



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

Tuesday 27 May, 2014, 7:00PM 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 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**

#### Action Summary

1. Motions
  - a. Consent agenda approved
2. Recommendations
  - a. None

#### Meeting Minutes

- A. Closed Session – 6:30 PM
  - A1. Public Employee Evaluation
    - i. Title: Director
- B. Announcements from Closed Session
  - a. No announcements.



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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	present
Mary Ann Courville	present
Dean Crechriou	present
Vicki Gracia (Treasurer)	present
Sonia Green (Secretary)	present
Stephen Toms (President)	present
Joanne Green (Director)	present

E. Approval of Agenda:

- a. Strike J6 and possibly create a special meeting. Deferred to June 24, 2014
- b. H2 Needs to be Stricken
- c. **MOTION** to approve agenda with amendments. Motion 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.*

F1. Wants to incorporate student recognition to be part of the moving.

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. Minutes for 4/22/14 Board meeting

G2. April 2014 Warrant Report

1. **MOTION** made by Dean Crechriou to approve the consent agenda, second by Dennis Ballance. Motion passes, 6-0.



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H. Communications

H1. Student body report – *This is a report from a representative of the student body organization.* **[5 Minutes – Student Representative]**

- i. Marcos Baldwin- Provided an update on student council voting

~~H2. PTO report **[5 Minutes – Donny Everhart]**~~

H3. Special Education report **[10 Minutes – Amy Valenzuela]**

- i. We are currently transitioning eighth graders to high school by going to their transition meetings at their new school. We are also setting up meetings with the incoming Kindergarteners.
- ii. Two students will be getting tested at the end of the school year and during the summer so that we can get them where they need to be before the start of school.
- iii. Questions were posed about the management strategy- there will be two teachers who will be main special ed-teachers. Two initials have come in for the new school year.
- iv. There are six students who we are losing because they are transitioning to high school.
- v. More hours of testing have been done this year than in the past.
- vi. We put an application in for the RISK school fund which involves recouping money from earlier this year.

H4. Staff report - *Board and staff discuss items of mutual interest.* **[5 Minutes – Melissa Moore]**

- i. Seven days left so teachers are working on completing CUMs files for each student and making student class placement decisions for next year.
- ii. The Spring Sing is tomorrow and will be paired with the Parent and Volunteer Appreciation Night.
- iii. K/1- Studied butterflies and frogs which are starting to develop as well as finished their benchmark testing.
- iv. 2/3- Finished benchmark testing. They finished multiplication and division domination programs and PTO sponsored the party! They have a field trip to Discovery Museum this Friday.
- v. 4/5- Working on Benchmark testing.
- vi. Middle School - In history the first chrome book project has been completed. E-magazines, based on time periods, are in progress. This PBL project was a collaborative effort between a few middle school teachers.
- vii. In English, there were three writing assignments that featured informational and persuasive essays. They had to identify which was the editorial and a



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narrative. They also learned how to use the QR code which connects to different things.

- viii. The kids really enjoyed using the chrome books to complete these projects and all groups completed their projects on time.

H5. Director's report – *This is a presentation of information and activities which have occurred since the previous Board meeting.* **[15 Minutes – Joanne Green]**

- i. ADA month 9- 96.8%
- ii. May enrollment stayed the same.
- iii. Volunteer log- only 61% trying to tally it a different way. In the past we tallied it through the volunteer log and online. This time the teachers kept track of all those who volunteered in the classes.
  - 1. Parent pamphlet regarding volunteerism that details a point based volunteer system (passport system). Helping parent volunteerism go up. Parent volunteer hours need to be increased. Suggestion is to come up with a passport for the parent and one for the student so that it creates a win/win for all volunteers involved.
  - 2. June 24- review parent volunteer policy- needs further discussion. An example will be presented at the next board meeting.
- iv. Robin has an employee reimbursement- for Dixon Montessori training request. May 24, 2011

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

1. Director's Finance Committee **[5 Minutes – Joanne Green]**

- i. Monthly budget update:
  - 1. Finance committee met on Thursday for the budget that came through for the next coming year. Everything looked good on this budget. Jodi responded back to the few questions that we have.
  - 2. RANs revenue anticipation loan- Deferrals will almost be entirely reduced or eliminated. This means that RANS will be significantly less. 14/15 borrowing by 15/16 we will not need a RAN loan.
  - 3. LCFF is the state's new calculation method to fund all schools. Annual funding increases are expected for the next seven years. There should be more money per student over all for the next few years. We are in year one of the LCFF. The core funding has more stability than other programs of the past. This document will be approved at the next board meeting. June 24, 2014
  - 4. There will be a deeper look into the budget to see how much could be set aside per teacher for supplies.



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5. The Air Force is donating school supplies and expected to get over the summer.
6. Employer contribution rate for STRS is at 9.5. It is expected to double over the next couple of years.

