

# Chrysalis Executive Board Meeting

Minutes for Wednesday, May 13, 2020, 4:00 PM  
Chrysalis Charter School

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## Call to Order

*4:03pm Glenn calls the meeting order.*

*Present: Irene Salter, Glenn Zane, Laurinda Willard, Sara Hoxie, Ryan Blais, Sara McCurry, Cheri Relph, Crystal Padilla, Catherine Thompson, Parents: Brian Mock, Melissa Campbell, and Breanne Watson - all parents here to observe.*

*Absent:None*

## Agenda Order

*No changes.*

## Approve Minutes (Both April 15, 2020 and April 17, 2020)

*Ryan motions to approve minutes from April 15, 2020 and April 17, 2020 as written. Sara Hoxie 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. Chrysalis COVID-19 Plan and Administrator actions taken in accordance with the Coronavirus Declaration of Emergency
  - 1.1.1. *Teachers are doing well with distance learning, kids are engaged and excited, have been doing attendance and most everyone is present (internal outreach efforts are working!)*
  - 1.2. *Summer tutoring - a plan is in the works. Decided not to do the planned summer school (with LCAP money). Tutoring will be available for students at risk for falling behind. Small groups with one teacher, primarily invite-only, but added to newsletter for parents to reach out if they want extra academic support. Current plan is for this to be via Zoom for four weeks in July. Minimum of 1.5 hours per week broken down into sessions.*
  - 1.3. *Special events (bike month, North State Symphony, graduation, fall camping, etc.) - entered into Bike to School month challenge, NS Symphony - beautiful performance and answered students questions. Graduation - trying to get clearance from public health to implement the plan that the teachers have developed - each graduate invites 2 cars with designated parking spaces in parking lot, teachers will deliver speeches, bag full of goodies (diploma, yearbook, etc.), car parade to go around the graduates (instead of all shaking hands)*
2. *Enrollment 2020-21 update - 228 students (currently 214), did another round of ads to fill seats in 5th and 7th grades, no responses.*
3. *Staff recruitment and retention update & 5<sup>th</sup>-8<sup>th</sup> grade tentative plan - Ms. Carly not returning, Mr. Casey would like to move to 4th grade. Recruiting for 5th/6th teacher to partner with Ms. Amanda. Alyssa Holm was selected by the teachers (long-term sub for that class, knows curriculum, class, age group) - will see interim paper work at next board meeting since she is finishing up her credential right now, will receive the student teaching portion as she is working. 5th/6th grade is 41 students (not evenly distributed) will keep core subjects separate, thinking about mixed grade groupings for other subjects (science and history) - might mix it up socially. Middle school team is working on how to incorporate Alyssa into the team.*
4. *Special Education update - moving from Shasta SELPA to EL Dorado Charter SELPA. Catherine and Irene going to induction meeting in June. Summer training will occur. Charter JPA will not be active next year, will still make sure that staffing can still be shared, won't have legal entity of JPA - see what this will look like and see if it will fit all the school's needs. We should know what the exposure of fees are for this - Irene will follow-up with an email.*

## Items for Discussion/Action

1. Chrysalis COVID-19 Operations Written Report
  - 1.1. *Every district needs to have this reviewed and passed before budget is passed for the school year. Ensures that Chrysalis has done what the state has asked - provide distance learning, meals (through SUHSD), and on-site supervision if needed (currently 4 students from 3 families, care provided by paraprofessionals and following childcare guidelines) Chrysalis put together a plan - shared on website, with families, and board.*
    - 1.1.1. *Laurinda motions to pass the Operations Written Report. Ryan seconds. Unanimous approval.*
2. Reopening considerations (see McKinsey Reopening guidance and Kern County Schools Reopening Plan)
  - 2.1. *A lot of discussion about what this could or should look like - still waiting for guidance from the state. Until we know what the guidance is, it's hard to make a plan - keeping current ideas in a parking lot.*
  - 2.2. *Some Parking lot ideas: take it outdoors, separate AM and PM groups Monday - Thursday and Friday dedicated for secondary subjects either every other week or online for groups, K-4 on campus some days and 5-8 on campus other days*

