

SEBASTOPOL INDEPENDENT CHARTER SCHOOL
REGULAR MEETING OF THE BOARD OF DIRECTORS

June 18, 2018, 6:00 p.m.
200 S. Main Street, Sebastopol, CA 95472

Sebastopol Charter welcomes your participation at the School's Board of Director meetings. The purpose of a public meeting is to conduct the affairs of the school in public. We are pleased that you are in attendance and hope that you will attend these meetings often.

- This meeting will be conducted in accordance with the Brown Act, Government Code Section 54950 et seq.
- This meeting is being held in a wheelchair accessible location. To request a disability-related accommodation(s) to participate in the meeting, please contact John Azzizzi, the School's Operations Director, at 707-824-9700 at least three business days before the meeting date.
- Agendas and informational packets are available to members of the public. These are also posted online at: www.sebastopolcharter.org/forms-and-publications/
- **PUBLIC COMMENT INSTRUCTIONS:** The public may comment at board meetings. **If you wish to speak, please fill out a "Request to Speak" form and hand it to the Board President.** Your name will be called when it is your turn to speak. Bear in mind that your comments become part of the public record.
 1. **Items not on the agenda:** Each speaker may speak for up to three minutes, with fifteen minutes total allotted for public comment on non-agenda items. Note that the Board cannot discuss items that are not on the agenda and will therefore not respond substantively to comments addressing such items.
 2. **Items on the agenda:** Before the Board begins its consideration of an agenda item interested public will have the opportunity to comment on that particular item. Each speaker may speak for up to three minutes with thirty minutes total allotted for public comment on each agenda item. Note that once the Board begins its discussion the item is closed for public comment unless the Board re-opens public comment.

BOARD MEETING CODE OF CONDUCT

- Maintain open, respectful body language.
- Give your full listening attention
- Stand in the other's shoes.
- Use a normal tone of voice.
- Don't interrupt.
- Use respectful language.
- Own your mistakes
- Share the floor/air time.
- Take the high road.
- Monitor your inner thoughts.
- Give each other the benefit of the doubt.
- Don't talk behind others' backs.
- Express gratitude and appreciation.

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200 S. Main Street, Sebastopol, CA 95472

AGENDA

OPEN SESSION

Procedural

- A. CALL TO ORDER
Meeting called to order by President Holbrook at:

- B. ROLL CALL

	Present	Absent	Late	Arrival Time
Stett Holbrook, President (SH)				
Nick Sanders, Vice President (NS)				
Maureen Graney, Treasurer (MG)				
Matt Langley, Secretary (ML)				
Alysson Baker, Member at Large (AB)				
Sarah Botz, Member at Large (SB)				
Ryan Prichard, Member at Large (RP)				
Others attending:				
Recording Secretary for the meeting:				

Communications

- A. PUBLIC COMMENT (ON ITEMS NOT ON THE AGENDA)

If you wish to speak on an item not on the agenda, please fill out a "Request to Speak" form and hand it to the Board President. Your name will be called when it is your turn to speak. Bear in mind that your comments become part of the public record. Each speaker may speak for up to three minutes, with fifteen minutes total allotted for public comment on non-agenda items. Note that the Board cannot discuss items that are not on the agenda and will therefore not respond substantively to comments addressing such items.

- B. OFFICIAL CORRESPONDENCE: none
- C. NEXT MEETING: TBD

Procedural

- A. ADJUSTMENT OF AGENDA

Consent Agenda Items

All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board votes on them.

