



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

September 9, 2013 – 6:30 PM – REGULAR MEETING

Action Summary

1. Motions

- a. Consent agenda approved
- b. Amendment to dress code approved
- c. BTSA stipends approved
- d. Unaudited actual budget results approved
- e. Logo approved

2. Recommendations

- a. Director and Treasurer to work with DMS on establishing more timely reporting requirements.
- b. Develop clearer version of logo and research potential copy right

Meeting Minutes

A. Call to order

- a. The meeting was called to order by the Board President at 6:30 PM.

B. Roll call

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

C. Public Comments:

- a. No public comments

D. Closed Session

- a. Adjournment of open session at 6:31 PM
- b. Employee Evaluation



i. Title: Director

E. Reconvene to Open Session

- a. The meeting was reconvened to open session at 7:33 PM
- b. Public report on action taken in closed session
 - i. No action taken

F. Approval of Agenda

- a. Motion to approve agenda made by Mary Ann Courville, 2nd by Vicki Gracia. Motion carries, vote 6-0

G. Public Comments

- a. One parent expressed concerns regarding the number and availability of student restrooms for the K-3 students. Currently there is one boys and one girls restroom for the K-3 students (197) that shared with the preschool located on the premises. This has caused long lines and tardiness, especially if the restrooms are “closed” for preschool use. The office restroom is available during these “closed” sessions, but has limited capacity. The parent would like the board and/or director to look into the issue. Parent pointed the Board and Director to CA Uniform Building Code Section 805, which states minimum restroom requirements for schools constructed prior to 1994. Board thanked parent for their input.

H. Communications:

H1. Student Body Report:

- a. Student government has been formed.
- b. Development of after school activities underway, proposal for Running Club on Wednesdays, Football (non-tackle) on Thursdays, and Soccer or Basketball on Fridays.
- c. Proposal for 2013-2014 Spirit days presented.

H2. Staff Report:

- a. Several trainings have been conducted, MERIT (ESLRs), CBM and RIT process, and Curriculum Associates ELA program
- b. All students working on the online CBM assessments
- c. Grades 2-8 have completed, or are working on Curriculum Associates benchmark testing
- d. Early release (Wednesdays @ 12:15), has greatly improved Common Planning Time (CPT) productivity
- e. K/1: looking into normalizing their classrooms; trip to pumpkin patch planned
- f. 2/3: implementation of MERIT money has been positive for students
- g. 4/5: Sutter’s Fort trip set for January 28th – 29th, would like to invite 4th grade parents to their ELP information night on 9/19/13 @ 6:00 PM.
- h. 6-8: students working on providing a claim and three pieces of evidence during their social studies, science and ELA classes.



H3. PTO Update:

- a. 152 Volunteer forms received at Back to School night
- b. 1st meeting will be held on Tuesday 9/10/13, will ID Fall Festival (set for 10/19/13) coordinator and attempt to fill any remaining PTO officer positions
- c. Cookie fundraising underway
- d. Looking at starting a Robotics Club and PTO will be soliciting resources from local service clubs.

H4. Special Education Report:

- a. Total of 43 IEPs with 0 overdue IEPs in SEIS (annual, triennial and initials)
- b. All IEPs to date are affirmed in SEIS
- c. Objective for the year – educational benefit and progress in the least restrictive environment possible
- d. EasyCBM – using data and curriculum based measurements to drive instruction / interventions
- e. Universal screening will drive interventions and targeted students will be placed into intervention groups

H5. Board Staff Discussions:

- a. Discussion around document management and meeting minute administration. May want to look into transferring these activities to staff.

H6. Director's Report:

- a. Enrolment holding at 391, above planned 370. Still have students on wait list, so maintaining this level should be feasible.
- b. Review of current budget with DMS (8/22/13):
 - a. Expect at least \$200.00 / student ADA from Common Core funding
 - b. Expect at least \$140.00 / student from general increase in funding
- c. Returning staff = 24, new hires = 13
- d. API was 805 (down 2 points from 807 last year)
- e. Fireworks fundraising ~ \$4,000, still awaiting final totals from Grillin' and Chillin'
- f. Partnering with Dixon Family Services again for student counseling
- g. Dragonfly Dinner and Auction committee formed (date set March 21st 2014)
- h. Common Core updates, Curriculum Associates switched for ELA with staff implementation, Courtney and Joanne attending training in October on new testing standards.
- i. New lunch program with Sodexo going well
- j. Board member Dean Crechriou will take over recruitment activities for Site Council



