



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

Sunday 14 September, 2014, 1:00PM WORKSHOP

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

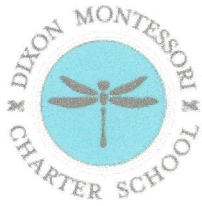
- Our vision is to create a community of lifelong learners.
- Our vision is to create a school that focuses on critical thinking, problem solving, innovative solutions and collaboration.
- Our vision is to create a school that is highly regarded for its academic excellence and for its contributions to 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

Full Board Agenda

- A. Call to Order – 1:00 PM
 - A1. Pledge of Allegiance
- B. Roll call
- C. Approval of Agenda
- D. 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.*
- E. Strategic Review and Planning:
 - E1. Long Term / Short Term Goals – *The Board will review and updated long and short term goals in the area of academics, finance, operations and others as necessary.*
DISCUSSION/ACTION. [90 Minutes – Stephen Toms / Joanne Green]



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- E2. Board Management – *The Board will review and discuss the operation structure of the Board (e.g. Roles and responsibilities of officers, 2015 officers, recruitment, etc.)*
DISCUSSION/ACTION. **[30 Minutes – Stephen Toms]**
- F. Meeting evaluation – *The Board will conduct a self-evaluation on meeting and materials effectiveness in order to improve future meetings.* **[5 Minutes – Sonia Green]**
- G. The next regular meeting of the DMCS Governing Board will be held on Tuesday 23 September, 2014.
- H. Adjournment

JANUARY

- 1/2 DMCS responds to any district concerns regarding ADA
- Director completes mid year staff evaluations and discussions.
- Mid year report from director on annual school performance to goals
- Open enrollment begins
- Election of board officers
- New Board terms begin

FEBRUARY

- 2/1 District makes preliminary proposal of facilities
- Assess/evaluate current education program and any changes to programs; decide on modification, additions, deletions, etc with associated costs
- Parent survey distributed before parent conferences

MARCH

- 3/1 DMCS responds to district regarding the prelim facility proposal
- 3/15 Second Interim Budget Due
- Finance committee analyzes current year expenses for cost efficiencies in anticipation of upcoming year budget; establish very preliminary budget for upcoming year
- Purchase consumables for upcoming year
- Preliminary decisions made on any staff changes for upcoming year. Recruitment begins.
- Salary scales approved for upcoming year
- Parent survey #2 released in conjunction with parent conferences

APRIL

- 4/1 District's final proposal regarding facilities
- 4/1 Annual Form 700 due
- Annual school calendar and employee calendar approved

MAY

- 5/1 select auditor
- 5/1 DMCS response to districts final proposal regarding facilities (or if applicable 30 days after receive districts final proposal)
- Revise budget numbers for upcoming year operating budget based upon current state budget projections
- Obtain quotes for staff benefits and other insurance
- Final evaluation of staff (non director); board decides of right person in right job.
- Asset inventory (valued at \$500. or greater) updated
- Obtain and review Similar School Ranking
- Year end parent survey sent out

JUNE

- Evaluation of director; development plan created
- Complete/renew vendor contracts exceeding \$5,000.
- Director end of year performance to goals report
- Board of Directors evaluation survey to parents and staff
- By end of June staff given placement decisions for upcoming year

JULY

- 7/1 Budget for upcoming year
- Complete annual performance report required by Charter
- Board workshop to assess Charter and MOU compliance, mission, vision, strategy, long term goals and set goals and action plans for upcoming year
- Annual pay decisions finalized by director and board based upon performance and budget capabilities. Discussed with individuals.

