

LEONARDO DA VINCI HEALTH SCIENCES CHARTER SCHOOL

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Board of Trustees

Angela Rieta, Chairperson

Abdul Rasul

Erin Gannon

Marie Miehl

Joseph Brunner

Mission

As a nurturing learning community, Leonardo da Vinci Health Sciences Charter School cultivates health-literate students who have the knowledge, critical thinking skills, and attitudes, which empower them to become influential contributors in an ever-changing global society.

Board of Trustees Meeting

Minutes

Room 12

July 13, 2011 at 6pm

I. Call to Order at 6:06 PM

II. **Approval of Agenda** – *Changes: addition of Renewal of Board Members (information/action) under VI, A and “Minutes” title changed to “Agenda” at the top of agenda. Brunner moves, Rasul seconds.*

In favor: Rieta, Rasul, Gannon, Miehl, Brunner

Opposed: none

Abstained: none

III. **Approval of Minutes** – June 8, 2011 – Brunner moves, Miehl seconds

In favor: Rieta, Rasul, Gannon, Miehl, Brunner

Opposed: none

Abstained: none

VI. Information / Action

- A. **ExED/Budget Report (Information)** – *Cathy Walsh reported that funding for 2011-2012 will be flat, same as 2010-2011. \$350 reduction in ADA per student was recommended earlier – based on the State expecting \$4 billion in revenue. Budget has now passed and the State has \$6.5 billion. Only in the case the State brings in less than \$1 billion in revenue, cuts would be needed. That is unlikely but ExED recommends that we keep the \$350 cut in our budget to be conservative.*

Line of credit from our bank is recommended and in the works to help with cash flow issues.

Audit report will be given to the Board after books are closed in July.

May financials were reviewed. See attachment. June financials are not yet available.

B. Renewal of Board Members (Information/Action) – Gannon to remain on Board for two year term, Miehls to remain until a substitute is found.

In favor: Rieta, Rasul, Gannon, Miehls, Brunner

Opposed: none

Abstained: none

C. Director's Report (Information/Action) – Official total enrollment at this point is 267 – 14 students may be added by Friday, pending receipt of complete paperwork. Goal is to have 285 students with as few combos as possible. Recruitment will be held as needed. Free advertising is available with local church organizations. An advertisement in the flyer for Bonita Valley Church will cost \$195 for a monthly ad (for a full year), if interested. Plexi-glass boxes could be another way to advertise at local restaurants – boxes would include flyers and mints with a cash box in case patrons wanted to give a donation.

Van Nice visited with CVESD and specifically met with John Nelson. She informed him of our WASC accreditation and spoke to him about how strong our first year CST scores were, compared to other newly operational charter schools. She was invited to participate in CVESD's Principal activities – principal peer groups and monthly meetings. She visited the Special Ed Department and met the CNS Director as well. On Monday she attended the 2011-2012 kick-off for district principals.

Kinder teachers will hold parent orientation on Friday, August 19, before the start of school. The Back to School Picnic/BBQ will be held on August 18. Handbooks and school information for parents will be available that evening. The Parent Orientation will be removed from the calendar – a new family orientation will be held the first week of school instead.

We will be hiring two full-time classroom teachers, a part-time Spanish instructor and a custodian (4 hours/day.)

Van Nice, Cynthia Gomez and Erin Gannon met with Sheridan Barker, a strategic planning consultant, to discuss our needs in this area. For a \$3000 fee, she would be available to coach Mrs. Van Nice and offer assistance as needed for a one-year term. We will begin the process on our own and reevaluate in the future.

D. PENSEC Application (Information/Action) – Pupil Estimates for New and Significantly Expanding Charters helps newly operational/growing charter schools with the resources they need to get through deferrals and late reimbursements. To be accepted, you must add a grade not previously taught or have a 25% increase in enrollment. The application was submitted last year and we received funds last year. To apply this year, we would need 296 total students – 25/1 in primary classes and 32/1 in upper grades. Deadline is July 29, 2011.

Goslee (Audience member) **Recruitment*: I do not think having too many kids on the waiting list is a negative. I think that the more people who want to attend the better. As Mrs. Van Nice said during the meeting, we get the LdVCS name out there. We want people to know we are here and want to attend. The more we are out there and recruiting, the better, in my opinion.*

Action: *Motion to submit the PENSEC application - Increase K-2 up to 25, 3rd grade up to 29, 4-6th up to 31. (with reluctance from all members about increasing class sizes) Miehl's motions, Rasul seconds.*

In favor: Rieta, Rasul, Gannon, Miehl's, Brunner

Opposed: none

Abstained: none

- E. **Thinking Outside the Box Fundraising (Information/Action)** – *Next step is to implement the fundraiser. Paypal account is required – they collect a fee from money collected (donations) rather than charge an up front charge.*

