



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

Tuesday 25 March, 2014, 7:00PM REGULAR MEETING

Action Summary

1. Motions
 - a. Consent Agenda approved
 - b. Charter renewal approved with current bylaws
 - c. 2014-2015 School Calendar A approved
 - d. Lead Custodian salary scale
 - e. Approved Lead Teacher Stipend concept
2. Recommendations
 - a. Add updated Bylaws to future agenda

Meeting Minutes

- A. Call to order
 - a. The meeting was called to order by the Board Chair at 7:01.
 - b. Pledge of Allegiance
- B. Roll call
 - a.

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

- C. Approval of Agenda
 - a. **MOTION** to approve agenda with amendments. Motion made by Sonia Green, seconded by Dean Crechriou. Motion carries, vote of 6-0.
- D. Public Comments:
 - a. No Comments



- E. 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. Complaint Policy and Procedures
 - b. Meeting minutes for 2/25/14 meeting
 - c. February Warrant Report
 - d. ~~Charter renewal~~
 - e. **MOTION** made by Dennis Ballance to approve the consent agenda, second by Vickie Gracia. Motion passes, 6-0.
- F. Communications—The board discussed and/or took action on the following items:
- F1. ~~Student body report—This is a report from a representative of the student body organization.~~
- F2. PTO Report
- b. Thanks to Dennis for the great help with the Dragonfly Dinner and Auction!
 - c. They are still working on school safety. Ideas for a lighted crosswalk will be presented to city, which is a 6-8 week process. More patrol cops are now on duty.
 - d. The tax prep money will go to the robotics program, hoping for \$2000!
- F3. Special Education Report
- a. Numbers have not changed much.
- F4. Staff Report
- a. Acknowledgements go to the PTO for the Wildlife assembly and to the incredible volunteers that were present and working with for the Auction.
 - b. All staff is working on Smarter Balanced training with Ms. Krista.
 - c. K/1—Dr. Seuss reading. 2/3—Charlotte’s Web field trip, multiplication and division facts, reconfiguring reading groups to target reading instruction. 4/5—Science Camp students return tomorrow, celebration of Pi day. MS—Ancient China and the Red Pyramid, play in ELA. Music—preparing for the Spring Sing!
- F5. Director’s Report - *This is a presentation of information and activities which have occurred since the previous Board meeting.*
- a. With the new testing we will not receive ANY data back. We will be reporting the 4th benchmark in May to replace the data collection. The testing schedule has been completed and will be shared soon.
 - b. Joanne and Amy went to a SPED Financial training and we are in a good place!



- c. 92.7% ADA as of 3/21/14—we are now following stricter policies with IS and absence to correct this but it is also harming us.
 - d. We currently have 390 students.
 - e. We will attend the Dixon Block Party and PTO will get a Fireworks Booth this year!
 - f. WASC update—Joanne went to the third meeting and the accreditation will be taking place of March of 2015.
 - g. Dragonfly Dinner was a great success and we raised a comparable amount to previous years. We are hoping to advertise better with the community in the upcoming years.
- G. Committee Reports – *Board Members report on activities taken by committees in which they participate.*
- G1. Director’s Finance Committee [5 Minutes – Joanne Green]
 - i. Monthly budget update-the second interim budget has been submitted and there is nothing new to report at this time.
 - G2. Technology Committee [10 Minutes – Krista Purdom]
 - i. Brief update on technology initiatives Finance committee-so far we are part way through the installation of a new server (old will be used as a backup), firewall will be set up tomorrow, MS office 2013 was purchased for the site, 92 chrome books were purchased (13 will be for teachers) and wireless access points have been installed. We will be applying for a Technology Grant for 2014-2015. Bins have been purchased to house the chrome books and materials.
 - ii. Krista will check with Mark from DUSD for a backup equipment in case of failure, specifically the core switch.
 - iii. Internet speed should be updated ASAP!
- H. The Board will discuss and/or take action on the following items:
- H1. Charter renewal – *Review update and charter renewal process.* Update on charter progress and summary presentation on chartering process and steps. DISCUSSION. **[20 Minutes – Joanne Green]**
 - a. The final product will be available for viewing by this Friday (in the front office). The plan is to present to the DUSD Board on April 10th.
 - b. Joanne will contact Brian Dolan tomorrow to confirm that April 10th works for their meeting.
 - c. **ACTION** to approve the Charter Renewal document and all of its supporting documents made by Sonia Green, seconded by Mary Ann Courville. Motion passes 6-0. (*see amendment in H6)
 - H2. 2014-2015 School calendar – Review and approve calendar for 2014-2015 school year. DISCUSSION/ACTION. **[5 Minutes – Joanne Green]**