- k. WASC Update – staff training on MERIT ESLRS complete. Planned site visit scheduled for 2015.
 - l. Copier / Printer – current equipment has excessive downtime, looking into alternative vendors or partnership with DUSD.
 - m. Workmen’s comp audit completed successfully
- I. Board Committee Reports:
- l1. Finance Committee:
 - a. Monthly budget update – Board expressed dissatisfaction with timeliness of budget updates from DMS. Current process allows for too much of a rear view approach. ACTION: Director and Treasurer to work with DMS on establishing more timely reporting requirements.
 - b. Pupil Fees Deposits – discussed potential implications if funding not received for planned field trips. Some of this may be offset by PTO funds set aside specifically for this purpose. Need to be aware of “fee” terminology versus “donation”.
 - l2. Sponsorship Committee:
 - a. Detailed task list uploaded for committee review. Several critical questions remain before official role out.
- J. Consent Agenda: Motion to approve consent agenda made by Mary Ann Courville and 2nd by Dean Crechriou. Motion carries, vote 5-0 (1 abstain).
- J1. Warrant Report for June, 2013
 - J2. Warrant Report for July, 2013
 - J3. Meeting Minutes for July 1, 2013
 - J4. Brown Act Training Resolution – Mary Ann Courville and Dean Crechriou completed Brown Act Training on August 25th 2013.
 - J5. Cal-Card application approval
- K. The Board discussed and/or took action on the following items:
- K1. Dress Code – the director proposed to amend current dress code to include any solid color of pants, shorts, dresses, tights and skirts to be acceptable.
 - a. Discussion with Board, director, staff and parents concerning current dress code and its intended purpose. Board agrees current policy is a compromise. Several parents and staff feel a more uniform dress code (1 or 2 acceptable colors) would be preferable, however, others felt this stifles individuality. Board agreed no major policy changes would be appropriate since school year has already started.
 - b. Motion to approve amendment as presented by director made by Mary Ann Courville and 2nd by Stephen Toms. Motion does not carry, vote 2-0 (4 abstains).
 - c. Discussion to include proposed amendment from director with addition of solid color socks. Motion to approve amendment with inclusion of solid color socks made by Mary Ann Courville and 2nd by Sonia Greene. Motion carries, vote 4-1 (1 abstain).



K2. Staff Hiring:

- a. K/3 team recommends additional reading intervention resources to help address any gaps in ELA. This resource would be available for all grade levels.
- b. Middle recommends the addition of a foreign language teacher (eliminate class size issues while providing more options).
- c. Also discussed need for additional PE teacher (currently have 1 teacher for ~400 students).
- d. Before any additional resource decisions are made the current budget and reserve status must be taken into consideration. No action taken.

K3. Strategic Planning Session Outcomes – deferred until next meeting.

K4. BTSA Stipends:

- a. Support providers are required to attend trainings, weekly meetings and continuous mentor support for their participating teachers. Fiscal impact would be ~\$4000.00 for the current school year. Director indicates there is room within current budget.
- b. Motion to approve made by Vicki Gracia and 2nd by Dean Crechriou. Motion carries, vote 6-0.

K5. Unaudited Actuals:

- a. Discussed report presented by DMS.
- b. Motion to approve unaudited actuals made by Vicki Gracia and 2nd by Sonia Greene. Motion carries, vote 5-0 (1 abstain).

K6. Logo Selection:

- a. Discussed around intent of logo. This logo would be used as a school brand (for official school letter head, business cards, advertisement, etc.). It would not limit the use of custom Spirit Wear designs (such as Spirit T-Shirts).
- b. Motion to approve logo currently in use on meeting agenda, minutes and website made by Sonia Green and 2nd by Mary Ann Courville. Motion carries, vote 6-0.
- c. ACTION: Utilize parent resource to create clearer version (suitable for professional printing)
- d. ACTION: Sonia Greene to look into potential copy righting of logo

K7. Charter Renewal:

- a. Discussed current activities (two meetings held so far and team is reviewing charter line by line) with activities currently on target
- b. Continue to work with YMC

K8. Board Seat Recruitment:

- a. Board discussed keeping current vacancy open for chartering agency.

K9. Board meeting dates for 2013-2014 school year:



- a. Discussed best meeting dates. ACTION: meetings will remain 4th Tuesday of each month with exception of November / December which will be combined into a single meeting held in early December (12/3/13).
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- L. Meeting evaluation - no action
 - M. The next regular meeting of the DMCS Governing Board will be held on September 24, 2013
 - N. Adjournment of open session at 10:17 PM
 - O. Reconvene to Closed Session
 - O1. Employee Evaluation
 - a. Title: Director
 - P. Public Session
 - a. The meeting was reconvened to open session at 11:43 PM.
 - b. Public report on action taken in closed session
 - i. No action taken
 - Q. Adjournment
 - a. Meeting was adjourned at 11:44 PM