

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

June 23, 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
 - i. 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 7:07 PM.
 - b. Pledge of Allegiance
- D. Roll call

a.

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

E. Approval of Agenda

a. Amendments: Discussion of G1 and remove H1, H2i, H2ii and H2v.

a.b. MOTION to approve agenda with amendments made by Mary Ann Courville, seconded by Vicki Gracia. Motion carries, vote of 4-0.

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. No public comments made.

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 for May 26, 2015

a. **MOTION** to approve agenda with amendments made by Dean Crechriou, seconded by Mary Ann Courville. Motion carries, vote of 4-0.

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.~~

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]~~

ii. PTO report [PTO Chair]

- iii. Special Education report [**Amy Valenzuela/Rachael Schroeder**]
 - 1. SPED News—we finished the year with 41 IEPs and all transition meetings (for HS students) were completed.
 - 2. The projection for next year is that there are approximately four additional students that will require an IEP.
 - 3. Academy News—Amy responded to a question of the number of students graduating from the academy. There were 14 Academy graduates for Trimester 3. Progress reports were completed for all current Academy students. Next year the Academy services will be expanded.
- iv. Staff report - *Board and staff discuss items of mutual interest.* [**Melissa Moore**]
 - 1. School News:
 - a. The 2014-2015 school year has ended!
 - 2. Staff Meetings/Professional Development:
 - a. There was an update about the Professional Learning Community (PLC) positions for next year. There are 3 positions available and you can apply by sending a note of interest to Joanne by email.
 - b. Krista asked that all teams log the serial numbers for their teams' Chromebook cart.
 - c. The last CPT was dedicated to eating a nice lunch and closing out the school year in paperwork, etc.
 - 3. PLC Team (Professional Learning Community):
 - a. No updates at this time.
- ~~v. Technology report [**Krista Purdom**]~~
- vi. Director's report – *This is a presentation of information and activities which have occurred since the previous Board meeting.* [**Joanne Green**]
 - 1. The attendance goal was not reached this year.
 - 2. Discussion around enrollment and the waiting list was positive. There is a waiting list in every grade and enrollment is high. There was additional discussion of Kinder enrollment age and the education code requirements.
 - 3. The retention of students is positive and we are have higher retention than normal for the middle school. Our goal is to be around 100 students between 6th-8th and currently we have over 120 students amongst those grades.
 - 4. Family volunteer hours are low. There were several ideas discussed to improve the number of families completing their volunteer hours.
 - 5. Mr. Ben will be the new Outreach Coordinator and will focus on promoting our school and focusing on ESL student families.

I. Board Reports – *Board members report on activities taken by committees in which they participate.*

11. Finance committee **[5 Minutes - Vicki Gracia]**

i. No discussion, deferred to the budget action item.

12. Charter advisory committee **[5 Minutes - Dean Crechriou]**

i. Nothing to report at this time.

J. The Board will discuss and/or take action on the following items:

J1. Public Hearing for Local Control Accountability Plan – *The Board solicits input from the public on the school's LCAP, which can be found on the website.* DISCUSSION **[15 Minutes – Dennis Ballance]**

a. Announcement of the public hearing of the 2015-2016 Local Control Accountability Plan (LCAP) was opened by Dennis Ballance (Board President) at 8:10 PM.

b. The board discussion of the LCAP focused on the parent and staff input in the development of the LCAP. The LCA was added to the Master Calendar in March to allow time for public input, plan and development.

c. No public in attendance. No comments or suggestions were received.

d. The Public Hearing of the 2015-2016 Local Control Accountability Plan (LCAP) was closed at 8:25 PM.

J2. Revisions to SELPA Local Plan Governance – *The Board will discuss and take action on proposed Special Education Local Plan changes, including the updated Governance and Administration chapter, as provided by the El Dorado Charter SELPA.* DISCUSSION/ACTION **[10 Minutes – Amy Valenzuela]**

a. Amy commented that the El Dorado Charter SELPA is excellent to work with and they provide support and advocacy for charter schools. She indicated the changes to the Local Plan Governance were minor with language changes to align with federal IDEA law.

b. **MOTION** to adopt the El Dorado County Charter SELPA Local Plan and its updated Governance made by Dean Crechriou, seconded by Vicki Gracia. Motion passes, 4-0.

J3. California Charter Schools Joint Powers Authority – *The Board will discuss and take action on joining the CCS JPA, in association with leveraging the liability insurance provided through the organization.* DISCUSSION/ACTION **[10 Minutes – Joanne Green]**

a. Following the discussion of the Joint Powers and benefits of membership, the resolution was adopted.

b. **MOTION** to approve the Charter Schools Joint Powers Authority made by Vicki Gracia, seconded by Mary Ann Courville. Motion passes, 4-0 (Dennis Ballance-aye, Dean Crechriou-aye, Vicki Gracia-aye and Mary Ann Courville-aye).

J4. School evaluation – *The Board will discuss the evaluation process.* DISCUSSION [10 Minutes – Dennis Ballance]

- a. Following a short discussion, Dennis indicated that he will send out a survey to board members. He explained the timeline for the Director’s evaluation. He asked for comments on the board survey. From the discussion and comments, it was suggested a Board-Staff Meet and Greet be established (August 11th being a possible date).

J5. 2015-2016 Budget Approval – *The Board will discuss and take action on the proposed 2015-2016 Budget.* DISCUSSION/ACTION [15 Minutes – Joanne Green]

- a. Following a short discussion and positive comments were shared regarding the current state of the budget.
- b. **MOTION** to approve the 2015-2016 Budget was made by Vicki Gracia, seconded by Dean Crechriou. Motion passes, 4-0.

J6. 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. Dennis reviewed the June Master Calendar items. The Board Strategy workshop date was discussed and Dennis will survey the board for possible weeknight dates.

J7. Student Achievement – *The Board will discuss and take action on issues related to improving student achievement.* DISCUSSION/ACTION. [10 Minutes – Board]

- a. No discussion or comments.

K. Meeting evaluation – *The Board will conduct a self-evaluation on meeting and materials effectiveness in order to improve future meetings.*

L. The next regular meeting of the DMCS Governing Board will be held on August 25, 2015.

M. Adjournment at 9:32.

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		X	Completed.
"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	12/14	X	Emailed Deb. She does not have the notes.
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			
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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		
Joanne will contact Karl about our asset update	Joanne	4/28/15	5/26/15		We will have updates due to our additional technology purchased.
Add job position requirements to the updated job descriptions	Joanne	4/28/15	5/26/15		

Block personal logins on Chromebook	Krista	5/26/15	7/28/15		