

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

Tuesday 28 October, 2014, 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 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
  - a. Public Employee Evaluation
    - 1. Title: Director
- B. Announcements from Closed Session
  - a. Nothing to report.
- C. Call to order
  - a. The meeting was called to order by the Board Chair at 7:05 PM.
  - b. Pledge of Allegiance
- D. Roll call
  - a.

Trustee	Presence
Dennis Ballance	present

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

E. Approval of Agenda

- a. **MOTION** to approve agenda with amendments. Motion made by Dennis Ballance, seconded by Sonia Sedillo. Motion carries, vote of 4-0.

F. Public Comments:

- a. K/1 star students presentations--Ms. Patty brought two students to talk about their Space Unit. They shared their classmates beautiful artwork and Space Books with writing samples.
- b. Ms. Autumn shared a special thank you to Joanne and the administrative staff for bringing the community feel back to DMCS. She expressed that her feelings were shared by all staff members. She wanted Joanne, the board and parents to understand how far the school has come in the last two years!
- c. The focus on "students first" is an important focus that has made this school a special place.
- d. Many other teachers were present to give thanks to the administrative staff for their professionalism and positive leadership.
- e. A parent stated that her daughter was lost before she came here and has really bloomed and opened up positively to the staff and students. She feels safe and cared for and they have loved their time here thus far.
- f. Ms. Guadalupe produced an outreach calendar for all staff and is encouraging buliding lessons around some of the topics. One of her goals is to advertise that we are a free, public school. She is hoping to organize a food drive through DFS and recognise military families on Veterans Day.

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. DMCS Warrant Report – September 2014

G2. ~~Minutes for 9/23/14 Board meeting~~

1. **MOTION** made by Dennis Ballance to approve the consent agenda, seconded by Dean Crechriou. Motion passes, 4-0.

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. There was discussion around that the board should reflect our student population and the necessary skill set for new members.
- c. **NO ACTION** necessary.

H2. Student body report – *This is a report from a representative of the student body organization.* **[5 Minutes – Student Representative]**

- a. No report given.

H3. PTO report **[5 Minutes – PTO Chair]**

- a. The Fall Festival was a great success and had about twice the attendance that was expected. Almost all of the \$10K has been spent and distributed to the teachers. Their business side will be caught up by next month. The Cookie Dough Fundraiser was a huge success, they made almost \$7K! Their budget has been approved and they are ready to roll. The Book Fair is November 3rd-7th. They are also making binders for each event to pass along to the next person who is in charge of the event/program.

H4. Special Education report **[5 Minutes – Amy Valenzuela]**

- a. A lot of work has gone into reforming intervention groups. iReady has been an incredible tool for K-8 teachers, students and parents. Teachers are very happy with the data presentation and are able to target specific standards and lessons. The summative assessments are extremely helpful to individualize student lessons and work plans.

H5. Staff report - *Board and staff discuss items of mutual interest.* **[5 Minutes – Melissa Moore]**

- a. In regards to safety, some of the recent changes are as follows: bathroom buddies in the lower grades, the front gate is being closed during school hours, the exterior gates are also being locked.
- b. Staff has been working on the report cards to reflect the new common core standards and have created new report card templates. Parent conferences will be held Nov.3 through Nov. 7th which means early release for all students at 12:15 PM each day.
- c. November 10th at 8:15 AM, we are inviting all parents and military members to say the Pledge of Allegiance in front of the school. We welcome all military, past and present, to wear their uniforms!

H6. Technology Report - *This is a presentation of information regarding technology updates.* **[5 minutes - Krista Purdom]**

- a. All networking equipment has come in and there will be an open invitation for parents to help install. Chromebook carts are also in and are all in use, donated by the Rotary Club!
- b. All students are practicing keyboarding and Krista has made fabric covers to help students learn to use the homeroom keys and type correctly.
- c. Fundraising has gone well, \$1500 was raised by the iPad raffle. The school raised about \$500 with the E-waste drive.
- d. The 11 Lego kits are here for robotics! The students will be using the C-STEM Linkbots from UC Davis.

H6. Director's report – *This is a presentation of information and activities which have occurred since the previous Board meeting.* **[10 Minutes – Joanne Green]**

- a. Most of the updates regarding safety and testing has already been stated through other reports.

- b. Specific concerns around safety are being acted upon. Additional focus on the K-3 students at bathroom breaks is helping students through a bathroom buddy system. Also, many gates are being closed and locked during the day to deter anyone from entering or exiting.
  - c. New testing data through iReady has been an incredible tool for all staff. Intervention has been very helpful in pinpointing specific student needs and small group teaching has lead to student growth already. We are excited to take the next benchmark to see all students improvements.
  - d. Our PLC team time has been a great professional learning time for our leaders. We have really appreciated the sacred time to tackle student/school/program needs.
- I. Committee Reports – *Board members report on activities taken by committees in which they participate.*
11. Director’s Finance Committee **[5 Minutes – Joanne Green]**
- a. Monthly budget update.
    - i. Nothing new to update at this time.
    - ii. The suggestion came up to check with DMS about the information around Prop 2 in regards to the 6% reserve.
- 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. **[15 Minutes – Stephen Toms]**
- a. In regards to the Complaint Policy, there needs to be a place for “common” complaints or a different form should be created. The current form requires the complaint to be public record.
  - b. Dean suggested adding a paragraph to say that if the concern escalates to board level then it becomes public record.
  - c. Regardless of the complaint, it must be written.
  - d. General complaint vocabulary needs to be added and Dean will look into it further.
  - e. **NO ACTION** necessary.
- J2. Board Officer Elections for 2015 - *The Board will discuss and take action on the election of Board Officers for 2015.* DISCUSSION/ACTION. **[15 Minutes – Stephen Toms]**
- a. There are two board seats that will be available and the discussion that positions/titles may change for the next term.
  - b. **NO ACTION** at this time due to two board members not being present.
- J3. Executive Contract – *The Board will review and take action on proposed executive contract amendment.* DISCUSSION/ACTION. **[30 Minutes – Vicki Gracia / Dennis Ballance]**
- a. There was a confirmation that the director scale and salary ranges is similar to the surrounding districts and should look different than the certificated staff in terms of steps and columns.
  - b. A re-evaluation of the scale should be done every 2-3 years.
  - c. This discussion should continue at the next board meeting since not all members were present.
  - d. **NO ACTION** at this time.
- 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]

- a. The evaluation was sent out to all board members via email.
- L. The next regular meeting of the DMCS Governing Board will be held on Tuesday 18 November, 2014.
- M. Adjournment at 9:02 PM.

**ACTION ITEM LIST:**

- Call the Phone People to see how we can save money (Joanne-Dennis will forward contact information)
- Pricing of Phones (Joanne)
- Update the Pay Scales (delegate--Vicki)
- Check to see if our Insurance covers all new technology, etc. (Joanne)
- "Suggestion Box" on the webpage
- Employment Agreement (generic) to board (Courtney)