12. Internal Audit Committee **[5 Minutes – Sonia Green]**

i. Monthly status update

1. The internal audit has been started and a couple of processes and procedures are currently being reviewed. The policy that is likely to face the most updating is the volunteer policy. Recommendations will be reported on and sent to the Director. In the coming weeks more procedures and policies will be reviewed to determine recommendations and changes.

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

J1. Action Item / Master Calendar Review – *The Board will review status of outstanding action items from previous meetings and outstanding Master Calendar items.*

DISCUSSION/ACTION. **[10 Minutes – Stephen Toms]**

- i. Policies- Dean and Stephen to look into and create a proposal.
- ii. The Complaint policy is still in the works.
- iii. We asked if DUSD had any spare tech parts in case we had a failure that was an easy fix. They responded that they had none available.
- iv. The Lead Custodian job description was presented.
- v. Salary scales were approved at the last meeting where all scales stayed the same but the teachers received a 1% increase.
- vi. The Technology Report highlights a three year tech plan.
- vii. Mary Ann Courville put in for a grant with the district rotary grant for \$11,000, they guaranteed \$5000 which is all ear marked for technology. These funds will go to the carts for the chrome books!

J2. DMS Services Presentation – *Presentation of services provided by DMS.*

DISCUSSION/ACTION. **[20 Minutes – DMS]**

- i. Delta Management Solutions started 11 year ago. Started at one school and now at 26 years. Discussion taken-NO ACTION required.

J3. DMCS Employee Benefits – *Presentation of benefit options for upcoming school year.*

DISCUSSION/ACTION. **[20 Minutes – DMS]**

- i. This year DMCS is moving to ACA compliant plans (Obama Care Compliant). Renewal is August 1<sup>st</sup>. Everyone is being migrated to a plan with Kaiser in the middle tier. Costs have gone down. Renewal rates for new plans went down by 10%. Overall costs went down 10% not the individual costs. Every Member is now rated, based on age and zip code. This creates a situation where people who have children will see their rates to go up.



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- ii. Out of pocket max is the worst case scenario.
- iii. We are looking at getting a renewal date of September 1, 2014 or an October 1, 2014.
- iv. **ACTION** to approve the renewal of the benefit plan, push out the enrollment date to October 1 so long as any increase is within a 3.25% or less of budgetary threshold, made by Dean Crechriou, seconded by MaryAnn Courville. Motion passes 6-0.

J4. Charter Renewal – *Review amendments to the Charter Renewal presented to DUSD.*  
DISCUSSION/ACTION. **[20 Minutes – Joanne Green]**

- i. There was a lot of excitement on the charter renewal when the charter was approved. Lots of compliments were given to Joanne for how she handled the questioning. We are so happy to be under Dixon Unified School District.
- ii. Material revisions will need to be submitted before November.
- iii. A recommendation is to look at DUSD's current enrollment.
- iv. **ACTION** to approve the changes recommended by DUSD of the DMCS charter made by Vicki Gracia, seconded by Dean Crechriou and MaryAnn Courville. Motion passes 6-0.

J5. Bylaw Updates – *Discuss and review proposed DMCS bylaws recommended by DMS.*  
DISCUSSION/ACTION. **[30 Minutes – Sonia Green]**

- i. Mary Ann Courville - page 1 section 1 softening age language from 5 to 14 ages to K-8<sup>th</sup>.
- ii. On page 1- corporate purpose should match articles with the bylaws. Make an amendment to articles of incorporation.
- iii. Page 4 section 6D: Have phrase taken out altogether.
- iv. Page 5 section 13: meeting deadlines

~~J6. Financial Auditor Selection – *Discuss and review proposed independent auditor contract.*~~  
~~DISCUSSION/ACTION. **[10 Minutes – Vicki Gracia]**~~

J7. Local Control Accountability Plan (LCAP) – *Presentation to stakeholders.*  
DISCUSSION/ACTION. **[10 Minutes – Joanne Green]**

- i. The main point of the document is to ensure that our numbers are unduplicated and to make sure that the funding includes money set aside for intervention, increased accountability, EL directed instruction, implementing an EL set of standards. This is open for public comment and discussion will be placed on the next agenda where action will be voted on June 24, 2014.

J8. Director Evaluation Process – *Discuss ongoing process of director evaluation.*  
DISCUSSION. **[10 Minutes – Dennis Ballance]**

- i. An update was given for the process. Next step is for Director to complete a year end summary by June 24, 2014. This item will be placed on the next month's agenda.



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- K. Meeting evaluation – *The Board will conduct a self-evaluation on meeting and materials effectiveness in order to improve future meetings. [5 Minutes – Sonia Green]*
  - K1. Meeting evaluations were handed out and returned to Sonia Green.
- L. The next regular meeting of the DMCS Governing Board will be held on Tuesday 24 June, 2014.
- M. Adjournment at 10:02pm