- a. Two options are presented: Calendar A—teacher workday instead of an extended weekend holiday (unlike DUSD) and Calendar B—4-day weekend instead of a teacher workday before conferences (like DUSD). Teachers voted for Calendar A (60%+)
- b. **ACTION** to approve Calendar A made by Dean Crechriou and seconded by Vicki Gracia. Motion passes 6-0.

H3. Head Custodian Salary scale – Review and approve salary scale for 2013-2014 school year. DISCUSSION/ACTION. **[10 Minutes – Joanne Green]**

- a. **ACTION** to approve the Lead Custodian salary scale made by Dean Crechriou, seconded by Sonia Green. Motion passes, 6-0.

H4. Lead teacher stipend – present lead teacher stipend concept for 2014-2015 school year. DISCUSSION/ACTION. **[10 Minutes – Joanne Green]**

- a. Asking for approval for 5 potential places for “Lead Teachers”. Teachers will apply for the position and only those that are qualified (and where the need is) will be offered the position.
- b. Dean is asking for clarification attached to time (number of extra days, hours, etc.) and responsibility (what are they doing during that time).
- c. **ACTION** made to approve and accept the concept of the 5 Lead Teacher stipends/positions for the 2014-2015 school year made by Vicki Gracia, seconded by Mary Ann Courville. Motion passes 5-1 (Dean Crechriou is opposed and Dennis Ballance, Stephen Toms, Vicki Gracia, Mary Ann Courville and Sonia Green are in favor).

H5. 2014-2015 Initial staffing proposal – *Review / Assess current staffing levels for next school year (propose modifications, changes, etc.)*. DISCUSSION/ACTION. **[10 Minutes – Joanne Green]**

- a. The presentation is the ideal situation: 4 teachers in each grade level, EL/Intervention teacher added, same electives, added resource teacher (SPED) and 8 Paraprofessionals. This will total approximately 3 more certified and 3 more classified and to include a full time SLPA.
- b. The EL/Intervention teacher and the additional SPED teacher are the critical additions.
- c. **NO ACTION** necessary.

H6. Bylaw Updates - *Review and approve updates to bylaws*. DISCUSSION/ACTION. **[20 Minutes – Sonia Green]**

- a. There needs to be more discussion and clarification surrounding the changes that were made by the legal office. Due to this, the charter will contain the 2011 bylaws and board members will divide and conquer updating the new policies and bylaws.
- b. **ACTION** made to amend item H1 to approve the charter with the 2011 bylaws. Motion made by Sonia Green, second by Mary Ann Courville. Motion passes 6-0.

H7. Master calendar review - *Review master calendar and propose / make changes as necessary*. DISCUSSION/ACTION. **[20 Minutes – Stephen Toms]**

- a. Stephen will modify calendar by fiscal year and the calendar will be updated each year, using it as a checklist and guide.



- b. Joanne will mark items as complete and dates will be modified as necessary.
 - c. This is a living document and will be updated by this Friday.
 - d. **NO ACTION** necessary.
- I. Meeting evaluation – *The Board will conduct a self-evaluation on meeting and materials effectiveness in order to improve future meetings. [5 Minutes – Sonia Green]*
 - J. The next regular meeting of the DMCS Governing Board will be held on Tuesday 22 April, 2014.
 - K. Adjournment of open session at 9:37.

ACTION ITEMS:

- Formalize all Policies and make sure they are formatted the same (Stephen Toms-2/25)
- Form needed to attach to the Complaint Policy (Dean Crechriou-2/25)
- A Policy Committee needs to be formed (Sonia Green-2/25)
- DMS Contract Renewal (Vicki-2/25)
- Look into updating the speed of the internet (Krista-3/25)
- Call Mark from DUSD for back up equipment and what is his plan (Krista-3/25)
- Job Description for the Lead/Head Custodian (Courtney-3/25)
- Update the Salary Scale to include Office Assistant (Courtney-3/25)
- Graphic Organizer to represent the school “system” (Amy-3/25)