

GOVERNING BOARD MEETING MINUTES
DIXON MONTESSORI CHARTER SCHOOL
355 N. ALMOND ST. DIXON, CA 95620, Room 5
August 25, 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 7:08 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
Stephen Toms	Present
Joanne Green (Director)	Present

E. Approval of Agenda

a. **Amendments:** none at this time.

a.b. **MOTION** to approve agenda with amendments made by Dean Crechriou, seconded by Mary Ann Courville. Motion carries, vote of 5-0.

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. Joanne introduced the public; the Ajam Family who have been suggested to apply to the board, Brian Horak who is the new PTO president, Mrs. Perfecto who is the new 2/3 teacher and staff board representative and Mrs. Kemp who is the middle school chair.

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. Warrant report for May, 2015

G3. Warrant report for June, 2015

G4. Warrant report for July, 2015

a. **MOTION** to approve agenda without amendments made by Dean Crechriou, seconded by Vicki Gracia. Motion carries, vote of 5-0.

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

H1. About the Board – *The board will give a short presentation about what the Board does for the school.*

a. Dennis presented a PowerPoint overview of the board and how someone could get involved.

H2. 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. No interest at this time.

H3. 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. Carson Schene, the new Student Body President, talked about the MERIT money and caught being good for drawings at the MERIT Rallies. Their committees will begin meeting tomorrow.

2. The next MERIT Rally is at the end of September.

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

1. Brian Horack, the new PTO President, introduced himself and reminded the board and public that he is new to the position and is happy to bring whatever information the board would like to hear.

2. His goal is to have open communication.

3. Spirit shirt sales have begun and our big Cookie Dough fundraiser is next on the list.

4. PTO meetings will take place every second Tuesday of each month.

5. The current balance is \$12,342.

- iii. Special Education report **[Amy Valenzuela/Rachael Schroeder]**

1. Currently there are 48 active IEPs, which is up 10 from last year. There are 5 pending IEPs.

2. There will be a schedule of “push in” support to provide the least restricted environment.

3. We have added four new providers to accommodate the needs of some new students.

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

1. School News:

- a. We had a great turnout for the Meet and Greet and had a 3D computer presentation for all to check out.

- b. The first MERIT Rally was held on Friday, August 14th and Back to School Night was held on Wednesday, August 20th. Both events were a huge success.

2. Staff Meetings/Professional Development:

- a. Topics of discussion at in service centered around teacher expectations, the evaluation process, CPT meeting routines, adjunct duties and the assessment calendar. We also had a visit from a few board members and reviewed the PBIS structure and Active Supervision. Teachers were also trained in the iReady program.

- b. In the first official staff meeting the new procedures for tracking and reporting students with academic and/or behavioral concerns was discussed.
- c. More information about PBIS was shared and combined with how to begin the implementation of the Character Building program. The new referral process will be used for major offenses only. The triplicate forms have been updated.

3. PLC Team (Professional Learning Community):

- a. The new team met and set a schedule for the new school year.

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

vi. 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 422 so enrollment has been closed for all grades.
- 2. Check with the Solano County Office of Education for a sub list.
- 3. DUSD on Friday to be part of the panel for district improvements in regards to the grant money that we will receive.

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

11. Finance committee [5 Minutes – Joanne Green]

- i. RANs have been paid off as of last week. No discussion, deferred to the budget action item.
- ii. Last year we ended with a 21% reserve which leaves a very positive outlook for the coming years.
- iii. Mark from DMS will be here at the next meeting to explain the figures of the new budget summary to everyone.

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

- i. Joanne will be working with the PLC members to create subcommittee leaders. The first advisory committee meeting will fall around mid-September.

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

J1. Strategic Plan Outcomes -- DISCUSSION/ACTION [10 Minutes – Dennis Ballance]

- a. **MOTION** to adopt the Strategic Plan Outcomes made by Dean Crechriou, seconded by Vicki Gracia. Motion passes, 5-0.

J2. Unaudited Actuals – *The Board will review the 2014/2015 Unaudited Actuals and take action to approve them.* DISCUSSION/ACTION [10 Minutes – Joanne Green]

- a. We ended with a 21% reserve and therefore have a very positive outlook for the coming year.
- b. **MOTION** to approve the Unaudited Actuals made by Vicki Gracia, seconded by Stephen Toms. Motion passes, 5-0.

J3. Board Calendar – *The Board will determine the annual meeting calendar.*

DISCUSSION/ACTION [15 Minutes – Dennis Ballance]

- a. There was discussion around moving some dates to accommodate budget meetings.
- b. **MOTION** to approve the Board Calendar with changes made by Vicki Gracia, seconded by Stephen Toms. Motion passes, 5-0.

J4. 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. There was a shift in the Director evaluation in September to accommodate a mid-year review as well.
- b. **MOTION** to approve the Board Calendar with changes made by Vicki Gracia, seconded by Stephen Toms. Motion passes, 5-0.

J5. Student Achievement – *The Board will discuss and take action on issues related to improving student achievement.* DISCUSSION/ACTION. [20 Minutes – Board]

- a. iReady Benchmarks have begun and data should be ready to present at the next board meeting.
- b. The Middle School Leadership group will be strongly present this year as well as the newly added Journalism team. There will be multiple opportunities for students to log volunteer/community hours.

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 September 22, 2015.

M. Adjournment at 8:46.

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		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		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		
Confirm the difference between restricted and unrestricted (restricted student expenditures and non-restricted student expenditures)	Joanne Dean	8/25/15	9/22/15		
Acronym poster for meetings	Courtney	8/25/15	9/22/15		
Call 8x8 to lower bill	??				