

Chrysalis Executive Board Meeting

Minutes for Wednesday, June 10, 2020, 4:00 PM
Chrysalis Charter School

Join this Board meeting by Zoom or Phone:

<https://chrysalischarter-org.zoom.us/j/224577051?pwd=d0daTkRaemhma1JEdjN2OE9qZ0VSQT09>

Meeting ID: 224 577 051

Password: 723610

One tap mobile

+16699009128,,224577051# US (San Jose)

+13462487799,,224577051# US (Houston)

Dial by your location

+1 669 900 9128 US (San Jose)

+1 346 248 7799 US (Houston)

+1 301 715 8592 US

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 253 215 8782 US

Meeting ID: 224 577 051

Find your local number: <https://chrysalischarter-org.zoom.us/j/224577051>

Pursuant to Governor Newsom's Executive Orders, including but not limited to Executive Order N-29-20, public comment on the proposed budget will be held by videoconference / teleconference. Persons wishing to address the Chrysalis Executive Board regarding this budget adoption can utilize the above Zoom link or phone call-in options. Interested persons may inspect a copy of the proposed budget at Chrysalis Charter School, 21945 Old 44 Dr., Palo Cedro, CA 96073; please contact the district via telephone to make an appointment. Please note that due to COVID-19 public health orders, persons wishing to inspect the proposed budget may be limited to receiving a copy of the documentation in a manner consistent with public health orders regarding social / physical distancing.

Call to Order

4:02pm Glenn calls the meeting to order.

Here: Laurinda Willard, Irene Salter, Glenn Zane, Sara Hoxie, Ryan Blais, Brenda Probst, Caleb Stefanovich, Catherine Thompson, Crystal Padilla, Kaarin Brooke, Sara McCurry, Melissa Darnell, Marcella Wagner, Angela Rollins, Melissa Campbell, Jessica French

Not here: Cheri Relph

Agenda Order

Good to go

Approve Minutes from May 13, 2020

Sara Hoxie motions to approve the minutes as written, Ryan 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.

Kaarin - would like to discuss reopening plan - already listed in agenda.

Administrator’s Report

1. Graduation ceremony, COVID-19 style
 - 1.1. *Held in the parking lot, teachers did a speech for each graduate, received diplomas, fun and joyful for all*
2. Enrollment 2020-21 update
 - 2.1. *Currently at 225. Open seats in 2nd, 5th and 7th with no waitlist for 4-8th grade*
3. Staff recruitment and retention update
 - 3.1. *Alyssa coming in for 5th/6th class with Amanda. May need to do a provisional intern permit, but ready to teach in the fall while finishing up her credential.*
 - 3.2. *Vacancy in attendance position —> will do an office reshuffle. Zaynab has been an aide and planned to phase out after a couple months this fall, but is interested in staying. Helen (special education aide) will switch to do attendance, Zaynab will be special education aide. Then do short time hire for the 2 month-ish one-on-one aide spot (Zaynab’s old position).*
4. Contracts for business services, transportation, technology, school nurse, auditor, insurance, psychologist, school counselor, occupational therapy, and speech language pathologist
 - 4.1. *Renewed for pathologist and nurse through RSA, psychologist with Redding STEM Academy, transportation with SCOE, OT, Business through SCOE, CSM does e-rates, auditor, tech with SUHSD —> all renewed and updated, not significant increases.*

Items for Discussion/Action

1. PUBLIC COMMENT: 2020-21 Budget
 - 1.1. *No comment*
2. Review, revise and approve Chrysalis COVID-19 Operations Written Report & 2020-21 Budget (have to be approved together)
 - 2.1. *LCFF - primary funding source - where the 7.69% decrease last year’s budget level. Federal funds will probably increase due to CARES, but it is not counted right now (could be in the form of a grant). Special Education was adjusted because changing SELPA - results in a slight increase in funding. State also bumped up amount funding for special education.*
 - 2.2. *Expenditures - keeping all staff, protect science/nature program, moving \$\$ around for counseling to avoid cuts, new sources for revenue - \$20/month to*