AUGUST

- Analysis and review of preliminary STAR test results
- Board completes and reviews with director performance evaluation from prior year. Board discusses upcoming year development plan, expectations of director.
- Setting and publishing of board meeting dates

SEPTEMBER

- Annual school goals and expectations communicated to staff
- 9/15 Unaudited actuals from prior fiscal year
- Director establishes individual goals and development plans for all staff.
- School Accountability Report Card (SARC)

OCTOBER

- Election of Board Officers

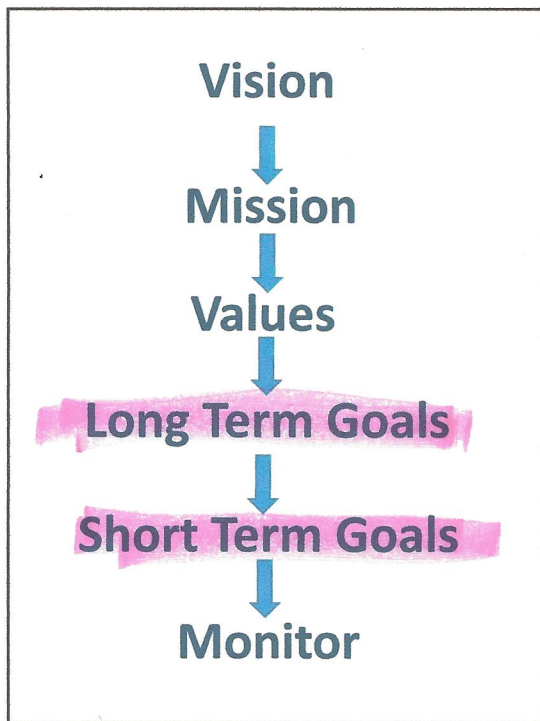
NOVEMBER

- 11/1 Prop 39 Facilities request due to DUSD
- Parent survey #1 released in conjunction with parent conferences

DECEMBER

- 12/1 District must respond to any concerns regarding our ADA projections
- 12/15 First Interim Budget Due
- 12/15 Auditors report for prior fiscal year due
- Staff and director complete mid year self evaluation.

STRATEGIC PLANNING
GUIDELINES



LONG TERM GOALS (2013-2018)

1. All students (100%), including subgroups, will be proficient and above in math and in language arts.
2. Obtain and maintain Western Accreditation Schools and Colleges (WASC) highest certification. Obtain one state or national recognition award that recognizes our uniqueness and achievements.
3. Controlled growth with fiscal responsibility, including a minimum of 15% reserve.
4. Develop innovative approaches and resources to meet the needs of all stakeholders.
5. Be active in the community, engaging in partnerships with other community businesses and universities; be recognized as a school of choice, an alternative option, within Solano and Yolo counties; be a success model to other Charter schools.
6. Engaging and rigorous curriculum in sciences, including a science lab; math; reading; art; music; physical education; and foreign language; and in all cases integrating the curriculum with technology.
7. Build an organizational culture that attracts and retains the highest level of staff by providing a supportive and sustainable environment, where creativity and team work is expected and rewards/pay is based on results.

The following is a summary of progress on each long term goal.
(6/2014)

LONG TERM GOALS (2013-2018)

All students (100%), including subgroups, will be proficient and above in math and in language arts.

Due to changes in state testing, California Associates Benchmark Test #4 was used for final data for 2013-14. This testing data does not pull out subgroups but gives us an overall average per grade-level. Summary of overall results are below:

- 1- All classrooms showed significant growth and reached benchmark mean of 58%+.
- 2/3-Math continues to be the strong point. Little to no growth seen in second grade ELA. Numerous factors play into this. The main one being the change of staffing that took place during the school year. Two teachers left mid-year requiring two new teachers. Thus, the team had only one veteran, new teacher from beginning of year and two new mid-year teachers.
- 4/5- Most classrooms made 58% target in ELA and Math. Fifth grade science extremely low. Teachers will be implementing daily jobs on student work plans to provide a continuous flow of science lessons and repetition to build proficiency in this area.
- Middle School
 - ELA 6th and 8th grade met the target but 7th grade was far below. The data for 7th grade seems to be lacking the number of students tested. Also, it's important to note that this class was starting to implement Common Core State Standard
 - Math did not meet standard.
 - 8th Social Studies met standard.
 - 8th Science did not meet standard.
- This is the first year that we administered Test 4 of the benchmarks due to not having the STAR test. Overall, observation is that there was little progress from Test 3 to Test 4 of the benchmark. This could be due to timing of the test right after the students took the practice state test (Caaasp). Also, the administering of two tests decreased teaching time.

