



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

October 29, 2013 – 7:00 PM – REGULAR MEETING

Action Summary

1. Motions
  - a. Agenda approved
  - b. Consent agenda approved (2 items deferred until next meeting)
  - c. Board approved stating Pledge of Allegiance before each Board meeting
  - d. Prop 39 Facilities request approved
2. Recommendations
  - a. None

Meeting Minutes

- A. Call to order
  - a. The meeting was called to order by the Board Chair at 7:02.
- 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. Approval of Agenda
  - a. **Motion** to approve agenda as is....Motion made by Sonia Green, seconded by Mary Ann Courville. Motion carries, vote of 6-0.
- D. Public Comments:
  - a. No Comments
- E. Communications—The board discussed and/or took action on the following items:
  - E1. Student body report – *This is a report from a representative of the student body organization.*
    - a. Extra-Curricular: Budgeted \$300 for the dance, song list and shopping list.



- b. There are not enough students or interest to create sports teams.
- c. Planning a milk jug competition and Tri-Athlon to raise more money.

#### E2. PTO Update

- b. Fall festival—great success! Classes who held fundraisers raised at least \$100 each.
- c. Fundraiser—Cookie dough brought in \$9000
- d. Papa Murphy's—sticker labels for teachers to remind families of the event.
- e. DMCS received 15 soccer balls and a \$500 gift card from Walmart.
- f. Book Fair—next week!

#### E3. Special Education report

- a. 44 total active IEPs, 2 pending IEPs
- b. Teachers are doing a great job with Child Find.
- c. Vision and Hearing screenings will be happening in the next few months.
- d. Amy to present to board/etc. about what is SPED, laws, pending non-compliant issues, copy of IEPs, etc.

#### E4. Board/staff discussions - *Board and staff discuss items of mutual interest*

- a. Staff Report—staff appreciated the Fall Festival, teachers are using assessment data to form intervention groups, Do's and Don'ts of Teaching presentation by Autumn, Treasures training for K-5<sup>th</sup>, the addition of Ms. Jezebel is appreciated and exciting!

#### E5. Director's report – *This is a presentation of information and activities which have occurred since the previous Board meeting.*

- a. STAR testing assessments are not required, per CDE. 5<sup>th</sup> grade STAR Science is required; grades 3-8<sup>th</sup> will take the Smarter Balanced ELA or Math.
- b. Benchmarks are critical now due to no test results being released with Smarter Balanced tests.
- c. Students will take a 4<sup>th</sup> Curriculum Associates test in place of the STAR. The plan would be to move it as far into May as possible.
- d. At 95.7% ADA. Shanna is sending out letters to students/families that are truant. We will create an Attendance Board to handle the truant situations. Our charter does not participate in DUSD's SARC program. Perfect Attendance awards will be passed out this week.
- e. Enrollment at 392, will call in some on the wait list.
- f. WASC development is in process where Guadalupe and Joanne will visit a school that is in review.
- g. Added \$10/month to contract to add a fax to one of the copy machines.



- h. Krista is working on distributing old computers to classrooms. Tech report to be presented at next board meeting.

F. Board Reports

F1. Finance committee

- a. With additional hires and upgraded to computers, more legal for renewal, etc. New end of balance is about 9.3% reserve. Includes all additional revenue for the CC Curriculum. It has been sent to DMS for review. Approximately \$60K for technology has been budgeted.
- b. Joanne has hiring rights without the need for board approval per the "Hiring Policy"
- c. DMS was appropriately responsive to Vicki's request for budget review.
- d. Looking for clarification with the lunch program and EDP as related to the school's budget.
- e. Health care adjustment was corrected in the budget to reflect no change from last year's. DMCS will not decrease coverage for each employee at this time.

F2. Sponsorship committee

- a. Revised the procedure document in regards to how the sponsors are managed, infrastructure, communications, internal controls with monies, etc.
- b. Stephen presented a sample of what we could hand to potential sponsors, clings, bumper stickers, fliers, etc.
- c. Need for a policy to "veto" sponsors that do not fit into our school culture.
- d. Target completion for around November 8, 2013 so we can start asking for sponsorship!
- e. Mary Ann would like to partner with the Chamber to aid in sponsorships. She also has addresses for all businesses in Dixon!

