

Chrysalis Executive Board Meeting

Minutes for Wednesday, December 12, 2018, 4:00 PM

Chrysalis Charter School

21945 Old 44 Drive, Palo Cedro, CA 96073

Call to Order

Glenn calls the meeting to order at 4:09pm.

Present: Crystal Padilla, Cheri Relph, Glenn Zane, Ryan Blais, Irene Salter, Laurinda Willard.

Absent: Sara McCurry

Agenda Order

Good to go.

Approval of the Minutes

Reviewed times that Irene can close her doors, clarified "hard cases"/emergencies that could interrupt those times. Ryan motions to approve the minutes. Irene seconds. Unanimous vote to approve the minutes as they are.

Public Forum

The Board will allow any individual or group representative to address the Board on any subject not covered by an item in the agenda at this time. Another formal opportunity to address the Board will be given at the end of this agenda under "Items from the Floor." Additional opportunities will be given for the public to comment on various agenda items as they are recognized and given the opportunity to speak. The Board reserves the right to limit the time allotted to each speaker and the number of times an individual is allowed to address the Board on a given subject.

Each person who addresses the Board shall do so in an orderly manner and shall not make personal, impertinent, slanderous or profane remarks to any member of the Board, staff or general public. Any person who makes such remarks, or who utters loud, threatening, personal or abusive language, or engages in any other disorderly conduct which disrupts, disturbs or otherwise impedes the orderly conduct of any Board meeting shall, at the discretion of the presiding officer or a majority of the Board, be barred from further audience before the Board during that meeting.

Administrator's Report

- Paul wins the Green Apple Award from CSDC (Charter School Development Center)!
 - *1st time award for retired/recently retired/soon to be retired charter school administrators.*
- Office staff adjustments and instructional aide hire
 - *Plan to start in January: Katherine will be up at the front desk, 8 hours per day (slight increase), registrar role/tasks to keep her at the desk. Jamie will be the attendance aide, move to back desk, will assume responsibilities that might take her away from the desk. Will do regular evaluations to make sure they're successful and the new roles are actually helping out.*
 - *Instructional aide will start in January (in hiring process right now). Will be primarily with 5th grade class, but possibly with 6th grade and maybe with Crystal's class. An additional 5 hours/day (slightly less on Tuesdays).*
- SELPA Workgroups and program review progress
 - *Two meetings so far, one more on Friday. 2nd meeting - how do we provide regional services for smaller schools and other schools? Getting schools access to*

special day classes or specialized programs? How to make accessible to other schools? Top ideas: pay per student for access to special day program or be part of larger districts services - contract with them, some of our money would go there, but anytime we had a special needs student they would be able to receive them within the larger district. (Columbia would probably be our option). Next meeting - will focus on mental health, Meeting in January - come up with recommendations for the SELPA board. If the SELPA board chooses to do something that doesn't support Chrysalis, Irene would recommend switching to the El Dorado SELPA (would take a year to switch over, would be in 2020-21)

- Countywide attendance campaign and public service announcements
 - *Irene is part of this group formed by Judy Flores.*
 - *Shasta County has worse chronic absenteeism compared to the state.*
 - *A campaign will be established and rolled out through the county. Irene is part of the PSA group to create radio and tv spots to support the campaign.*
- Fierce conversations with the staff and current “ground truths”
 - *Frustration among aides - wanted to discuss with teachers*
 - *Tackle ground truths and come up with a plan, used restorative practices plan (WARM) and come up with an action plan. Great problem solving session.*
 - *Possible solution - coordinate PE with another enrichment class - will free up two teachers to be able to plan together. Looking at uniquely qualified people in the hiring process right now that might be able to lead enrichment or a separate enrichment instructor. Hiring committee will explore options, then send to budget committee, teacher's co-op, etc. Ideally this would happen twice a week, but might be something that happens later down the line.*
 - *Playground self-assessment from play ground aides (presented to the staff yesterday) Doing well as a whole with areas to improve.*