Next Step- Until the state decides and completes there testing procedures, we are purchasing the iReady Diagnostics Benchmarks for reading and math. This benchmark testing program will not only give us precise results but will guide the teachers and intervention specialist in the next steps for each student. I am including a snapshot of what they have to offer and how reports will now be turned into the board.

Obtain and maintain Western Accreditation Schools and Colleges (WASC) highest certification. Obtain one state or national recognition award that recognizes our uniqueness and achievements.

I attended 3 training workshops on how to complete the self-study. Our final observation is scheduled March 9-11. Constant preparation is underway for this currently.

Controlled growth with fiscal responsibility, including a minimum of 15% reserve.

Enrollment will rise and stay steady from 390 to 412 for the following year.

Ending reserve for the fiscal year will be approximately 7% with the following years' projection being approximately 14%.

Develop innovative approaches and resources to meet the needs of all stakeholders.

Site Council changing to Advisory Council as per our new charter. This should allow for easier access for stakeholder's to attend.

Volunteer program being implemented in 2014-15 in order to increase percentage volunteering.

Be active in the community, engaging in partnerships with other community businesses and universities; be recognized as a school of choice, an alternative option, within Solano and Yolo counties; be a success model to other Charter schools.

- Participated in the Christmas Tree Lighting, Dixon Block Party, Grilling and Chilling,

- **Attended UCD Job Fair**
- **Charter Renewal accepted by DUSD!**

Next step- continue to build relationship with DUSD and the surrounding communities.

Engaging and rigorous curriculum in sciences, including a science lab; math; reading; art; music; physical education; foreign language integrating the curriculum with technology.

- **Spanish Elective for middle school students. Minimal in 2013-14. Increasing to a full elective class in 2014-15.**
- **Music-Band to increase to a full elective class in 2014-15 for Middle School**
- **Science focus for 4th and 5th grade students with in their classrooms and work plans.**
- **Science being separated into individual core class in the middle school for 2014-15.**

Build an organizational culture that attracts and retains the highest level of staff by providing a supportive and sustainable environment; one where creativity and team work is expected and rewards/pay is based on results.

- **Overall morale is up.**
- **Teachers excited for lead teacher roles and taking the school to the next level.**
- **Only one teacher left voluntarily due to reasons not associated with the school.**
- **1% pay increase for Certificated staff.**
- **Lead Teacher Stipends implemented.**
- **Survey results from staff should be referenced.**
- **Evaluations completed.**

2013-2014 METRICS	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	BELOW EXPECTATIONS	MEASURED BY:
ACADEMIC PERFORMANCE				
STUDENTS, INCLUDING SUB GROUPS, ADVANCE ONE GRADE LEVEL	95% or greater meet individual objectives	90%-94.9% meet individual objectives	Less than 90% meet individual objectives	SCANTRON RESULTS OR CBM
API RESULTS	855 or above as stated in Charter for current school year	800 to 854	Less than 800	CA STATE ANNUAL RESULTS RECEIVED IN JULY
SUBGROUPS ACHIEVE INDIVIDUAL IEP GOALS		100% compliance with state audit	Less than 100% compliance with state audit	State audit conducted December and June
FINANCIAL MANAGEMENT				
ATTENDANCE (ADA) PERCENTAGE	Greater than 98%	96.1%-97.9%	Less than 96%	AVERAGE YEAR TO DATE
ACHIEVE STUDENT ENROLLMENT FORECASTED IN JULY BUDGET	Forecast achieved	95-99% forecast achieved	Less than 95% forecast achieved	Enrollment records at beginning of school year
STUDENT RETURN/RE-ENROLLMENT RATE	Greater than 90% K-7	85%-89.9% K-7	Less than 85% K-7	STUDENTS RETURNING FROM PRIOR YEAR
ACHIEVE RESERVE RATIO	Greater than 8.5%	7-8.5%	Less than 7%	

