

# Chrysalis Executive Board Meeting

Minutes for Wednesday, April 15, 2020, 4:00 PM  
Chrysalis Charter School

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## Call to Order

*4:01pm Glenn calls the meeting to order.*

*Present: Irene Salter, Crystal Padilla, Glenn Zane, Sara McCurry, Cheri Relph, Ryan Blais, Sara Hoxie, Laurinda Willard, Catherine Thompson, Maureen Sanders, Rosanne Blevins, Dawn Graham, Cecil LaMar, Kaarin Brooke, Melissa Darnell*

*Absent: None*

## Agenda Order

*Good to go.*

## Approve Minutes

*Ryan moves to approve the minutes as written. Sara seconds. Unanimous approval.*

## 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

1. SCOE Board visit on Thursday, March 12, 2020
  - 1.1. *Successful and positive visit.*
2. Chrysalis COVID-19 Plan and Administrator actions taken in accordance with the Coronavirus Declaration of Emergency
  - 2.1. School closure - *closed Tuesday 3/17 with take home packets*
  - 2.2. Distance learning - *started "real" distance learning after spring break*
  - 2.3. Meals - *county has been helping to coordinate school kitchens, free grab and go meals,*
  - 2.4. On-site supervision for students - *1st week had 6 kids, then 4, now 2, will keep providing the service (only option for that family)*
  - 2.5. Employees and contractors - *have been keeping up with all payments and contractors (counselor, bus driver, etc.)*
  - 2.6. Equity (technology, special education, low income, etc.) - *providing SPED support remotely, phone check-ins with everyone, paras and counselors doing enrichments, etc., check-ins with "at risk" kids, distributed about 100 chrome books and hot spots for internet*
  - 2.7. Special events (talent show, bike day, North State Symphony On Location, graduation, etc.) - *cancelled, graduation might be postponed until whenever a gathering can be held - want to hold something special, North State Symphony will be doing a special all school assembly*
    - *Receiving lots of positive feedback from parents*
    - *Distance learning, meals, and on-site supervision - requirements from governor's orders*

## Items for Discussion/Action

1. COVID-19 Plan
  - 1.1. Approve Chrysalis COVID-19 Plan and duration of school closure
    - 1.1.1. *Irene recommends school to be closed through the end of the school year (6/4/2020) unless it is recommended by another directive that it is safe to open and the school goes through a thorough cleaning prior to reopening.*
    - 1.1.2. *Sara Mc Curry motions to approve the plan and close school, Sara Hoxie seconds. Unanimous approval.*
  - 1.2. Approve Remote Work Policy
    - 1.2.1. *Laurinda motions to approve the Remote Work Policy. Ryan seconds. Unanimous approval.*
  - 1.3. Consider and approve additional policies
    - 1.3.1. *State level and federal emergency funds specific to COVID-19 are available. We have been authorized for just under \$3000 from the state and can apply for additional funds from FEMA, but items have to fit within an emergency category like training specific to the event, disinfection of facilities, disseminating information to the public, emergency operation center. Board should consider application of agent resolution to talk to FEMA to make a plan on behalf of the school. Cheri motions to approve the application for agent resolution from FEMA. Crystal seconds. Unanimous approval.*
2. Budget
  - 2.1. Enrollment 2020-21 update
    - 2.1.1. *Lottery occurred on 4/3/2020. Currently have 228 students that will receive enrollment packets. (Current enrollment is 214.)*
  - 2.2. Discuss CSDC and Judy Flores budget projections
    - 2.2.1. *We're in a recession and it doesn't look good. Money comes to the state from taxes which will be impacted by COVID-19... the money distributed to schools from that, will be less. Guidance has been to plan for one or two bad budget years. Will probably be no COLA. Will need to use cash from reserves. Prepare for mid-year cut.*
      - 2.2.1.1. *Scenario: 228 enrollment, No COLA, dip into reserves a little bit*
      - 2.2.1.2. *Scenario: 220 enrollment, No COLA, working more into reserves \$160K deficit*
  - 2.3. Discuss California SB117 and Federal FEMA and Title 1 emergency funding to schools
    - 2.3.1. Approve Administrator stipend as part of FEMA application