- A. MINUTES FROM MAY 7, 2018 REGULAR MEETING
- B. MAY 2018 REGULAR WARRANTS AND EXPENDITURES
- C. MAY 2018 LOCAL WARRANTS AND EXPENDITURES
- D. YTD FINANCIAL STATEMENTS (FISCAL13a) through JUNE 15, 2018

Staff Recommendation: Approve all consent agenda items

Motion:

Moved By:		(SH)		(ML)		(RP)	
Seconded By:		(NS)		(AB)			
Action:		(MG)		(SB)			

Information (Reports and other items scheduled for information):

Staff / Task Force Reports (optional / as needed)

Items Scheduled For Consideration (Action may be taken on items discussed):

PUBLIC COMMENT ON ITEMS THAT ARE ON THE AGENDA: If you wish to speak on an item that is on the agenda (including closed session agenda items), please fill out a "Request to Speak" form and hand it to the Board President. Your name will be called when it is your turn to speak. Bear in mind that your comments become part of the public record. Before the Board begins its consideration of an agenda item, interested public will have the opportunity to comment. Each speaker may speak for up to three minutes with thirty minutes total allotted for public comment on each agenda item. Note that once the board begins its discussion, the item is closed for public comment.

SEBASTOPOL CHARTER ANNUAL MEETING

- A. BOARD DIRECTOR - NOMINATIONS (**Directors Seeking Reelection**) FOR 2018-2019
"A Director seeking reelection must be nominated by a Director not himself or herself." (Note: all quotes in Annual Meeting section are from the corporation's Bylaws)

The following current Directors announced their intention to seek reelection:

1.	3.	5.
2.	4.	6.
7.		

The following Directors were nominated.....by.....:

Nominee:	Nominated By:	Nominee:	Nominated By:
1.		4.	
2.		5.	
3.		6.	
7.			

- B. BOARD DIRECTOR - NOMINATIONS (**New Candidates**) FOR 2018-2019
 Candidates seeking election who are not current Directors must be nominated by the Nominating Committee

The Nominating Committee nominated the following candidates:

1.	2.
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- C. BOARD DIRECTOR – ELECTIONS FOR 2018-2019
*"Each Director shall cast one vote during a public meeting for each Directorship to be filled, and Directors will be re-elected or elected on the basis of a simple majority of Directors present and voting."
 "The Corporation shall have at least three (3) and no more than eight (8) directors..."
 "Directors shall be elected at each annual meeting of the Board for one (1) year terms. Each one (1) year term commences at the beginning of the fiscal year subsequent to the election."* [Fiscal Year begins July 1]

Nominee	Tally of Votes (Y/N)							Result
	SH	NS	MG	ML	SB	AB	RP	
1.								
2.								
3.								
4.								
5.								

6.								
7.								
8.								

D. BOARD OFFICERS - ELECTION

“Officers shall be elected by the Board of Directors at a noticed meeting and each officer shall hold office until he or she resigns...or until his or her successor shall be elected, whichever occurs first.”

“The Officers of the Corporation shall be a President/Chairperson of the Board, a Vice President/Vice Chairperson of the Board, both of whom shall concurrently serve as members of the Board; and a Secretary, and a Treasurer, both of whom may concurrently serve as members of the Board of Directors.”

The following officers announced their intention to resign their office:

Officer:	Office:	Officer:	Office:
1.		3.	
2.		4.	

The following candidates were put forth as nominees:

Nominee:	Office:	Nominee:	Office:
1.		3.	
2.		4.	

The following officers were elected:

Nominee & Office	Tally of Votes (Y/N)							Result
	SH	NS	MG	ML	SB	AB	RP	
1.								
2.								
3.								
4.								

E. BOARD REGULAR MEETING CALENDAR FOR 2018-2019: suggested dates (1st Monday of the month except where noted.)

September 10 (1 st Monday after start of school)	January 14, 2019 (later for winter break)
September 22 (Saturday board retreat 9-12)	February 4
October 1	March 4
November 5	April 1
December 3	May 6
	June 17 (LCAP / Budget Public Hearing)
	June 24 (LCAP / Budget Approval)

Motion:

Moved By:		(SH)		(ML)		(RP)	
Seconded By:		(NS)		(AB)			
Action:		(MG)		(SB)			

SEBASTOPOL CHARTER REGULAR MEETING

- A. BUDGET AND FUND BALANCE MANAGEMENT POLICY (UPDATED)
Discussion and action on adopting the updated Budget and Fund Balance Management Policy.

