

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

Tuesday 24 February, 2015, 6:30PM REGULAR MEETING

A Passion for Excellence

Mission

The mission of Dixon Montessori Charter School (DMCS) is to achieve academic excellence for all students by blending Montessori education with California Common Core State Standards. DMCS supports its mission through low teacher-to-student ratios, family participation, multi-aged classrooms, a diverse curriculum and individualized learning for each student. DMCS is a tuition-free public school committed to developing socially responsible, life-long learners.

Vision

- Our vision is to create a community of lifelong learners.
- Our vision is to create a school that focuses on critical thinking, problem solving, innovative solutions and collaboration.
- Our vision is to create a school that is highly regarded for its academic excellence and for its contributions to the community in which it operates.
- Our vision is to provide a well-rounded education for our students focusing on academics as well as character development, social justice and tolerance.
- Our vision is that our students will be prepared for a positive transition to high school and college and will easily adapt to the community and the world around them.
- Our vision is that as a school community we will support every child in each of their individual learning styles

Values

Collaboration Integrity Sustainability Enthusiasm Innovative

Meeting Minutes

- A. Closed Session – 6:30 PM
 - A1. Public Employee Evaluation
 1. Title: Director
- B. Announcements from Closed Session
 - a. Nothing to report and no actions taken.
- C. Call to order
 - a. The meeting was called to order by the Board Chair at 7:05 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)	absent
Joanne Green (Director)	present

E. Approval of Agenda

- a. **MOTION** to approve agenda with amendments. Motion made by Sonia Green, seconded by Vicki Gracia. Motion carries, vote of 5-0.

F. Public Comments: *The public may address the DMCS Governing Board regarding any item within the board's jurisdiction whether or not that item appears on the agenda. In all cases the presiding officer reserves the right to impose time limits on presentations as may be necessary to ensure the agenda is completed. The Board will listen to any comments but is not permitted to respond other than to ask clarifying questions.*

- a. Shelly Hoff, a Kinder parents and PTO Treasurer, shared her concerns about the basketball nets and basketball goals that need to be replaced. She also has a safety concern in Room 10 with the electric cover plate. She offered her husband to help (he is an electrician) but was told that he cannot. She is also concerned about the cleanliness of the K/1 restrooms.

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. Meeting Minutes – Regular Board Meeting 12-09-2014

G2. Meeting Minutes – Regular Board Meeting 01-27-2015

G3. Warrant Report – December 2014

G4. Warrant Report – January 2015

- a. MOTION to approve the Consent Agenda. Motion made by Dean Crechriou, seconded by Mary Ann Courville. Motion carries, vote 5-0.

H. Communications—The board discussed and/or took action on the following items:

H1. Board Member Nominations – *individuals interested in serving on the Board may present a brief statement of interest.*

- a. Some interest stated by Shelly Hoff but she is not interested in any immediate position.
- H2. Five Minute Reports – *Representative reports and updates.*
- i. Student body report – *This is a report from a representative of the student body organization.* **[Student Representative]**
 - 1. No report at this time, student representative was not present.
 - ii. PTO report **[PTO Chair]**
 - 1. Sock Hop was a really fun event and a huge success, hosted by the PTO.
 - 2. A lot of money has been put into the school which they have been very happy to give.
 - iii. Special Education report **[Amy Valenzuela]**
 - 1. Many IEPs are due in the next month.
 - 2. Numbers have not changed but everyone is doing their job and there has been much preparation put into the upcoming IEPs.
 - 3. High school transition meetings are something that we do above and beyond. Our school wants to make contact with the new team to go over all aspects of the new high school student's IEP.
 - iv. Staff report - *Board and staff discuss items of mutual interest.* **[Melissa Moore]**
 - 1. School News:
 - a. The band and choir concert took place tonight.
 - b. We had our first "Evacuation Drill" of the school year.
 - c. Sharing Night was successful and the Science Fair was amazing!
 - 2. Staff Meetings/Professional Development:
 - a. Teams are preparing for the Dragonfly Dinner and Auction, Report Cards, Conferences and lists for summer staff development.
 - b. CAASPP preparation is in full swing. Teams will be using the Interim Assessments to use as a teaching tool and so students can become familiar with the testing format.
 - c. RTI discussions happen weekly during CPT and the SPED and Intervention teams continue to rotate between grade levels to address needs and concerns.
 - 3. PLC Team (Professional Learning Community):
 - a. At the February 20th meeting we reviewed the entire WASC document and visitation schedule.
 - b. We discussed classroom configuration options for next year.
 - c. There was additional focus on the student survey questions and utilizing the school garden by grade level.
 - v. Technology report **[Krista Purdom]**
 - 1. We are working on the 2015-2016 tech plan.
 - 2. The network work will be a focus over the summer break.
 - 3. The computer lab will be moved to a better classroom location.
 - 4. All teachers are building their web pages through weebly and will be ready for families very soon.

