



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

Tuesday 18 November, 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**

##### **A1. 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 7:03 PM.**

##### **b. Pledge of Allegiance**



D. Roll call

a.

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

E. Approval of Agenda

- a. **MOTION** to approve agenda with amendments. Motion made by Vicki Gracia, seconded by Dean Crechriou. Motion carries, vote of 4-0.

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. No public comment.

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. October 2014 Warrant Report

- a. **MOTION** made by Dean Crechriou, seconded by Vicki Gracia. 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.

H2. 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. Friday is Crazy Hair Day and Leadership students will be participating and taking pictures of the best hair!



2. The next dance is December 12th and Leadership is in the process of collecting everything they need.
  3. The penny drive is happening now and the class with the most points will win a pizza party!
- ii. PTO report [**PTO Chair**]
1. The success with the book fair was amazing, all teacher's wish boxes were granted and they still have \$3,000 more to spend on teachers! They are penciling in the next book fair to take place during the Spring Sing.
  2. All paperwork and filings have been done due to a lot of great parent work and participation.
  3. They have established a "Project Projector" budget line item so that it is standing item to fulfill teacher requests each year and so that eventually every teacher has a projector in their classroom!
- iii. Special Education report [**Amy Valenzuela**]
1. The numbers changed by one student. December 1<sup>st</sup> is the "clean up day" but we have already confirmed there are no errors in SEIS so we are good to go!
  2. Annuals and Tri-annuals are strategically dispersed throughout the school year and are all calendared out prior to the start of the year and updates to dates are made as needed.
  3. The Academy feedback was very positive from teachers and parents. Information was shared at conferences. An update to Academy classes will be made again after the next benchmark which will start December 1<sup>st</sup>!
- iv. Staff report - *Board and staff discuss items of mutual interest.* [**Melissa Moore**]
1. The staff was recognized by KUIIC for their "Coffee Break" time of their show. All staff were treated to pastries and coffee from Raley's and we were able to share about our school on the air!
  2. Walmart gave all teachers a \$50 gift card and the PTO donated another \$20 to each staff member for their work at the school.
  3. WASC data was discussed at the staff meeting and teachers were able to give ideas on how to collect data using our ESLRs (Expected Schoolwide Learning Results) and show measurable growth.
  4. Teachers and the PLC Team worked together to discuss and improve the parent survey questions. The surveys will be available online to all parents and in multiple languages. A paper option is also available if requested.
- v. Technology report [**Krista Purdom**]



1. Open Computer Lab time will be available on Tuesday and Thursday from 3:15-5:15 for all 3<sup>rd</sup>-8<sup>th</sup> graders. This has helped the return rate of homework in her technology class and hopefully other classes as well.
  2. Wednesday (11/19) at 2:30, there is a tech meeting.
  3. Hapara is a new program that has helped teachers to track student use and keep them on task.
- vi. Director's report – *This is a presentation of information and activities which have occurred since the previous Board meeting.* **[Joanne Green]**
1. Dennis asked how we market or guide our 5th/6th grade parents/students. The discussion will continue in the future about making sure program opportunities are clearly defined and relayed to all.
  2. In regards to safety, blinds will be purchased for the classrooms that do not have curtains. The back fence is probably not an option due to the significant cost but the ability to block the walking path during school hours is a potential alternative.
  3. Ms. Jacy got to shadow students at the high school during the "Parent Shadow Day". In the future, we hope to offer this to more teachers and 8<sup>th</sup> grade parents.
  4. Joanne was at a 504 seminar meeting all day on Monday (11/17) which was very informative and helpful.
  5. The Tree Lighting is on December 4<sup>th</sup> and our choir will get to sing at 6pm. We will also have an information table set up.
  6. The school messenger program is a work in progress and was initiated by a parent volunteer. This is the same program that DUSD uses to contact student parents for information regarding the school. The PTO will help with the start-up fees and it is a subscription service that we plan to keep running each year.
- H3. Outcomes from CCSA Conference – *Summary of conference material.* **[10 Minutes – Dennis Ballance]**
- a. YMC attorney spoke about the Brown Act, they like to see that student achievement is a focus on school's agendas. This sets us apart from many schools. We are one of the larger and more successful charter schools in this area which is very encouraging!
  - b. Conflict of interest is a debatable issue for charter schools. This would be where a board member's connection to a financial donation or a perceived relationship could be a conflict of interest.
  - c. In the case that any issues related to salary or benefits with a spouse (conflict of interest) come up, the board member must recuse themselves physically so as to not influence the conversation.
  - d. Form 700 must be supplied every year. When you start and when you leave. Amy and Courtney need to fill them out as well, read the form closely.



