



GOVERNING BOARD MEETING MINUTES  
DIXON MONTESSORI CHARTER SCHOOL  
355 N. ALMOND ST. DIXON, CA 95620, Room 5  
Tuesday 22 April, 2014, 7:00PM REGULAR MEETING

Action Summary

1. Motions
  - a. Consent agenda approved
  - b. Employee calendar for 2014-2015 school year approved
  - c. 1% pay increase along with 1 step on scale for teachers approved
2. Recommendations
  - a. None

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 7:04 PM.
  - b. Pledge of Allegiance
- D. Roll call
  - a.

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

- E. Approval of Agenda



- a. **MOTION** to approve agenda with amendments. Motion made by Stephen Toms, seconded by Sonia Green and Mary Ann Courville. Motion carries, vote of 6-0.
- F. Public Comments:
- a. No Comments
- 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. Minutes for 3/06/14 Board meeting
  - G2. March Warrant Report
  - G3. Minutes for 3/25/14 Board meeting
    - a. **MOTION** made by Stephen Toms to approve the consent agenda, second by Sonia Green. Motion passes, 6-0.
- H. Communications—The board discussed and/or took action on the following items:
- ~~H1. Student body report—This is a report from a representative of the student body organization. [5 Minutes—Student Representative]~~
  - H2. PTO report [5 Minutes – Donny Everhart]
    - b. Field Day is June 4<sup>th</sup>!
    - c. They have raised \$2000 (through Donnie Everheart’s financial tax prep business) for the Robotics Program.
    - d. A parents, who is a civil engineer, is trying to come up with a safety plan for traffic flow and crossing areas. They hope to make changes over the summer to have them ready for next school year.
    - e. The light up crosswalk went to city council and is now at traffic advisory for review.
    - f. “Safe Routes to School Program” does funding for lighted crosswalks.
    - g. PTO is currently accepting nominations and they need people in leadership roles!
  - H3. Special Education report [10 Minutes – Amy Valenzuela]
    - a. Two students smaller. Six coming in that we know of and are losing six students. We do not know the specifics so the numbers are the same for right now. We do not need to hire any more side by side aids. Still working on the details of the numbers. Will not know more until actual testing and screenings are done for child find. Six students who are coming in are from all across the grades k-6. The goal is to have every student in the least restrictive learning environment.
  - H4. Staff report - Board and staff discuss items of mutual interest. [10 Minutes – Melissa Moore]



- a. Testing is going really well on the Chrome books. No major technology issues. Staff and students are learning as we go along. Some students got locked out of the test. Some issues include: getting kicked off of smarter balanced test, wifi connection, configuration problems, etc.
  - b. Staff has come up with a list of curriculum that they would like for next year.
  - c. K1- Studying different plants, cultures around the world and an upcoming fieldtrip to UC Davis Children's Garden.
  - d. 2/3-Continuing with our Multiplication Mania and Division Domination Tests. We will do our 4th benchmark test (Curriculum Associates) the week of May 19th.
  - e. 4/5 Team: Had a project gallery for our mission & state projects this week.
  - f. STAR science testing for 5th grade is on April 23, 2014 from 830 am to 1030am.
  - g. Middle school updates: Mrs. Kemp's 7th and 8th graders are preparing for the month of testing in their classrooms. We are reviewing the Science material covered this year in preparation for the STAR 8th grade Science Test to take place on April 23rd and 24th. We have been using benchmark booklets to practice Science and general test taking strategies. All 7th and 8th grade students took the CAASP Math and ELA between April 14th and April 22nd. In early May, students will take the last portion of the CAASP for all and also the final benchmark test. Kudos to all of our DMCS students.
  - h. Comments regarding specific agenda items: Teachers would like the pay scale to be comparable and competitive to other districts in the area.
- H5. Director's report – This is a presentation of information and activities which have occurred since the previous Board meeting. [20 Minutes – Joanne Green]
- a. Now that we have more students we need to revisit our attendance system. Currently using OASIS. This is a topic that will be revisited at a later date. Any losses that we have incurred due to error we will be paid on.
  - b. Testing is proceeding well. Technology is holding up. Great job to Krista and the whole staff. Students will be asked for their feedback after the testing cycle ends.
  - c. Curriculum Associates benchmark testing shows that the majority of DMCS students are on target to be proficient if they were to be taking the STAR exam.
  - d. Ms. Amy is directing Ms. Rachael and Ms. Isabelle in targeting IEP goals.
  - e. Ms. Amy and Ms. Joanne attended the special education financial workshop on March 14, 2014 and had gained a lot of insight and direction in this area of finance.
  - f. Attendance percentage is currently at 96.7%. ADA was being calculated incorrectly where tardies were not being factored in and were calculated as absences. The figure from the recalculation will bring up our attendance percentage.
  - g. Student reenrollment rate goal for grades K-7 has been met and is greater than 90%.
  - h. First interim budget reserve is currently at 8.43%.
  - i. Second interim budget reserve is at 7.52%.
  - j. DMCS is involved with the following community events:



1. Fireworks booth with Soroptomist.
  2. Grillin and Chillin
  3. Dion Tree Lighting which was a new event for us.
  4. Dixon downtown Block Party being held on April 26th.
  5. DMCS PTO was chosen for fireworks booth 2014.
  - k. We still do not have a figure for the Dragonfly Dinner.
- I. Committee Reports – *Board Members report on activities taken by committees in which they participate.*
11. Director’s Finance Committee [5 Minutes – Joanne Green]
    - i. Monthly budget update
      1. DMS contracts will end at the end of June 2014.
      2. A presentation at the next Board meeting will be given to show what services DMS performs for the school.
      3. External Auditors bid came in and will be discussed at the next board meeting.
      4. Insurance renewal information has been provided and is being reviewed. It will be discussed at the next Board meeting.
      5. External audit for fiscal year 2013-2014 will be done on June 6th 2014.
- J. The Board will discuss and/or take action on the following items:
- J1. Action Item Review – The Board will review status of outstanding action items from previous meetings. DISCUSSION/ACTION. [10 Minutes – Stephen Toms]
    - a. Assigned projects were reviewed and progress will be reported out on in the coming months.
    - b. Work organization chart is for next year: Discussion regarding the work flow chart was done. Questions about who answers to whom and where reports should be made. Shows where responsibility needs to be defined.
    - c. **NO ACTION** necessary.
  - J2. Parent Survey Discussion – Discuss questions for 2nd parent survey. DISCUSSION. [10 Minutes – Joanne Green]
    - a. Better responses were completed through paper surveys compared to online.
    - b. Any questions that want to be included or suggestions need to be sent to Joanne by Friday April 25, 2014.
    - c. **NO ACTION** necessary.
  - J3. Site Council – Update on formation of school site council. DISCUSSION. [10 Minutes – Dean Crechriou]



- a. Calendar for next year has been created. Five parents involved. Looking at changing it from site council to a parent advisory council. Possibly some changes in the bylaws for this group which will be open or suggestions.
  - b. Communication avenues could also be brought into the site council.
  - c. Group meets every other month on Wednesdays at 4pm. Next meeting is June 11th. The purpose of this group will be defined.
  - d. The transition taking place is designed to help organization define their purpose and what will go before this council. More details once defined, will be circulated to public.
  - e. **NO ACTION** necessary.
- J4. Education program evaluation – Review / Assess current education program (propose modifications, changes, additions, deletions, etc.). DISCUSSION/ACTION. [20 Minutes – Joanne Green]
- a. Benchmarking reports to board are being assessed as to how they will be communicated to the board without data (State decision)
  - b. Curriculum based reporting will be addressed as to how it will be communicated to the board.
  - c. K/1 will be fully Montessori math.
  - d. 2/3 will be a mixture of traditional and Montessori math
  - e. Reading will be small group based setup.
  - f. 4/5 will be implementing more Montessori in math.
  - g. Middle School- working on getting the teachers with specific skills to bring the program to the next level. Scheduling for students is being assessed
  - h. Low RTI students - will be given an extra hour of time to perform.
  - i. Technology lab will be opened up for the teachers with their class for an hour per week.
  - j. Practicing of typing and technology skills will be completed by all grade levels to better prepare them for the Smarter Balanced test and for life.
  - k. Reading curriculum is being assessed to bring it into alignment with Common Core Standards and CBM.
  - l. Looking at targeting K-6 curriculum to be more cohesive and utilized by as many of our student population as possible.
  - m. Music appreciation will be changed to Advanced Band.
  - n. We need to decide as a board how scores should be reported to us next year
  - o. **NO ACTION** necessary.
- J5. Employee Calendars – Review proposed employee calendar for 2014-2015 school year. DISCUSSION/ACTION. [10 Minutes – Joanne Green]
- a. **ACTION** to approve the employee calendars as presented by the DMCS Director, Joanne Green, was made by Dean Crechriou, seconded by Vicki Gracia. Motion passes 6-0.



- J6. Pay Scales – Review proposed pay scales for 2014-2015 school year.  
DISCUSSION/ACTION. [15 Minutes – Joanne Green]
- a. **ACTION** to approve a 1% pay increase for teachers along with one step on the scale was made by Vicki Gracia, seconded by Dennis Balance. Motion passes 6-0.
  - b. Board expressed interest in ensuring that salaries remain competitive, while recognizing that the school also needs to balance this with other options on ways to make staff feel supported, such as providing classroom materials and aides.
- J7. Director Evaluation Process – Discuss the process for director evaluation.  
DISCUSSION/ACTION. [10 Minutes – Dennis Ballance]
- a. A proposal form for the staff evaluation was proposed. This document was submitted to help define how the director will be evaluated. Staff review to be distributed on May 12 and will be due on May 16th.
  - b. Topic will be further discussed at the next board meeting.
  - c. **NO ACTION** necessary.
- J8. Audit committee – Discuss need for creation of a formal Board Audit Committee and associated roles and responsibilities. DISCUSSION/ACTION. [20 Minutes – Sonia Green]
- a. Sonia Green presented a recommendation for creating an operations audit process. Board has stated that they do not think the process needs to be approved at this time and that Sonia can do what needs to be done in this area to ensure school is compliant in all ways that the external audit does not cover. This will be a standing item on every monthly agenda so that progress reports can be made until its completion.
  - b. **NO ACTION** necessary.
- 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]
- L. The next regular meeting of the DMCS Governing Board will be held on Tuesday 27 May 2014.
- M. Adjournment at 10:02 pm.