- 2.3.1.1. *Teachers approved the \$1000 stipend for Irene. Board in support, no action needed.*
- 2.4. Discuss teacher recommendations and other measures that may be required to balance 2020-21 budget
- 2.4.1. *Items discussed: maintain unfilled middle school aide (\$15K), one-on-one aide - student might not need the required one-on-one after October 2020 (\$10K), hold on new curriculum adoptions ((\$16K), estimated 3% increase on PD and supplies - hold to current pricing (\$2500)*
3. Administrator hire
- 3.1. Summarize search process to date
- 3.1.1. *13 candidates, 8 first round interviews, 5 second round interviews, ranking forms for candidates sent to selection committee. Smooth process.*
- 3.2. Review teacher recommendation, application, and other data
- 3.2.1. *Consider Dawn and Catherine (8-4 teacher vote)*
- 3.3. Opportunity for public to address Board and provide additional input
- 3.3.1. *Some candidates addressed the Board to thank them for time and consideration.*
- 3.4. Approve an ordered list of candidates for appointment<sup>1</sup>
- 3.4.1. *Entering CLOSED SESSION - Board made a recommendation for their candidate and it will be brought back to the teacher's co-op. Irene will schedule a meeting with teachers, herself, Laurinda, and Glenn for Friday.*
- 3.4.2. *Sara Hoxie motions for a board recommendation for their candidate and for it to be brought to the teachers co-op for consideration to make the most united decision as possible. Cheri seconds. Ayes: Laurinda, Crystal, and Glenn. Sara McCurry and Ryan Blais abstained.*
- 3.5. Appoint Board designated representatives regarding Administrator salary and other compensation
- 3.6. CLOSED SESSION (per Government Code Section 54957.6): Administrator salary and other compensation
- 3.7. Ratify new Administrator Contract
4. LCAP changes, timeline, and guidance
- 4.1. *Webinar next week to get more information. Irene will keep us posted as she receives information.*
5. Approve Site Council revisions to School Safety Plan and Parent/Student Handbook
- 5.1. *Site Council has a few revisions - in case of emergency that allows students access to cell phones as long as they are able to follow instructions of staff, Suicide Prevention Law - acknowledge high risk students, revisions include prevention, training, recognition of high risk students.*
- 5.2. *Ryan motions to approve the revisions in the School Safety Plan and Parent/Student Handbook as stated. Cheri seconds. Unanimous approval.*
6. Approve School calendar 2020-21
- 6.1. *175 school days, 4 teacher planning days, follows SUHSD calendar, 18 half days (1st Tuesday each month, 4 minimum days in Oct and Feb), Fall and Spring camping trip.*
- 6.2. *Ryan motions to approve the school calendar 2020-21. Crystal seconds. Unanimous approval.*
7. Facilities
- 7.1. Multipurpose room stakeholders meeting - *postponed Stakeholder showcase on April 29 at 3pm*
- 7.1.1. *Go through with design phase and maybe with permits (how long are they good for? Irene will find out). Maybe pause before building if it's not within budget.*
- 7.2. Discuss new lease negotiations
- 7.2.1. *Change "Redding Christian" or "RC" to "tenant" in the case that Redding Christian will not always be occupying the space*
- 7.2.2. *Irene has not heard back from her contact at the Diocese, will continue to reach out to him.*
8. Administrator review
- 8.1. Timeline and process

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<sup>1</sup> Board will enter *CLOSED SESSION (per Government Code Section 54957): Public Employee Appointment* only if there is a request to look at the specific content of an individual's application -- typically personal matters or other confidential information.

8.2. CLOSED SESSION: Employee performance evaluation (Administrator)

8.2.1. *Entering CLOSED SESSION Board reviewed the evaluation.*

8.2.2. *Irene will schedule a meeting with Glenn to review.*

Items from the Floor

*None*

Next Meeting Date – Wed, May 13, 2020 4:00 pm

*Friday, April 17 at 8:30am Teacher's Meeting and Special Board Meeting at 9:30am*

Other Important Dates –

- Tue, April 21 Teacher showcase with Trilogy Architecture
- Wed, April 22 Stakeholder showcase with Trilogy Architecture
- Thu, April 30 - 12:30 release minimum day
- Mon, May 4 - NO SCHOOL - camping trip recovery day
- Wed, May 13, 4:00 pm – Board meeting
- Thu, June 4 - graduation ceremony??
- Wed, June 10, 4:00 pm – Board meeting

Adjournment

*Ryan motions to adjourn. Sara McCurry seconds. Unanimous approval.*

*5:55pm Meeting adjourned.*

Americans with Disabilities Act Assistance

If you require assistance for participation in this public meeting, please notify Brenda Probst at (530) 547-9726. We will make every effort to ensure equal access to a Chrysalis Board meeting.