Items for Discussion

- Understanding teacher powered schools
 - *Irene went to Boston for teacher powered schools conference. Really useful and eye opening. Visited two schools, created spreadsheet to compare schools. Will visit more teacher powered schools this year. (Will be visiting one in Hawaii, possibly Los Angeles) Met a few other administrators, will add to the spreadsheet.*
 - *Irene will invite Paul and Alycia to a staff meeting and talk about the history of the teacher powered school. Invite teachers to discuss and see if they want to make any changes. Grants are available for teacher powered schools to do this type of visioning.*
 - *Are there other things to add to the spreadsheet to find out how other schools do things? How is compensation decided? What are benefits packages like? How do they organize their office staff? Contentment of staff and students? Who handles behavior?*
- CA Dashboard, State testing results, and other performance data review
 - *Irene updated dashboard and now it's public.*
 - *Mostly green and yellow for big items (which is good!)*

• *Declining in language arts and math (was green last year, in yellow this year).*
Raised a flag at the county office - one of the top three schools in the county with highest decline in math. Will dig into the data to look into it more.

- *How can we help the students that have declined more than 20 points?*
 - *new intervention curriculum, training for teachers*
 - *invest more in summer program (more students, more staff, etc.), create more research-based program*
 - *before school tutoring (specifically for those students that need it), small group tutoring*
 - *more support for math intervention*
 - *expand Paul and Alycia's contracts to help out after school*
 - *collaboration time - meet with other same grade level teachers, and grade level teachers above and below, to find out what they do to help students prepare for tests (but not "teach to the test" we still want to make sure that each student's lights are still shining)*
- *\$10K Title IV funding - already allocated, need plan approved by board*
 - *Goal of the funding: how to provide students with a well-rounded education? Safe and healthy schools? (restorative practices, etc.) Technology?*
 - *To be spent this year or next year but one year, one time allocation*
 - *Could use this funding right now to hire an art/music person - would allow for collaboration time (Would then need to find money to budget for it/maintain it the following year)*
- *\$27K Low performing student block grant - already allocated, need plan approved by board*

• *Funding for any student for students declining in Student Ready score that is not receiving other funds (special ed, low-income). Funding doesn't need to be spent directly on those students, but overall.*

- *Three year grant*

Glenn out 5:20pm

Items for Consideration

- *Facilities long term planning - consider teacher recommendations and set project budget*
 - *Did not talk to county planning department*
 - *Spoke with SCOE - business office person and facilities/maintenance people*
 - *How much money in reserves? Save in reserves: 10-17% of last three line items would allow for 1.17 million budget or save 1-3 months payroll (1 month = 133K, 3 month = \$400K) allows for 1.4 million budget*
 - *How fiscally conservative or ambitious do we want to be?*
 - *Spoke with fire marshal - info about what a multipurpose can hold*
 - *Standing or seated on the floor = 1125 sq. feet*
 - *Seated in chairs = 1575 sq. feet*
 - *Cafeteria seating = 3375 sq. feet*

- *Need to consider fire hydrants and restrooms*
- *A 2500 sq. foot building at \$350/sq. foot would be \$875K, would be able to add kitchen, restrooms, and stay under 1.1 million budget. Doesn't include extras - outside stuff, exterior, etc.*
- *Facilities group met - want big, open, multipurpose space to fit 225 on the floor; divide into smaller groups, good acoustics, bathrooms for cafeteria time, plumbing/electrical for full commercial kitchen would be approx. 1 million*
 - *January - write up, propose to diocese. possibly pre-pay the rent for ten years so they will have a fund to build the building.*
- *Irene motions that the ad hoc committee with the help of our lawyer to create an RFP and a proposal for diocese by the next board meeting. Laurinda seconds the motion. Unanimously voted yes.*
- *Review and approve first interim budget*
 - *\$30K added to federal*
 - *\$37K added to state*
 - *Salaries are higher due to office staff changes*
 - *Not many changes*
 - *Irene moves to approve the first interim budget. Ryan seconds the motion. Unanimously voted yes.*

Items from the Floor

Next Meeting Date – Wednesday, January 9, 2018 4:00 pm (Irene will be in Hawaii but can join you via Skype/Google Hangout)

Ryan motions to move the next meeting to a week later. Cheri seconds. Unanimously voted yes

Cheri motions to adjourn the meeting. Ryan seconds. Unanimously voted yes.

6:04pm meeting is adjourned.