

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 August 10, 2011 at 6pm

I. Call to Order at 6:08 PM

Present: Rieta, Brunner, Rasul, Gannon

Absent: Meihls

II. Approval of Agenda

Rasul moves. Brunner seconds.

In favor: Rieta, Brunner, Rasul, Gannon

Opposed: none

Abstained: none

III. Approval of Minutes – July 13, 2011

Item D, Action – revised to correct the 3rd grade cap of 28. Gannon moves. Brunner seconds.

In favor: Rieta, Brunner, Rasul, Gannon

Opposed: none

Abstained: none

VI. Information / Action

A. ExED/Budget Report (Information)

Cathy Walsh reported that ExED is in the process of reconciling the end of year budget for 2010-11 and preparing for the audit that will begin soon.

Based on ExED's records, the school's net income for the year was \$69,899. See Financial Analysis attachment for details. The school is still owed revenue by the state and this will be paid throughout the year. We are starting the school year with \$204,374 in reserve.

Board requested a schedule of expected revenues so that we will have a better sense of when monies are coming in. Board also requests the use of ID codes to detail income statements for unique activities/programs (i.e. field trips.) Walsh will work with Gomez and Van Nice on the latter.

Van Nice will forward weekly cash flow statements to the Board.

*Amber Goslee asked a clarifying question about loans VS reserve.
Sharyn Kang clarified several questions that were asked.*

B. Director's Report (Information)

Van Nice reported that enrollment is approximately 284. We are hoping to enroll 9 more in 1st grade.

NSLP – Application for 2010-11 was approved - \$9000 for May and June. Application for 2011-12 is pending. They have to review the paperwork (faxed last month) and approve.

PSCG – Teachers will be writing self-evaluations/reflections that include CST scores.

Strategic Planning – Van Nice, Gomez and Gannon met with a consultant who outlined the process and offered a proposal for services. Van Nice has expertise in organizational leadership and will lead strategic planning.

Credit Card – pending

Employee Handbook – in revision

Harmon Invoice – communication with Ms. Harmon has gone unanswered.

Advertising – Van Nice used personal \$195 for advert in church publication.

Custodial – Two parents (Gloria Petit and Nidia Alvarado) will provide custodial services.

API – Initial number is 818 (calculated by CVESD); 76 point increase

Curriculum – About \$10,000 of budget has been spent at this point.

Furniture – Will purchase needed furniture from CVESD surplus sale.

Health Survey – CDE is conducting this (see attachment B – side 2.)

Mario Hernandez spoke about concerns that religion was discussed (in advertising.)

C. Board of Trustees By-Laws (Information/Action)

Updates made: Section 1 no longer includes the director as a member and the year was updated.

Rasul moves. Gannon seconds.

In favor: Rieta, Brunner, Rasul, Gannon

Opposed: none

Abstained: none

D. New Teacher Hires (Information/Action)

Van Nice reported the process used for interviews. Two teachers were offered positions, one declined and the other has been offered another job – we should hear from her soon. Parents were not included on the panel but will be included in future interviews.

For future interviews, the Board requests that they happen sooner and that the date be shared with the Board in advance.

Hernandez spoke about his request to be a part of the interview process and his concerns about communication.

No action taken.

E. Back Office Proposals (Information/Action)

Charter Impact and RMN were interviewed. We have decided to stay with ExED. Van Nice will contact Walsh via email and cc: Rieta.

No action taken.

F. Dollar-A-Day Education Fund (Information)

PayPal has been set up with a link on the school website to allow for donations. Board members are encouraged to participate.

G. National School Lunch Vendor Proposals (Information/Action)

At this time we will not purchase a program to help us manage student lunch counts, we will hire 2 extra noon duties for 4 days/week for \$8.00 per hour.

Goslee expressed the need for extra supervision for lunch due to our higher numbers and concerns about Free and Reduced Lunch reimbursement.

Hernandez expressed concerns about higher numbers of students in regard to safety during lunch and concerns about the possibility of bullying.

No action taken.

H. Fiscal Policies and Procedures Amendment (Information/Action)

Policies were approved in June. On page 5, items 5 and 6 were discussed. On page 3, item 1 was discussed.

Kang spoke about being frugal and reaching out to parents when needs arise (i.e. truck for moving furniture.)

Goslee spoke about the credit card (paying balance off monthly) and curriculum needs.

No action taken.

I. Board-Director Communications (Information/Action)

The Board requests weekly communication from the director to keep us updated about school happenings and budget.

Next month we will revisit the roles of the Board and roles of the Director.

Hernandez spoke about the importance of communication and keeping parents involved.

No action taken.

J. Volunteer Information Sheet (Information/Action)

Jog-a-thon will be stricken and Gala da Vinci date and location TBA.

Brunner moves. Rasul seconds.

In favor: Rieta, Brunner, Rasul, Gannon

Opposed: none

Abstained: none

K. Director and Teacher Evaluations (Information)

Discussed in previous items.

L. Board Recruitment/Parent Survey (Information/Action)

Parents will be surveyed in an effort to gain another parent member. One staff member and one community member are also needed. Rieta will contact Hernandez (he'll contact his friend at

USD first) and Van Nice will contact someone in HR who might be interested.

M. Facilities Search Update (Information)

This committee will research options for facilities and Prop 39. The first meeting will be held on Thursday, September 1 with subsequent meetings on the first Thursday of each month. Van Nice and Rieta will talk next week to plan for the first meeting.

VII. Public/Oral Communications

Rasul addressed a number of topics that had come up during tonight's meeting, emphasizing the importance of communication and follow up.

X. Announcements

Ms. Goslee applied for the ING Runs for Something Better grant and LdV was awarded another \$2000 for our school's running program.

XI. Adjournment at 9:27

Respectfully submitted by Erin Gannon, Secretary