- 2.3. *More families may wish to keep students in a distance learning option. Aiming to have 3 different options - 1) on campus, 2) at home distance learning with regular classroom teacher, and 3) transferring over to homeschool program (will give classroom spot to a different student). Might be able to over-enroll homeschool capacity next year.*
- 2.4. *Other ideas for the parking lot: might be more beneficial for younger grades to be physically at school and contact with the teacher compared to that of middle schoolers that can be more self-directed. Stagger groups - Mon/Wed group, Tue/Thu group, Friday be extra help.*
3. Budget (to be passed in June)
  - 3.1. Discuss budget projections (Governor's revise releases May 14, 2020)
    - 3.1.1. *Schools could receive 20% cut from state funding if it goes down to state mandated amount. Fiscal analyst recommended to budget for a 2-10% budget cut next year. Irene has been working with SCOE to get to as close to a balanced budget as possible with these cuts reflected.*
    - 3.1.2. *On Irene's budget spreadsheet: Column D - January projections - planning for Irene to be PT and salary to come out of reserves, Column E - 220 students and 2% decrease - can balance the budget, Column F - 220 students and 10% increase - takes \$209K from reserves. Current reserves - \$1.9M with restrictions - about \$900K available for spending which will go down into the red in three years (with 10% cut each year)*
      - 3.1.2.1. *Assumptions - 220 enrollment (might not be dependable), teachers will keep salary for this year and not increase the year after, STRS rates are increasing, remove some aide positions*
      - 3.1.2.2. *Budget committee meeting yesterday - how do we make decisions on cuts? What can we do better, where can we trade off? Create trading cards with items and amounts. (Red cards - what costs money, green - what saves money). Committee played around with cards and selected ones that could help to balance the budget, will bring to the teachers.*
        - 3.1.2.2.1.1. *Board input - look closer at some of the options to see what the choices are, teachers will need time to look at it and report back with what they actually need, what if we are distance learning and we need some of these programs? good starting point*
        - 3.1.2.2.1.2. *Sandboxes - other tabs on the spreadsheet to play around with the budget and select the different items. Irene will fill in the blank monetary spaces. Or use the trading cards as a manipulative to play around the budget. Irene will send out the spreadsheet and trading cards for everyone to play around with it. Teachers will be meeting on Tuesday to continue the discussion. A board member can join in some of the teacher discussions later in May after the teachers can put together a general consensus. Irene will report back to the Board where the teachers are after Tuesday's meeting and their thoughts on the trading cards. Teachers, budget committee, and Board will have access to spreadsheets to play around with possible items to cut and balance the budget as much as possible.*
        - 3.1.2.2.2. *Priorities to preserve Chrysalis - protect the people, keep small class sizes, science and nature program*
      - 3.1.2.3. *Board input - reserves are there for a rainy day and this is the biggest rainy day, use for this year and then figure out where we need to shuffle things around, aim to not have to do any pay cuts, don't want to go bare bones - teachers are going to need the support of the aides.*
  - 3.2. Discuss FEMA and Title 1 emergency funding to schools - *see above*
  - 3.3. Discuss budget committee recommendations and other measures that may be required to balance 2020-21 budget and beyond - *see above*
4. Ratify new Administrator Contract
  - 4.1. *Ryan motions to ratify the new Administrator Contract. Sara seconds. Unanimous approval.*
5. Approve Holly King's revised contract
  - 5.1. *Experience Committee reviewed her updated resume and realized she should have been compensated for extra years of experience. (Difference of 4 years vs. 6 years)*

5.2. Cheri motions to approve. Sara seconds. Unanimous approval.

6. Facilities

6.1. Multipurpose room status - new design has been presented. With overall budget concerns, when is the best time to pause the project? 1) Right now - know the design, but still have thinking processes - finalize design by picking features and fixtures so we can get specific price (documentation of the design). Don't have to pay anymore money. 2) Pay \$2300 to get pricing for pre-fab and for add-ons 3) Pay \$5300 for modular and add-on pieces. Get architect to design all the final pieces then go into engineering, permitting, etc. when it gets picked up again.

6.1.1. Hold off until a lease extension and see what the budget looks like?

6.1.2. Pick up next spring? See where the diocese is at for offering a new long-term lease.

Teachers concerned about long-term lease and having to cut things worth much smaller amounts.

6.1.3. Cheri motions that the teachers will discuss and vote at the teacher's meeting. Crystal seconds. Unanimous approval.

6.2. New lease negotiations - did not get a renegotiated lease. CA diocese is not renegotiating any leases - will pick it back up in 2021. Irene is talking with them to get a five year extension with change in terms of 3% rent increase and base fee per student to consumer price index model, has not heard back yet.

6.2.1. Disaster relief/grant funding/hardship relief for schools that can't pay rent? Irene will look into it.

7. Approve New Board member(s) for 2020-21

7.1. Members with term up at end of this school year - Sara McCurry - stepping down, Laurinda - will stay, Crystal - will stay

7.1.1. Teachers can elect a new representative to fill Sara Hoxie's seat - teachers will discuss and make a recommendation at their next meeting.

7.2. Brian, Melissa, and Breanne - interested and wanted to learn more about the board. Parent Club needs to recommend one selection for Sara McCurry's seat.

7.3. Cheri motions for Laurinda to continue for another term. Sara seconds. Unanimous approval. (Laurinda abstained).

Items from the Floor

None.

Next Meeting Date – Wed, June 10, 2020 4:00 pm

Other Important Dates –

- Thu, June 4 - graduation ceremony??
- Wed, June 10, 4:00 pm – Board meeting
- Wed, August 12, 2020 – Start of new school year

Adjournment

6:08pm Meeting adjourned.

Cheri motion to adjourn. Sara seconds. Unanimous approval.

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