Motion: *Rieta to open Paypal account and set up the fund. Rasul motions, Miehl's seconds.*

In favor: Rieta, Rasul, Gannon, Miehl's, Brunner

Opposed: none

Abstained: none

- F. **2011-2012 Budget (Information/Action)** - *tabled*

- G. **Medi-Cal Administrative Activities Program (Information)** *tabled*

- H. **CVESD Relations (Information)** – *covered in Director's report No Action Taken*

- I. **National School Lunch Program (Information/Action)** – *Our application for 2010-11 is pending. Van Nice to follow up. No Action Taken*

- J. **Director and Teacher Evaluations (Information/Action)** – *Surveys/tools are available to evaluate the previous director and were discussed. Because she no longer works here, a checklist of responsibilities rather than a performance evaluation was suggested.*

There was also a discussion about having teachers complete a self-evaluation based on the reading (DRA) and Everyday Mathematics end of chapter/unit assessments administered during the 2010-2011 school year. Tying student achievement to teacher evaluations was a requirement of the PCSG (Public Charter School Grant) that LdVCS received last school year. However, the 2010-2011 teacher evaluation completed by the previous director did not comply with this requirement. In order to be ethical, we will need teachers to review student data from last school year and complete a self-evaluation. Director Alma Van Nice will notify teachers of this requirement and ask them to complete it by September 2011.

*Goslee (Audience member) *Staff evaluation model *- we have one that we can modify. It involves each staff member setting goals, establishing a plan for reaching goals, documenting progress toward meeting goals, and reflecting on goals. There is also a self-assessment of skills pertaining specifically to our charter. Lastly, we hope staff will be able to compile these in a digital portfolio format.*

Erin Gannon (board member) excused from the meeting early at 7:43pm

- K. Invoice – Susan Harmon (Information/Action)
*An invoice in the amount of \$9,615 was received from Susan Harmon. In the summer of 2009, teachers were given permission by the school director, Sharyn Kang, to rent a U-Haul and drive up to Northern California and pick up instructional materials from Growing Children Inc., Charter School. The school was closing because its charter was revoked by the Oakland Unified School District. The board discussed the legality of whether or not Growing Children Inc., Charter School could legally sell the instructional materials because they were a non-profit organization. Alma Van Nice will follow up and find out whether or not the school is able to sell its assets. **No Action Taken***
- L. Board Recruitment/Parent Survey (Information/Action) Director Alma Van Nice
*Discussed developing a survey to distribute to the parents in our school community to identify individuals with specific talents (i.e. accounting and/or marketing/fundraising experience, etc.) for appointment to the board of trustees. **No Action Taken***
- M. Board – Elect Officers (Information/Action) Erin Gannon agreed to serve as Board Secretary for the 2011-2012 school year. The board agreed to table the nominations for treasurer until after the recruitment of additional board members. The item will be revisited in October 2011 meeting.

Motion: Rasul motions, Miehls seconds.
In favor: Rieta, Rasul, Miehls, Brunner
Opposed: none
Abstained: none
Absent: Gannon

- N. Board Conflict of Interest Forms (Information/Action) Rieta presented Conflict of Interest forms to the board to be signed for the 2011-2012 school year.

*Goslee (Audience member) pointed out that there is a Conflict of Interest clause in the Board of Trustees By-laws which need to be signed each year. Item was tabled until August 2011 board meeting. **No Action Taken***

- O. Facilities Search Update (Information) Director Alma Van Nice will schedule the Facilities Search Committee Meeting and contact the commercial realtor we have been

*working with to follow up on property leads. **No Action Taken***

*P. LdVCS Strategic Plan Update (Information) **Director Alma Van Nice will schedule the Strategic Planning Committee Meeting **No Action Taken*****

*Q. Budget Training for the Board (Information/Action) **Board agreed to attend a Budget Training by Cathy Walsh (ExED) at 5pm on Wednesday, August 10, 2011, before our regularly-scheduled board meeting. **No Action Taken*****

*R. **Back Office Proposals (Information/Action)** – **Cathy Walsh gave the Board some facts about the other proposals and emphasized that ExED is local, non-profit, covers payroll, serves over 75 clients, has a staff of 50, offers a compliance unit, submits applications, offers an IT department to provide help as needed, has staff dedicated to facilities, and offers qualifying schools funding for facilities (\$50 million.) For our size of school, we pay less than others they work with. Offering reduction of fee for 2011-12 by \$10,000.***

*Van Nice, Rieta, Rasul, and Gomez agreed to interview Charter Impact and RMN in regards to their company's Back Office Proposals and make a recommendation to the board at the August 2011 meeting. It was made clear that the Board of Trustees would make the final decision during the August 2011 board meeting. **No Action Taken***

VII. Public/Oral Communications

X. Announcements

XI. Adjournment

Gannon excused at 7:43PM

Meeting adjourned at 9:29pm