Staff Recommendation: Adopt the updated Budget and Fund Balance Management Policy

Motion:

Moved By:		(SH)		(ML)		(RP)	
Seconded By:		(NS)		(AB)			
Action:		(MG)		(SB)			

- B. 2018-2019 ANNUAL OPERATING BUDGET
Consideration and Approval of 2018-2019 Annual Operating Budget

Motion:

Moved By:		(SH)		(ML)		(RP)	
Seconded By:		(NS)		(AB)			
Action:		(MG)		(SB)			

- C. 2018-2019 LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP)
Consideration and Approval of 2018-19 LCAP

Motion:

Moved By:		(SH)		(ML)		(RP)	
Seconded By:		(NS)		(AB)			
Action:		(MG)		(SB)			

- D. CHARTER FOUNDATION GRANT
Consideration and possible action on relinquishment of accrued CF grant for FYE 2017

Staff Recommendation: Relinquish the accrued Charter Foundation grant for FYE 2018 on condition that the Charter Foundation holds the funds in a long term facilities development account.

Motion:

Moved By:		(SH)		(ML)		(RP)	
Seconded By:		(NS)		(AB)			
Action:		(MG)		(SB)			

- E. DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS 2018-19
Consideration and Approval of Declaration of Need for Fully Qualified Educators for 2018-19

Staff Recommendation: Approve the Declaration of Need for Fully Qualified Educators for 2018-19

Motion:

Moved By:		(SH)		(ML)		(RP)	
Seconded By:		(NS)		(AB)			
Action:		(MG)		(SB)			

- F. PROTECTION OF IMMIGRANT STUDENTS POLICIES BP 5145.1
 Discussion and action on adopting the model Protection Of Immigrant Students Policies developed by the California Attorney General pursuant to AB 699.

Staff Recommendation: Adopt the Protection of Immigrant Students Policies BP 5145.1

Motion:

Moved By:		(SH)		(ML)		(RP)	
Seconded By:		(NS)		(AB)			
Action:		(MG)		(SB)			

- G. RETIREMENT PLAN CONTRIBUTION POLICY
 Update/revise the Retirement Plan Contribution Policy

Staff Recommendation: Approve the revised Retirement Plan Contribution Policy.

Moved By:		(SH)		(ML)		(RP)	
Seconded By:		(NS)		(AB)			
Action:		(MG)		(SB)			

- H. 401(a) RETIREMENT PLAN FINAL DETERMINATION OF FUNDING
 Discussion and possible action on 401(a) Retirement Plan contribution for 2017-18

Staff Recommendation: Approve the 17-18 401(a) retirement plan contribution for eligible employees in full (5%).

Moved By:		(SH)		(ML)		(RP)	
Seconded By:		(NS)		(AB)			
Action:		(MG)		(SB)			

- I. SCHOOL NAME
 Discussion and possible action on changing the name of the school

Moved By:		(SH)		(ML)		(RP)	
Seconded By:		(NS)		(AB)			
Action:		(MG)		(SB)			

CLOSED SESSION

Procedural

In accordance with the Brown Act, the Board may convene to closed session to discuss a narrow range of items for which the need for confidentiality takes precedence over the need for a transparent process. The public will be asked to leave the room while the Board is in closed session, and will be invited to return when the closed session has concluded. Prior to the Board convening to closed session, the public will be given the opportunity to comment on closed session agenda items (see public comment instructions on page 1). Following a closed session, there will be a report out in open session of any action taken by the Board.

- A. CONVENE TO CLOSED SESSION

Closed Session Agenda Items

- A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

OPEN SESSION

Procedural

- A. RECONVENE TO OPEN SESSION The meeting was reconvened to open session at:
- B. PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION

REGULAR MEETING

- A. EXECUTIVE DIRECTOR CONTRACT

Consider terms and conditions of E.D. contract

Motion:

Moved By:		(SH)		(ML)		(RP)	
Seconded By:		(NS)		(AB)			
Action:		(MG)		(SB)			

Identify Items for Future Agenda

ADJOURNMENT - The meeting was adjourned at: