

OCTOBER 27, 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 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 of 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

**Full Board Agenda**

- A. Call to Order – 6:30 PM
- B. Adjourn to Closed Session
  - B1.Public Employee Appointment
    - i. B2.Title: Governing Board Trustee
- C. Adjourn to open session
  - C1.Announcements from Closed Session
    - i. C2.Nothing to report and no actions taken.
    - ii. C3.The meeting called to order by the Board Chair at 7:08 PM.
  - C2. Pledge of Allegiance
  - C3. Roll call
    - i.

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

#### D. Approval of Agenda

- D1. **MOTION** to approve agenda without amendments made by Dean Crechriou, seconded by Vicki Gracia. Motion carries, vote of 4-0.

#### E. Awards and Special Presentations

##### E1. Student presentation

- i. E2. A presentation was made by members of the Middle School Choir. The students sang two songs and were led by Ms. Jamie.

##### E3. AFLAC Insurance Presentation

- i. E4. Representatives from AFLAC attended the meeting to present insurance policy information for when employees get sick or hurt.
- ii. E5. Some features of the policy are: employees can build the plan in the best way that they see fit, and out-of-pocket expenses can be covered by the insurance policy.
- iii. E6. The benefit of an employer offering the policy: to give options to the employees to remain competitive in the market, and the pre-taxation (state) of policies for the employer. The only policies not pre-taxed are disability and life insurances.

- 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.*

F1. A parent thanked the board for the lockers that were added to the middle school wing.

F2. A parent, Kyle Felix, brought up concerns about whether or not the school is going to enforce the SB-707 bill. As a suggestion, he proposed that we do not support the bill and allow concealed weapons to be carried on the premises.

- i. F3. This topic will be added to the next meeting agenda as a discussion item.

- 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 August, 2015

G2. Warrant report for September, 2015

G3. Meeting minutes for September 22, 2015

- i. G4. **MOTION** to approve agenda without amendments made by Stephen Toms, seconded by Vicki Gracia. Motion carries, vote of 4-0.

#### H. Communications

H1. Board Member Nominations – *individuals interested in serving on the Board may present a brief statement of interest.*

- i. H2. Greg Tripp has submitted his interest in serving on the board. He will begin his position in January.

H3. Five Minute Reports – *Representative reports and updates [Joanne Green]*

- i. H4. Student body report – *This is a report from a representative of the student body organization. [Carson Schene]*

1. H5. The Cookie Sale at the Fall Festival raised \$269.00 for the leadership class.

2. H6.The Otter Pop Sale that was held afterschool was successful. They made \$80 and would like to plan another sale. The funds will support financing the painting of a mural on the music room wall.
  3. H7.Students are planning the upcoming Middle School Dance. The theme is "Disney." The date of the dance is December 11<sup>th</sup>.
  4. H8.Leadership will be helping with the set-up and clean-up of the Downtown Christmas Tree Lighting.
  5. H9.Ms. Joanne complimented the wonderful job that the leadership team is doing at our school, particularly how they have been helping with crossing guard duty before school.
  6. H10.Carson Schene commented that he feels positively about the 20 hours of volunteer service that the leadership students are required to complete.
- ii. H11.PTO report [**PTO Chair**]
1. H12.The Fall Festival was a success.
  2. H13.The Book Fair will be held during the week of Parent-Teacher conferences.
  3. H14.Ms. Joanne acknowledged how wonderful the new sound system is in the MPR.
- iii. H15.Special Education report [**Amy Valenzuela**]
1. H16.There are currently 4 pending IEP assessments.
  2. H17.Mr. Ben and Ms. Ashley gave written feedback about the progress of their Academy classes. They are working on their progress reports to give to families during Parent-Teacher conferences.
- iv. H18.Staff report - *Board and staff discuss items of mutual interest.* [**Melissa Moore/Lara Perfecto**]
1. H19.School News:
    - a. H20.MERIT rallies were held for the themes of "Responsibility" and "Respect." The TK/K/1 students did a presentation of their MERIT pledge during the "Responsibility" assembly. The 2/3 students sang a song during the "Respect" rally.
    - b. H21.We had a campus lockdown on Thursday, October 8th. Classroom teachers debriefed with their students. Ms. Joanne debriefed with the staff in small groups.
  2. H22.Staff Meetings/Professional Development/CPT (Common Planning Time):
    - a. H23.Mr. Ben led the teachers in a training to support the teaching of Informational Text.
    - b. H24.The Staff have been reviewing and restructuring the procedures for safety drills.
    - c. H25.Grade level teams discussed enrichment opportunities for students that are performing above grade-level in math and ELA.
    - d. H26.All teachers participated in an iReady training on how to interpret the data and share it with families.
  3. H27.PLC Team (Professional Learning Community):
    - a. H28.The team reviewed and discussed CAASPP data and iReady data.
- v. H29.Middle school report [**April Kemp**]
1. H30.A group of leadership students are helping in the morning with crossing guard duty. They are working on getting a crossing zone placed directly in front of the school. It has been a good learning experience for the students.

2. H31.The leadership students helped during the K/1 and 2/3 recesses last Friday. They are preparing to help with conflict mediation with the younger students.

3. H32. The Middle School teachers were led in a training about Informational Text by Ms. Autumn. Teachers report an increase in the iReady scores for many students in the area of Informational Text.