- ride the bus if not FRL family. Cuts to various areas that won't affect programs (Office Depot, new curriculum adoptions, etc.)*
- 2.3. *STRS and PERS - state has aided in the employer contribution*
 - 2.4. *Comments - Kaarin - asked for clarification of whether state would be cutting funds? State won't have to cut if Federal government sends states funds.*
 - 2.5. *Sara Hoxie motions to approve the Chrysalis COVID-19 Operations Written Report & 2020-21 Budget. Ryan seconds. Unanimous approval.*
 3. *Review and approve EPA Expenditures Disclosure*
 - 3.1. *Required for all schools. For Chrysalis, \$265K has to spent directly with students. All schools should pass a resolution that the funds will be used for instruction and nothing else.*
 - 3.2. *Laurinda motions to approve the EPA Expenditures Disclosure. Sara Hoxie seconds. Unanimous approval.*
 4. *Discuss FEMA application*
 - 4.1. *Irene is still working on this. The plan is to include thorough school cleaning (towards end of June), floors, carpets, etc. Request for at least the first two months to have hand washing stations throughout the school (\$400/month for 4). FEMA will cover first 75% of cost, school must clean the remaining 25%.*
 5. *Review, revise and approve Chrysalis Reopening Plan*
 - 5.1. *Kaarin - all state guidances say that items are suggestions and not requirements. Wants us to consider having school open 5 days a week like normal. Small enough to open safely compared to other larger schools.*
 - 5.2. *Normal as possible would be the Stage 4 opening plan. Physical distancing recommended but not required, smaller student groupings, lots of hygiene and health safety, indoor/outdoor lunch may rotate, students would stay in smaller "pockets". Kaarin would be okay with this phase.*
 - 5.3. *Glenn - Our insurance will not directly cover the school or school board if someone were to contract COVID-19. We have to take reasonable precautions. Supports reopening with potential legal risk.*
 - 5.3.1. *Risks are low - kids are less prone to spreading COVID to each other and general public, in this area - big push to open as normally as possible - so even if litigation, we are doing what we can do to keep people safe.*
 - 5.3.2. *Other side - if a student got sick/hospital — we could beholden to all of those charges/pain and suffering/multi million dollar thing. In discussion of getting waivers. County is considering umbrella waiver for all schools based on guidances form County Public Health. All parents would have to sign understanding/acknowledging what the school is doing and knowing what the risks are. If all schools do this then there is less risk.*
 - 5.3.3. *Local public health will have the final say. Could shut down Chrysalis is we are not in compliance.*
 - 5.3.4. *Looking at CDE guidance - recommendations/best practice/strongly encouraged. Judy Flores has been comparing CDPH and CDE guidelines (differences - wearing masks, seating on school buses)*
 - 5.3.5. *Really comes down to what Shasta County Public Health says. Catherine - not too concerned about liability, will do temp checks, keep kids safe, etc. and provide education.*
 - 5.3.6. *What Irene is hearing from SCPH — looks like they will let schools open, but heavy physical distancing. HS possibly cutting them in half- only*

- have one group at a time on campus. This would be comparable to a Phase 3 opening in Irene's plan.*
- 5.3.7. *Kaarin - suggests for parents to write letters to Karen Ranstrom (Shasta County Public Health Officer) to ask for Chrysalis to open as normal.*
- 5.3.8. *Parent survey summary - most wanted to open ASAP and as normal as possible. Irene could see being in Phase 3 and having no cases for a certain amount of time and then have permission to go into Phase 4.*
- 5.3.9. *Ryan motions to approve the Chrysalis Reopening Plan. Laurinda seconds. Unanimous approval.*
6. Review and approve lease extension
- 6.1. *Irene just received the lease amendment! Effective now through 2025.*
- 6.1.1. *2.5% increase per year for the next five years. (Have been budgeting for a 3% increase.)*
- 6.1.2. *Base rent - took April payment and added 2.5%. Incremental rent - each student above 150 —> changing to 174, also a 2.5% increase. Would have to pay for 9 additional students.*
- 6.1.3. *Diocese is aware of wanting to reopen discussion of a 15 year lease.*
- 6.1.4. *Sara Hoxie motions to approve the lease extension subject to review by Irene, Catherine, and Ryan. Ryan seconds. Unanimous approval.*
7. Modify and approve Low Performing Student Block Grant to include summer tutoring and counseling
- 7.1. *Repurpose some of this money to go towards counseling to ensure full 10 hours/week of school counseling.*
- 7.2. *Irene will make a change to clarify dates.*
- 7.3. *Ryan motions to approve the Low Performing Student Block Grant with the edits. Sara Hoxie seconds. Unanimous approval.*
8. Review, revise and approve Board Resolution on Outside Coursework
- 8.1. *Resolution was written up, all teachers approved of this Ed Code*
- 8.2. *Met with attorney, would lose all ADA for that student if we approve it. In enrollment paperwork parents need to state that child is not enrolled in a private school while enrolled at Chrysalis. Catherine advises board to not accept this based on guidance from attorney.*
- 8.3. *Table this item until next month, would like to revise this and bring it up at the next meeting.*
9. Review, revise and approve Golden Handshake Agreements for 3 staff members
- 9.1. *Attorney says terms conflict with our "at will" terms —> revise to they can be consistent. Added verbiage to comply with "at will employment" status.*
- 9.2. *Who is impacted? Cheri Relph would like this for two years, Sara Hoxie one year, Laura Bowie one year.*
- 9.3. *Ryan motions to approve the Golden Handshake Agreement as amended (Irene will send out). Laurinda seconds. Unanimous approval.*
10. Approve retroactive adjustment to Holly King's 2019-20 contract
- 10.1. *Holly's masters degree discussed with Experience Committee - a masters in education would be relevant to the job description, however Holly's is in Organization Management - Experience Committee felt it was not relevant. Irene does not have a revised adjustment. Table until next time.*
11. Review, revise and approve Full Time Employee contracts for 2020-21
- 11.1.1. *Brenda (no major changes), Irene (not FT, would not be eligible for benefits, change contract to 840 hours for the year)*

