

LEONARDO DA VINCI HEALTH SCIENCES CHARTER SCHOOL

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Board of Trustees

Angela Rieta, Chairperson

Erin Gannon, Secretary

Abdul Rasul

Joseph Brunner

Amber Goslee

Mario Hernandez

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

September 14, 2011 at 6pm

I. Call to Order at 6:02 PM

II. Approval of Agenda

Approved with the addition of J13 Waiver as Item C (Information/Action) and Public/Oral Communications.

Brunner moves, Gannon seconds.

In favor: Rieta, Rasul, Gannon, Brunner

Opposed: none

Abstained: none

III. Approval of Minutes – August 10, 2011

Approved as written.

Gannon moves, Rasul seconds.

In favor: Rieta, Rasul, Gannon, Brunner

Opposed: none

Abstained: none

VI. Information / Action

A. ExED/Budget Report (Information)

Cathy Walsh was not in attendance so Van Nice spoke about the Charter School Unaudited Actuals Financial Report. Should any additional staff be needed, the Board requests that Van Nice get information from Walsh about the financial impact and present it before any hiring occurs. Additionally, the Board would like information about the impact of the third noon duty that was already hired.

Hernandez spoke regarding comments Van Nice made about last month's meeting.

B. Director's Report (Information) Governance Committee

Reports (Consent Agenda)

Current enrollment is at 277. Our budget is based on 285 so we are at a deficit of 8 students. Van Nice also shared events and updates as listed in Item C attachments.

Rasul shared concerns that parents have about the lack of parent orientation meeting and communication at this point. He also spoke about concerns that K and 1st grade students are missing out on instructional time due to the early release time (to alleviate traffic.)

Van Nice spoke about traffic pattern and after school pick up changes.

National School Lunch Program has been approved for the 2011-2012 calendar year.

Note: Spanish teacher interviews are scheduled for September 19. Title 3 Immigrant Entitlement Grant amount was actually \$400, not the \$4,594.79 that is written in the report.

LeeAnn Everly spoke about the lack of parent orientation meeting.

Kara Peter spoke about the traffic pattern and dismissal. She feels that the decision to dismiss kindergarteners and first graders early is a good one.

Amber Goslee spoke in defense of Van Nice and asked that she be given a chance to settle in.

Stephanie Hecht spoke about the traffic and after school dismissal. She also commented about the tone of the meeting and asked that we practice what we are teaching our children when dealing with each other.

- 1. Audit/Budget Committee**
- 2. Partnership Committee**
- 3. Curriculum and Assessment Committee**

C. J13 Waiver (Information/Action)

The Affidavit of Charter School Governing Board Members is a waiver that will allow us to receive ADA for September 9, 2011 – the day that school was cancelled due to the power outage. Van Nice will submit the form.

Rasul moves, Brunner seconds.

In favor: Rieta, Rasul, Gannon, Brunner

Opposed: none

Abstained: none

D. Director and Teacher Evaluations (Information)

Evaluations are due on September 30 to director Van Nice – she will report back to the Board once the teachers have submitted their paperwork.

E. Elect Board Members (Information/Action)

Amber Goslee (Teacher Representative)

Mario Hernandez (Parent Representative)

Hecht spoke about waiting to vote until parents have been notified of the openings on the Board.

Rebecca Buswell asked several questions about the Board.

Board approves the nomination of Goslee as a staff representative.

Rasul moves, Brunner seconds.

Board approves the nomination of Hernandez as a parent representative.

Rasul moves, Gannon seconds.

In favor: Rieta, Rasul, Gannon, Brunner

Opposed: none

Abstained: none

F. Review – Employee Job Descriptions (Information/Action)

Parking lot issues at dismissal times were further discussed. One member of the office staff should remain in the office at dismissal time to answer phone calls and address student and parent needs.

An ad hoc committee will be formed to further discuss after school issues. The first meeting will be September 22nd at 3:30. Van Nice will notify parents of the meeting.

Jodi Brisebois spoke about allocating funds to purchase equipment to aide in safety in the parking lot.

G. LdVCS Dispute Resolution Procedure (Information/Action)

Van Nice created a Complaint Policy and Form based on the charter petition, pages 73-76 to be used for complaints about school community members and/or the director. Board members and staff will review the form and it will be an action item in October.

H. School Telephone Purchase (Information/Action)

The contract for our phone system has ended. For \$1, we can now purchase the phones. Board approved this purchase.

Rasul moves, Hernandez seconds.

In favor: Rieta, Rasul, Gannon, Brunner, Hernandez, Goslee

Opposed: none

Abstained: none

I. Home-School Communication (Information/Action)

Weekly Updates are sent out automatically to parents who have given their email addresses to our office. Rasul spoke about the need for greater communication with families.

Brisebois suggested a recorded message be sent out in emergency situations.

J. Employee Handbook (Information/Action)

Without an Employee Handbook in place, the school is in jeopardy of possible litigation. The handbook has been uploaded to Google docs so that teachers can comment and suggest changes. Cynthia Gomez commented on the document in May 2011. Goslee will include the classified staff

in the school Google account so that other staff members will have the opportunity to do the same. Van Nice said that the document will be ready for approval by the Board at the October meeting.

ExED's HR department can look over the document for us to make sure that it is in compliance with law.

K. Prop. 39 (Information/Action)

Application needs to be submitted to CVESD by November 1. The document should be ready for review by CCSA by October 1. A survey will be sent to parents on Monday, September 19th to see if they will be returning next year. Van Nice will update the Board via email about the status by October 1.

L. School Credit Card/Line of Credit (Information/Action)

No progress has been made at this point. Van Nice will follow up with the bank to determine the status of the application. This item will be revisited next month.

M. Inspection – CV Fire Department (Information/Action)

Hernandez will come in tomorrow to help get extra furniture out of the middle room (near the office.) This room must be cleared for safety and emergency purposes.

VII. Public/Oral Communications

Brisebois addressed the Board about getting the arts program up and running for this school year. She would like to involve parents and do some fundraising to help support the program.

Buswell introduced herself to the Board and shared that parents are interested in a PTA organization.

VIII. Closed Session (Information/Action)

a. Student Incident Report

Government Code 54956.9 (Information)

b. Employee Incident Report

Government Code 54956.9 (Information)

IX. Reconvene to Open Session

X. Report of Closed Session Actions

Gomez reported to Board members about recent incident reports.

XI. Announcements

Van Nice shared that CCSA is offering a way to promote our school by having Juan Vargas attend a school event.

Sharyn Kang shared that the CCSA Conference is in Sacramento next year at the end of February.

Van Nice suggested that the Board engage in some training as a group to get us all on the same page. We will try to set something up for the hour before our next meeting in October. Gomez will reach out to Lisa Berlanga from CCSA to provide training.

XI. Adjournment at 9:52 PM.