4. H33.Middle School teachers are planning to incorporate PBL plans across all subject areas.

5. H34.Students were able to purchase a pizza lunch with the MERIT money that they have earned this month.

6. H35.The Journalism class will be taking a tour of the News10 studio tomorrow.

vi. H36.Technology report [**Krista Purdom**]

1. H37.Ms. Krista will bring data at the next meeting to report on chromebook usage on campus.

vii. H38.Director's report – *This is a presentation of information and activities which have occurred since the previous Board meeting.* [**Joanne Green**]

1. H39.Current enrollment is at 417.

2. H40.Short-term goals

a. H41.After reviewing the iReady and CAASPP data, 17% of our students are advanced in ELA and 9% are advanced in Math. Ms. Joanne shared a template of how the teachers are using the data and planning instruction for these students.

b. H42.Staff surveys will begin to be sent out on a monthly basis to gather information about the needs of the staff.

3. H43.“Eight State Priorities” were added as a new format to Ms. Joanne’s Director’s Report.

4. H44.Ms. Joanne attended the YM & C Workshop in Sacramento.

5. H45.Ms. Joanne reported that everyone will eventually have a key that is able to lock the inside of any door on campus. We also are requesting intercoms and lighting to be added on campus by the district.

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

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

i. 12.Monthly budget update

1. 13.Mark from DMS submitted his report on time, but was waiting on the county revenues.

2. 14.Dean Crechriou expressed concerns about the salary and benefit percentage overall.

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

i. 16.Nothing new to report.

17. Upcoming CE opportunities

i. 18.Oct 26 – CCSA online Governance Academy

([https://ccsa.force.com/MN4\\_PublicEventRegistration?id=a1ha000000ND2zAAG](https://ccsa.force.com/MN4_PublicEventRegistration?id=a1ha000000ND2zAAG))

ii. 19.Oct 29 – CCSA Governance Academy in Sacramento (Same agenda)

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

J1. Bullying policy – *The Board will be informed on the DMCS bullying policy, education code relating to bullying, and the school's action plan when dealing with bullying.* **DISCUSSION [15 Minutes – Joanne Green]**

i. J2. Ms. Joanne and Ms. Amy presented the Character Building and Positive Behavior Interventions and Supports (PBIS) programs that we use at school. We are restructuring and streamlining our policies to fit these approaches.

1. J3. PBIS

a. J4. The *Student Behavior and PBIS* programs can be found in the Student Handbook. It outlines a consistent approach for students to understand what they **should** be doing, no matter where they are on campus. All staff members are encouraging students to meet the same expectations by following the *School-Wide Behavior Matrix* that was collaboratively created by staff at the beginning of the year.

b. J5. Our goal with PBIS is to reduce the number of inappropriate behaviors and increase the number of appropriate behaviors from students. The staff has been encouraged to use a 10-1 approach--10 encouragements for every reinforcement that is given.

c. J6. Staff Members distribute “Caught Being Good” tickets when students behave appropriately. These tickets are drawn in a monthly raffle for students to win a pizza party.

2. J7. *Project Wisdom*

a. J8. Teachers read the *Project Wisdom* daily messages. Each month has a different theme, or focus character trait.

b. J9. Monthly MERIT rallies are held to reinforce the messages and themes taught in the classrooms.

3. J10. Bullying

a. J11. Ms. Joanne reviewed how “*Bullying*” is outlined in the *Student Handbook*.

b. J12. Staff members take into consideration specific circumstances, and deal with each situation/child on an individual basis.

4. J13. Major Referrals

a. J14. Discipline data is being tracked by Ms. Joanne. She will begin to include it in her monthly Director’s Report.

J15. Prop 39 Facilities request – *The Board will review the 2016-2017 facilities request to be submitted to Dixon Unified School District.* **DISCUSSION [10 minutes – Joanne Green]**

i. J16. The only change is that we are asking for an additional modular building to be used as a proposed meeting room.

J17. Parent survey review – *The Board will review the content of the first parent survey.* **DISCUSSION [15 Minutes – Joanne Green]**

i. J18. The survey was reviewed by the PLC team last month. No major changes were made to the survey, with the exception of a few additional comment sections.

ii. J19. Chromebooks will be set-up during the week of Parent-Teacher conferences in the MPR for families to access after their conference(s).

J20. 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]**

i. J21. All items have been updated and we are on track.

J22. Student Achievement – *The Board will discuss and take action on issues related to improving student achievement.* DISCUSSION/ACTION. **[20 Minutes – Board]**

i. J23.CAASPP data review

1. J24.DMCS is on track with the other schools in Dixon.

ii. J25.iReady data review

1. J26.Ms. Joanne presented a comparison of the iReady benchmark 1 data from 2014-2015 and 2015-2016.

2. J27.Ms. Joanne noted that classrooms are currently taking or have completed the 2<sup>nd</sup> benchmark.

J28. Board agenda management – *The Board will discuss options for managing agenda materials.* DISCUSSION **[10 Minutes – Dennis Ballance]**

i. J29.Dennis reported that it is not a viable option to participate in the same management program that the city and district use for their document management.

ii. J30.Dennis is researching other options.

J31. Charter Enrollment Amendment-*The Board will discuss and take action on amending the charter enrollment policy.* DISCUSSION/ACTION. **[10 Minutes –Joanne Green]**

i. J32. **MOTION** to approve the Charter Enrollment Amendment as written was made by Vicki Gracia, seconded by Stephen Toms. Motion passes, 4-0.

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 November 17, 2015.

M. Adjourn to Closed Session at 9:59.

M1.Public Employee Evaluation

i. M2.Title: Director

N. Adjourn to open session

N1.Announcements from Closed Session

i. N2.Nothing to report and no actions taken.

O. Adjournment at 10:58 pm.