- 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.*

- a. Motion to approve the consent agenda was made by Stephen Toms, second by Sonia Green, and passed 5-0 (1 abstained, Mary Ann Courville).

G1. Warrant report for September, 2013

~~G2. Meeting minutes for September 24, 2013~~

G3. Long term strategic plan

~~G4. Short term 2013-2014 goals~~

G5. Authorized signers form –This form authorizes the County to approve payments authorized by school staff and Board members whose signatures are provided on this form.

- H. The board will discuss and/or took action on the following items:



H1. Pledge of allegiance – Discuss reciting of the pledge at Board meetings, and as a standard classroom procedure. DISCUSSION/ACTION – 15 minutes.

- a. Joanne will get legal guidance and check Ed Code to implement what is best for the culture of the school.
- b. Update Student Handbook/Staff Handbook as necessary per the decisions.
- c. Board will say pledge to being each meeting.
- d. **Motion** Stating Pledge before each meeting motion by Mary Ann Courville, second by Sonia Green, passed 5-0, with 1 abstained, Vicki Gracia.

H2. Prop 39 Facilities request – The annual facilities lease request is due to DUSD by November 1. DISCUSSION/ACTION - 15 minutes.

- a. Sent by Joanne for legal guidance. Suggestions from legal were to add preliminary school calendar and ADA.
- b. Asked to add back bathrooms to request.
- c. **Motion** to approve the updated request by Vicki Gracia, second by Sonia Green, passed 6-0.

H3. Technology purchases – The proposal will include upgraded network backbone and wireless equipment, as well as common core testing devices. DISCUSSION/ACTION – 20 minutes.

- a. Site technology plan to be presented at the next meeting or a Special Meeting if it is ready prior to the next board meeting.
- b. Suggestions taken from DUSD but they will not support our site through Prop 39.
- c. No action taken until technology plan is presented.

H4. Complaint policy – Review the proposed complaint policy and procedure document. DISCUSSION/ACTION – 15 minutes

- a. Public asking what type of complaint policy; teacher, parent, etc.? Answer: This will replace previous (staff complaint) policy.
- b. The Site Council may be involved in receiving, dismissing, etc.
- c. Dennis suggested moving this to next meeting for motion to approve.
- d. No action until further notice.

H5. Logo – Review updated mockups and copyright process – DISCUSSION – 10 minutes

- a. Working to simplify and perfect current logo.
- b. Discussed copy right versus trademark. Sonia will look into trademark process.

H6. Charter renewal – DISCUSSION – 10 minutes

- a. Updating with realigning to Common Core and updating using a template from CDE.
- b. Suggestion that K-3 teachers need to pursue a Montessori Credential within their first three years and that 4-8<sup>th</sup> engages in Montessori training.



- H7. BoardDocs – An online tool for managing agendas and meeting attachments. DISCUSSION – 10 minutes
- a. \$1000 startup cost and \$3000/year
  - b. Google documents are not an organized system at this time.
  - c. Continue to look for ideas to help organize documents.
- H8. Endowment– Consider establishing an endowment for DMCS. DISCUSSION – 10 minutes
- a. An endowment sets up an investment fund to count in your operating budget.
  - b. Need someone to oversee the Endowment and it can easily fall through the cracks.
  - c. Initially finding a big corporate donor to start the endowment may convince others to contribute.
  - d. Public comment regarding their pleasure with this conversation and hoping to hear more about it in the future.
- H9. Board management – Board recruitment and management issues. DISCUSSION – 5 minutes.
- a. Elections coming up and role changes taking place.
  - b. Vicki Gracia volunteered to take on the role of updating the board role descriptions prior to the changes.
  - c. Suggestion of going back through board roles and responsibilities and keep them in mind for future meetings (time keeper, etc.).
  - d. Meeting minutes policy potentially needed in the future.
- H10. Site council – Review the current status of the site council. DISCUSSION – 10 minutes.
- a. Fliers to be distributed to encourage parents, teachers and stakeholders to participate and will be voted on by their peers.
  - b. Sheet to be posted outside of each classroom during conference week for reminders and nominations.
- I. The next regular meeting of the DMCS Governing Board will be held on December 5, 2013.
- J. Adjournment of open session at 10:24.
- K. Closed Session
- a. There was no closed session held at this meeting.