5. Krista attended the Google Summit and has been very excited about all the information she received
 6. Krista contacted a sub-contractor to get a quote to get all the clocks and bells working for under \$2000.
 7. The board would like to acknowledge Jason Wright for all of his help and dedication to our school in regards to technology.
- vi. Charter Advisory Committee **[Dean Crechriou]**
1. This has been postponed until further notice.
- vi. Director's report – *This is a presentation of information and activities which have occurred since the previous Board meeting.* **[Joanne Green]**
1. The ADA is staying steady.
 2. Military families have left us in the last couple of weeks due to a military PCS.
 3. Parent volunteer Passports are working.
 4. We have a large group of TKs this year and they are drawn publicly and are grouped with the Kindergarteners.
 5. Choir will be singing on Opening Night Dixon Little League.
 6. Block Party was cancelled by the city so we will be unable to participate.
 7. The School Messenger Program is almost ready. We will be testing the system in the next week.
 8. Intercoms have been repaired and are all working.
 9. WASC visiting committee will be coming in March and all stakeholders are invited. The Meet and Greet is the afternoon of March 8th. Their final verbal presentation will be open to all, happening on March 11th at 3:00PM.
 10. Lockers will not be in use until next year. There is a lot of planning that will go along with the issuance of the locker. The lockers will come with a contract and will be given three strikes and then they may lose the privilege.
- i. The Board will discuss and/or take action on the following items:
11. DUSD Facilities Offer - *The Board will review the 2015-2016 Facilities Lease offer.*
DISCUSSION/ACTION. **[15 Minutes – Joanne Green]**
 - a. There are significant differences from last year to this year and Joanne is waiting to hear back from them on the differences by Thursday.
 - b. Everyone would like some clarification surrounding the utility cost increase and maybe some of the measurements.
 - c. **MOTION** to approve the Facilities Offer with clarifications of questions discussed.
Motion made by Sonia Green, seconded by Vicki Gracia. Motion passes, 5-0
 12. Action Item / Master Calendar Review - *The Board will review status of outstanding action items from previous meetings and Master Calendar items.* DISCUSSION/ACTION. **[15 Minutes – Dennis Ballance]**
 - a. Item number 9 needs to be revisited and maybe moved to March.
 - b. Parent Survey will be moved to the end of the year.
 - c. Item number 13 needs to be referenced in February.
 13. ~~Budget Basics – The Board will conduct a training session on how to read a budget.~~
DISCUSSION **[20 Minutes – Sonia Green]**

14. 2nd Interim Budget - *The Board will review and take action on this required budget update.*

DISCUSSION/ACTION [10 Minutes – Board]

- a. ADA was adjusted for more current numbers.
- b. The donations category was reduced by \$10,000 to be safe.
- c. **MOTION** to approve the 2nd Interim Budget. Motion made by Dean Crechriou, seconded by Sonia Green. Motion passes, 5-0.

15. Student Achievement - *The Board will discuss and take action on issues related to improving student achievement.* **DISCUSSION/ACTION. [20 Minutes – Board]**

- a. We should include a list of student recognitions to show off. This item could be moved to the top of the agenda so that they can leave after the presentation.

16. Board Policy Management - *The Board will review a proposal to subscribe to the CSBA GAMUT service for policy management.* **DISCUSSION/ACTION [15 Minutes – Dean Crechriou]**

- a. Dean did not receive paperwork that he requested. We qualify to be a member since we fall under DUSD and it would cost us about \$1900 in membership fees.
- b. This would help our policy manual to become more organized in our presentation of policies. They work under a team of attorneys which is the good portion of the membership cost.
- c. They will also maintain the school/board policies for an additional cost.
- d. The recommendation would be to start up with their basic membership.

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]**

- a. The evaluation will be sent out to all board members via email.

K. The next regular meeting of the DMCS Governing Board will be held on Tuesday 24 March, 2015.

L. Adjournment at 9:01 PM.

ACTION ITEM GOALS

Action	Person Responsible	Start Date	Due Date	Completed	Outcome/Notes
Call phone company to see how we can save money	Joanne Dennis	10/28/14			
Pricing of phones	Joanne	10/28/14	12/1/14	X	\$6,000/year. Stay as is for now.
Update the pay scale	Vicki	10/28/14			
Check on insurance coverage (see if it covers all new technology)	Joanne	10/28/14			
"Suggestion Box" on webpage	Joanne Krista	11/18/14			
Check the MOU to confirm that teachers/staff can/cannot be on the board	Joanne	11/18/14	12/1/14	X	It does not state anything for or against it.

Send out updated 700 Form to board to complete for 2014. Check current forms for completion.	Courtney	11/18/14	12/8/14	X	Waiting of a few but will send out new form for 2015 when available.
Locate notes from Strategic Planning Meeting to check notes on Mission Statement/Vision/etc.	Joanne	11/18/14			Emailed Deb.
Post school goals on the website	Joanne Krista	11/18/14	12/12/14	X	Located under "Our School" tab
Check with Deb Knox on comparable compensation information	Dennis	11/18/14			
Send all current pay scales to Board	Courtney	11/18/14	12/8/14	X	
Outline of Board Recruitment/Qualifications	Sonia-create All Board Members	1/27/15	2/24/15		Google Doc drafted
Audited Actuals report/Audit	Vicki	1/27/15			
Send out notes from strategic planning session in regards to mission/vision	Dennis	1/27/15			

Contact with DMS regarding the budget presentation (Karl/Sonia)	Joanne	1/27/15	3/24/15		
GAMUT – presentation of membership information	Dean	1/27/15	2/24/15		Partial presentation made 2/24 but Dean is working on getting further information to be presented at the March meeting
“What does it mean to be a board member”	Dennis	1/27/15			Due to Brown Act, we cannot collaboratively edit. Must make changes and send back to Dennis for collation.
Prepare instructions for the manual use of the intercoms (from the phones)	Dennis	2/24/15	3/24/15		
Add Complaint Form to the Complaint Policy to the webpage	Joanne Krista	2/24/15	3/24/15		