

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

Tuesday 09 December, 2014, 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 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 7:04 PM.
 - b. Pledge of Allegiance

D. Roll call

a.

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

E. Approval of Agenda

- a. **MOTION** to approve agenda with amendments. Motion made by Vicki Gracia, seconded by Mary Ann Courville. 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 comment.

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 11-18-2014

G2. Meeting Minutes – Regular Board Meeting 10-28-2014

G3. Meeting Minutes – Regular Board Meeting 9-23-2014

- a. **MOTION** to approve consent agenda made by Mary Ann Courville, seconded by Vicki Gracia. Motion passes, 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.*

- a. Sonia Sedillo expressed her interest in extending her board term.

- b. No other interest stated at this time.

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. Katie Summers (the staff PTO rep) mentioned that PTO is doing great things for the teachers and everyone is very excited!
- iii. Special Education report **[Amy Valenzuela]**
 1. No official report at this time since there have only been 9 days since the last report.
 2. The department is looking at iReady data and they are showing great growth and students will be acknowledged for their improvements.
- iv. Staff report - *Board and staff discuss items of mutual interest.* **[Melissa Moore]**
 1. School News:
 - a. Winter Sing is scheduled for Wednesday, December 17th.
 - b. Science Fair and Spelling Bee planning is in the works.
 - c. We are currently taking our 2nd round of iReady benchmark tests. All tests will be complete by December 17th.
 2. Staff Meetings/Professional Development:
 - a. We have a new check-out system for chromebooks. Grades $\frac{2}{3}$, $\frac{4}{5}$, and middle school have been assigned a chromebook cart for classroom use. Grade level teams will be responsible for their own check-out and charging. Ms. Krista will do a monthly inventory on the carts the 2nd Thursday of the month.
 3. CPT Time (Common Planning Time):
 - a. Teams are preparing for the Dragonfly Dinner and Auction.
 - b. RTI discussion during CPT meetings are ongoing. The Special Ed and Intervention team continue to rotate between grade level meetings.
 4. PLC Team (Professional Learning Community):
 - a. Meeting Date: December 5th
 - b. We worked on Chapter IV of the self-study findings for WASC
- v. Technology report **[Krista Purdom]**
 1. Next week the infrastructure will be going in.
 2. Krista is requesting projectors from the PTO right now which is why she is not present.
 3. There is a possibility of moving all the main equipment from Joanne's closet to the nurse's office.
- vi. Director's report – *This is a presentation of information and activities which have occurred since the previous Board meeting.* **[Joanne Green]**

1. No updates. Enrollment is standing firm with the exception of three students moving at the new year
2. January 15th will start open enrollment.
3. Attendance review board met and the student is greatly benefiting from being at school more often and has not had any tardies either!

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

11. Action Item / Master Calendar Review – *The Board will review status of outstanding action items from previous meetings and outstanding Master Calendar items.* DISCUSSION/ACTION. **[15 Minutes – Stephen Toms]**

- a. All items are on track.
- b. Auditors report is due this month. Joanne has contacted them to see when they will visit.
- c. Dennis will update the calendar for next year.

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

- a. We are monitoring each student's growth to include all levels (ensuring that the gifted students are also moving a full year).
- b. A sample report will be presented by Rachael at the next meeting to show multiple factors.
- c. Subgroups will be presented and Mr. Ben will be able to show growth data for them.
- d. Sonia mentioned that she would like to see more parent involvement to help them beyond the school day.
- e. Mr. Ben will talk about how we can target the non-English speaking families at the next meeting.

13. Short Term Staff Permit – *The Board will discuss and take action on the proposed Short Term Staff Permit for K. Summers.* DISCUSSION/ACTION. **[5 Minutes – Joanne Green]**

- a. **MOTION** to approve Short Term Staff Permit made by Vicki Gracia, seconded by Mary Ann Courville. Motion passes 4 - 0.

14. 2014-2015 First Interim Budget – *The Board will review, discuss and take action on the 2014-2015 First Interim Budget.* DISCUSSION/ACTION. **[20 Minutes – Vicki Gracia / Joanne Green]**

- a. Some items and allocations were moved around to utilize the funds efficiently.
- b. Charters do not fall under the restrictions of Prop 2.

- c. The reserve will be allocated to professional development and trainings and teachers will be offered stipends to attend.
 - d. 12% reserve was the previous goal and long term was around 20%.
 - e. Next year's budget will be even better and should be spent to maintain current and used wisely!
 - f. Continue technology growth would be a goal and what is coming
 - g. We will need stakeholder suggestions on what to do with the reserve to maintain the best school possible!
 - h. **MOTION** to approve the First Interim Budget made by Mary Ann Courville, seconded by Sonia Sedillo. Motion passes, 4 - 0.
- J. Meeting evaluation – The Board will conduct a self-evaluation on meeting and materials effectiveness in order to improve future meetings. **[5 Minutes – Sonia Sedillo]**
- a. The evaluation will be as sent out to all board members via email.
- K. The next regular meeting of the DMCS Governing Board will be held on Tuesday 27 January, 2015.
- L. Adjournment at 7:56 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	