- 11.1.2. *All teachers getting a one step*
 - 11.1.2.1. *Cheri - golden handshake and contract (\$2K bonus next year and \$4K the following year) Sara Hoxie - golden handshake and shows net growth. Laura Bowie - golden handshake for \$4K.*
 - 11.1.2.2. *Alyssa - if need to do provisional intern permit, then should look at again. Do now, subject to revision if something changes.*
 - 11.1.2.3. *Paul and Alysia - .1413 FTE based off of what base salary will be. Pay them collectively what they were making this year, but shift hours to come on the same days of the week and for fewer hours.*
- 11.1.3. *Ryan motions to approve the employee contracts. subject to a review by Catherine, Irene, and Glenn. Laurinda seconds. Unanimous approval. Crystal and Sara Hoxie abstained.*
- 12. *Discuss Catherine & Irene's vision for Administration from this summer forward*
 - 12.1. *Irene: continue MTSS grant, disproportionality issues,*
 - 12.2. *Catherine: day-to-day issues, new SELPA (refer to Irene for guidance as needed on SELPA)*
 - 12.3. *Share the budget responsibilities, credentialing, COVID-19, charter renewal (meeting with Nate Fairchild in August), audit (Catherine will learn/shadow), development, marketing*
 - 12.4. *LCAP postponed and now due in December, Irene will take lead, Catherine will work with her and take the lead on the next LCAP.*
- 13. *Discuss Administrator Review plan*
 - 13.1. *Angela - keep the questions the same, but change the format — add a spot to write comments with each specific question.*
 - 13.2. *Timeline - start in January and have results by end of February to give Admin enough time to use results in the same school year.*
 - 13.3. *Angela will put together and have all materials ready for July meeting.*
 - 13.4. *Who is going to see raw comments, review and summarize for Admin, etc. Suggest a committee of a board member and two teachers who will go over the results —> come up with a unified rating of each question. Report back to the Admin and create a professional growth plan. Admin can then address individual questions at a board meeting (closed session).*
 - 13.5. *Committee meets with Catherine, Catherine sets goals, in December Catherine would do self evaluation. In January - staff would complete the evaluation. In February - review with Catherine, etc.*
 - 13.6. *Catherine would like stakeholder feedback too (from parents, etc.) In January, there is a family survey. possibly include something Admin-specific.*
- 14. *Thank you to board members whose terms are ending. Consider and vote on board members for 2020-21:*
 - 14.1. *Approve resignation for Sara Hoxie and Sara McCurry. Ryan motions with our thanks to Sara and Sara and to relieve them of their duties after this meeting. Laurinda seconds. Unanimous approval.*
 - 14.2. *Parent representative – Melissa Campbell*
 - 14.3. *Teacher representatives – Angela Rollins and Crystal Padilla (renominated)*
 - 14.3.1. *Sara H. motions to approve all nominations. Sara McCurry seconds. Unanimous approval. Crystal abstained.*

15. Board training

- 15.1. Summer CSDC Brown Act and Board Governance training (for Catherine, Melissa, Angela and anyone else who wants a refresher!)
- 15.1.1. *Online and available anytime! Possibly take together and discuss the sections as we go. Irene recommends setting a date to the online training together. 4 hours – Wednesday, June 24 1 - 5pm. If Angela can't make it, possible Monday, June 29. Meet at Chrysalis if comfortable, but Irene will send a Zoom link.*
- 15.2. School year joint trainings with teachers on budget and other topics (perhaps teacher powered schools)
- 15.2.1. *Brought up at last staff meeting - would like to see more joint Board and Teacher things and develop a better working relationship – would like to focus on budget and being teacher-powered.*
- 15.2.1.1. *Encourage teachers to attend meetings. Make sure teachers are all aware of board meeting schedule and to know that they are all invited.*
- 15.2.1.2. *Have a meeting on neutral ground and time.*
- 15.2.1.3. *Be cautious about items discussed at teacher meetings if board members are in attendance (in violation of Brown Act)*

16. Set meeting dates/times for 2020-21

- 16.1. *2nd Wednesdays, July 8, Aug 5, Sept 9, Oct 14, Nov 4, Dec 9, Jan 13, Feb 10, Mar 10, Apr 14, May 12, June 9*

17. Year in Review – strengths and challenges

- 17.1. *Strengths - General support and COVID response*

Items from the Floor

None

Next Meeting Date – To be determined

Other Important Dates –

- Wed, August 12, 2020 – Start of new school year

Adjournment

Sara McCurry motions to adjourn. Sara Hoxie seconds. Unanimous approval. 6:07pm 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.