e. Another conflict of interest would be those who have overlapping interests (ex. DUSD school board member)

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. First interim budget came in early this morning. All questions have been sent to DMS and are waiting for the reply. The next meeting will have more details and it is looking good. December 2nd is DMS' deadline to return the budget for the December 9th board meeting.

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. All items are on track.

J2. Student Achievement – *The Board will discuss and take action on issues related to improving student achievement.* DISCUSSION/ACTION. [**20 Minutes – Board**]

a. This is will be a standing item.

b. January we will have an overview of the data and specific student data. All students will be taking their 2nd benchmark in the first week of December!

c. School mission update, should we restart the discussion about narrowing it down? Mission should be very concise and the vision should be how we accomplish the mission.

d. School goals should be more clearly published for all stake holders. Possibly put them in the digest and on the website.

J3. Board Officer Elections – *The Board will discuss and take action on the election of Board Officers for 2015.* DISCUSSION/ACTION. [**20 Minutes – Stephen Toms**]

a. Chairman, Vice Chairman, Treasurer and Secretary are the newly named positions that need to be filled.

b. Dennis Ballance nominates himself to be the Chariman, Vicki Gracia seconds the nomination. Motion passes, 4-0.

c. Dennis Ballance nominates Stephen Toms to be Vice Chairman, Vicki Gracia seconds the nomination. Motion passes, 4-0.

d. Stephen Toms nominates Dean Crechriou to be the Secretary, Vicki Gracia seconds the nomination. Motion passes, 4-0.



- e. Dean Crechriou nominates Vicki Gracia to be Treasurer, Stephen Toms seconds the nomination. Motion passes, 4-0.

**J4. 2015 Board Meeting Calendar – *The Board will discuss and take action on the 2015 Board Meeting Schedule.* DISCUSSION/ACTION. [10 Minutes – Stephen Toms]**

- a. Set the calendar as the 4th Tuesday of every month with the exception of November and December. All the additional meetings would be considered "Special Meetings".
- b. November meeting will be the 3rd Tuesday and the December meeting will be held on the second Thursday.
- c. Motion to approve the 2015 Board Meeting Calendar made by Dean Crechriou, seconded by Dennis Ballance. Motion passes, 4-0.

**J5. Review of Comparable Compensation – *The Board will review comparable compensation data for Charter School Director.* DISCUSSION/ACTION. [20 Minutes – Dennis Balance]**

- a. We need to make proposals with reasonable comparables to make adjustments on scales. There is a site to check comparables. Although, we are not very comparable to most districts/schools in our design (lack of district office, superintendent, etc.) or number of students served.
- b. If we increase the director position or step movement on the scale, then a comparable detailed analysis must be done and comparable data must be provided as backup.
- c. A salary review schedule needs to be established.

**K. Meeting evaluation – The Board will conduct a self-evaluation on meeting and materials effectiveness in order to improve future meetings. [5 Minutes – Sonia Sedillo]**

- a. Sonia was not present so the evaluation will be as sent out to all board members via email.

**L. The next regular meeting of the DMCS Governing Board will be held on Tuesday 09 December, 2014.**

M. Adjournment at 8:37pm.

N. Closed Session

N1. Public Employment

i. Title: Director

O. Reconvene to Open Session

P. Adjournment

**ACTION ITEM LIST:**

- Call the Phone company 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
- Check (MOU, etc.) on the possibility of having teachers/staff on the Board (Joanne)
- Send out update for the 700 Form to Board Members and check current forms to see when they were last updated (Courtney)
- Find the notes from the Strategic Planning Meeting in regards to the Mission (Stephen)
- Post school goals on the website (Joanne/Krista)
- Check with Deb on the comparable compensation information (Dennis)
- Send all pay scales to the Board (Courtney)