the definition of “Accruals” in the budget report. We would like to have DMS come out and give us a good review of how to read the budget report possibly in the Fall.
  - ii. An extra \$68K that we will get as a one-time deposit will be in the budget this year possibly for Common Core.
12. Charter advisory committee **[5 Minutes - Dean Crechriou]**
  - i. We will be inviting parents and staff to be a part of the sub-committees in the exciting new layout.

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

- J1. Risk Management Insurance – *The Board will review options for liability and workers' compensation insurance, and possibly take action on a contract for 2015-2016.*

**DISCUSSION/ACTION [20 Minutes – Nelson Debasa]**

- a. Nelson Debasa came to present the comparison chart. The new coverage is broader and is about 6% less than what we are currently paying. Must have board approval to proceed. He anticipates that the rates may even be lower. It includes coverage for IEPs, student accident, great services like staff trainings such as Blood-borne pathogens, review of the handbooks, labor attorney costs are also covered. It is a great program and is financially sound. The program is on its 11th year. The Cyber policy coverage is included which we don't currently have and we need. There are 2 months before the

deadline for the renewal and he would be happy to come back at a future meeting to answer any further questions.

b. The board would like to take action at the next meeting since the agenda is not worded correctly. The final number from Nelson will be available by the next meeting.

J2. Document management – *The Board will review its current document management solution.* DISCUSSION [15 minutes – Dennis Ballance]

a. Dennis did a quick presentation of the documents and how to access them.

J3. Curriculum Budget – *The Board will review and take possible action on the proposed purchase of curricular materials, including math materials that support Common Core.* DISCUSSION/ACTION [15 Minutes – Joanne Green]

a. We remain cautious to drive full force into a strict Common Core program. We chose the math programs (Envision Common Core and CPM) as a happy medium and to aid in a smooth transition to the high school with the CPM program.

b. **MOTION** to approve the Estimated Curriculum Budget, to be included in the 2015-2016 budget made by Dean Crechriou, seconded by Vicki Gracia. Motion passes 4-0.

J4. Provisional Internship Permit – *The Board will review and take possible action on a PIP for teacher Tamara Poitier.* DISCUSSION/ACTION [5 Minutes – Courtney Adkins]

a. **MOTION** to approve the Provisional Internship Permit made by Dean Crechriou, seconded by Vicki Gracia. Motion passes, 4-0.

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. We have a projected number from Bespoke Benefits for staff benefits. Open enrollment was changed to happen in October to accommodate new staff.

b. Final evaluations of staff are currently happening, 21/46 are complete and will be done by the end of May.

c. Dream staffing presentation should be moved to March/April to align and to give time to interview new candidates.

d. Asset inventory was moved to June and December.

e. Board review of survey staff was moved to May.

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

a. One year's growth was our goal and we have 135%, meaning (on average) students made at least one year growth. That doesn't mean that they are on grade level.

b. Intervention is imperative before 3rd grade for future success.

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 June 23, 2015.

M. Adjournment at 9:30.

## **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			
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		

Block personal logins on Chromebook	Krista	5/26/15	7/28/15		