STAKEHOLDER ENGAGEMENT				
PARENT PERCEPTION SURVEY RESPONSE RATE	Greater than 75%	75%-60%	Less than 60%	PARENT SURVEYS (2 per year)
PARENT OVERALL SATISFACTION	Greater than 90%	85%-89.9%	Less than 85%	PARENT SURVEYS (2 per year)
STAFF OVERALL SATISFACTION	Greater than 95%	90%-94.9%	Less than 90%	STAFF SURVEY (2 per year)
STAFF RETENTION	Greater than 90%	85%-89.9%	Less than 85%	RETURNING STAFF
PERCENT OF FAMILIES DOING VOLUNTEER WORK	Greater than 90%	80%-89.9%	Less than 80%	TEACHER INPUT
INVOLVEMENT IN COMMUNITY EVENTS/DUSD	Greater than 7 events	6-7 events	Less than 5 events	

The following contains results for the 2013-2014 school year. (6/2014)

2013-2014 METRICS	EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	BELOW EXPECTATIONS	MEASURED BY:
ACADEMIC PERFORMANCE				
STUDENTS, INCLUDING SUB GROUPS, ADVANCE ONE GRADE LEVEL -Results coming	95% or greater meet individual objectives	90%-94.9% meet individual objectives	Less than 90% meet individual objectives	SCANTRON RESULTS OR CBM
API RESULTS -Unable to produce due to state changes.	855 or above as stated in Charter for current school year	800 to 854	Less than 800	CA STATE ANNUAL RESULTS RECEIVED IN JULY
SUBGROUPS ACHIEVE INDIVIDUAL IEP GOALS		100% compliance with state audit	Less than 100% compliance with state audit	State audit conducted December and June
FINANCIAL MANAGEMENT				
ATTENDANCE (ADA) PERCENTAGE	Greater than 98%	96.1%-97.9% *Final report will be completed 6/30. P2 data states it as 96.77%	Less than 96%	AVERAGE YEAR TO DATE
ACHIEVE STUDENT ENROLLMENT FORECASTED IN JULY BUDGET	Greater than 100% forecast achieved	100% of forecast achieved	Less than 100% forecast achieved	Enrollment records at beginning of school year
STUDENT RETURN/RE-ENROLLMENT RATE	Greater than 90% K-7 96% Retention	85%-89.9% K-7	Less than 85% K-7	STUDENTS RETURNING FROM PRIOR YEAR
ACHIEVE RESERVE RATIO	Greater than 8.5%	8.5%- 7%	Less than 7%	

The following contains results for the 2013-2014 school year. (6/2014)

STAKEHOLDER ENGAGEMENT				
PARENT PERCEPTION SURVEY RESPONSE RATE	Greater than 75%	75%-60%	Less than 60% 36% received for 2 nd survey	PARENT SURVEYS (2 per year)
PARENT OVERALL SATISFACTION	Greater than 90%	85%-89.9%	Less than 85%	PARENT SURVEYS (2 per year)
STAFF OVERALL SATISFACTION -Board survey results to be used	Greater than 95%	90%-94.9%	Less than 90%	STAFF SURVEY (2 per year)
STAFF RETENTION	Greater than 90%	85%-89.9%	Less than 85%	RETURNING STAFF
PERCENT OF FAMILIES DOING VOLUNTEER WORK	Greater than 90%	80%-89.9%	Less than 80% 61%	TEACHER INPUT
INVOLVEMENT IN COMMUNITY EVENTS/DUSD	Greater than 8 events	8-7 events	Less than 7 events	