



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

February 25, 20140 – 7:00 PM – REGULAR MEETING

Action Summary

1. Motions

- a. 5% salary increase for Director effective 7/1/13 approved
- b. Credit card policy approved
- c. Teacher PIP approved

2. Recommendations

- a. Move consent agenda items up in the agenda (after public comments)

Meeting Minutes

A. Call to order

- a. The meeting was called to order by the Board Chair at 7:03.
- 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 without amendments. Motion made by Vicki Gracia, seconded by Mary Ann Courville. Motion carries, vote of 5-0-1 (Sonia was not physically present to vote).

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. Student representatives are leaving the group due to “lack of responsibility”.
- b. Candy grams fundraiser was very successful. They collected almost \$100.
- c. The next event on the books is planning a dance with a budget of \$300.

E2. PTO Report

- b. Four projectors have been ordered and delivered for teachers!!
- c. They are working on traffic safety. They are asking for police presence and are hoping to have a plan to put in place for next year by getting the city involved.
- d. Lego night was very successful; there were over 100 in attendance.
- e. Bulb sales will end this Friday. All sales will be used to place the granite walkways in the school garden.

E3. Special Education Report

- a. There are currently 49 Active IEPs.
- b. Although there is a heavier case load, students are being well served by knowledgeable and well trained staff.
- c. Next month there will be more discussion around staffing and supporting the case load for next year.

E4. Staff Report—

- a. Today was the 115<sup>th</sup> day of school and testing is continuing with Curriculum Associate and EasyCBM.
- b. Common Planning Time has been productive with Patty Baldwin doing a Montessori training for all staff, CDE visit prep and training to begin starting to observe colleagues (2/month), CPI training for staff members.
- c. Dragonfly Dinner and Auction preparation is on its way.
- d. Students and teachers are very excited about the Mission and State Reports in 4/5, inventor projects in the middle school and science fair next week in the MPR.

E5. Director’s Report - *This is a presentation of information and activities which have occurred since the previous Board meeting.*

- a. There is approximately \$7000 left in the Common Core technology budget. The technology work day went very well (approximately 10 parents showed up). We are hoping to buy the secured carts for the Chrome books after looking more into the next interim budget. NetBinders will be contracted to continue set up of all technology needs.
- b. Currently we have 394 students enrolled with students on the wait list in most grades.



- c. The attendance letter meetings are going well and the responses are positive in terms of improving the attendance rate.
  - d. Open enrollment received 110 student applications and placements will be posted on March 7<sup>th</sup>.
  - e. Professional development update: EL Common Core standards (Joanne and Courtney), PBIS training (Rachael) and CPI Training for many staff members and ongoing Common Core and RTI training weekly (Wednesdays).
  - f. The lockdown was scary but staff responded exceptionally well. With 90% of students and staff outside, it took the school approximately 2 minutes for everyone to be secure. Joanne visited almost every classroom to debrief. An email to the listserv and a Facebook message was posted to inform parents. Having an all call system to inform parents would have been ideal. Staff meeting will be held on Friday to discuss concerns, needs, etc. for future lockdowns and drills.
- F. Committee Reports – *Board Members report on activities taken by committees in which they participate.*
- F1. Finance committee
- a. Monthly budget update.
    - i. STRS (teacher retirement) contributions may be changing and therefore adjustments may have to be made to account for an increase in expenditures.
    - ii. Borrowing costs may also be increasing which may mean we will want to borrow sooner rather than later.
    - iii. Risk insurance may also be inflated and therefore an increase may also need to be budgeted.
    - iv. More discussion will take place at the next Special Meeting, March 6<sup>th</sup>.
- 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 Dean Crechriou, second by Sonia Green, and vote passes, 6-0.
- G1. Warrant report for Warrant report – January 2014
- G2. Meeting Minutes – January 28, 2014
- H. The Board will discuss and/or take action on the following items:
- H1. Charter renewal – *Review update on charter renewal process and possible setting adoption meeting date.* **DISCUSSION/ACTION. [5 Minutes – Joanne Green / Mary Ann Courville]**
- a. The committee met last Friday, the lawyers updated the legal aspects, formatting has been changed by the state.
  - b. The goal is to have the final copy to DUSD by the April 10<sup>th</sup> board meeting.



- c. **NO ACTION** necessary.
- H2. Complaint Policy – *Review proposed DMCS Complaint Policy.* DISCUSSION/ACTION. [20 Minutes – Dean Crechriou]
- The philosophy of the policy is to resolve the complaint at the lowest possible level.
  - There should be a designated complaint person (possibly at each level).
  - Final copy will need to be drafted and include a form. Draft will be passed along to legal to make sure there are no conflicts.
  - NO ACTION** necessary.
- H3. Executive contract – *Board discussion and possible approval of executive contract amendment.* DISCUSSION/ACTION [20 Minutes – Stephen Toms / Vicki Gracia]
- This action is correcting an error on the board’s part.
  - The next discussion will take place prior to July 1, 2014 for the 2014-2015 school year.
  - ACTION** to approve a 5% raise to be effective July 1, 2013 to bring her to a competitive market rate, motion made by Vicki Gracia, second by Dennis Ballance, passes 6 – 0.
- H4. Credit Card Policy – Policy is required to manage user access to and use of credit cards. DISCUSSION/ACTION.
- ACTION** to approve the Credit Card Policy, motion made by Dennis Ballance, second by Dean Crechriou, passes 6 – 0.
- H5. Provisional Internship Permit (PIP) Approval – *Review and approve proposed PIP to confirm employment of Tamara Cymanski as a full-time teacher in a second/third grade class.* DISCUSSION/ACTION.
- ACTION** to approve the PIP Approval made by Dean Crechriou, second by Vicki Gracia, passes 6 – 0.
- I. Meeting evaluation – *The Board will conduct a self-evaluation on meeting and materials effectiveness in order to improve future meetings.*
- J. The next Special Meeting of the DMCS Governing Board will be held on Thursday, March 6, 2014, at 7:00, in Room 1.
- K. Adjournment of open session at 9:20.

#### **ACTION ITEMS:**

- Formalize all Policies and make sure they are formatted the same (Stephen Toms)
- Form needed to attach to the Complaint Policy (Dean Crechriou)
- A Policy Committee needs to be formed (Sonia Green)
- DMS Contract Renewal (Vicki)