

Chrysalis Executive Board Meeting

Minutes for Wednesday, January 8, 2020, 4:00 PM

Chrysalis Charter School

21945 Old 44 Drive, Palo Cedro, CA 96073

Call to Order

4:05pm Ryan calls the meeting to order.

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

Agenda Order (NOTE: the meeting will start as soon as the Trilogy communication planning meeting ends, estimated end time is 4:00 pm).

Approve Minutes

Edit at the very end of last month's minutes ("southing" to "something"). Irene moves to approve with change. 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

- Personnel update
 - Marlene (aide) is back, still unable to fill middle school aide - decided to reshuffle current aides. Rebecca (office/lunch clerk) has resigned - Tracy Giske is replacement and has been doing well so far. Danielle (special education aide) will be leaving, but here through the end of the week, posting on EdJoin to find someone permanent.
- Intervention & academic support update
 - Staff have been receiving training on intervention, enhancements, techniques, student groupings, etc. from professional interventionists. Crystal working with Carly on how to implement some of the techniques and putting together resources for all teachers to use.
 - Tutoring for low-performing students occurred in December and will end by teacher conferences.
- Parent, student and teacher surveys
 - Irene will send the teachers and board surveys from last year and ask for feedback. Will roll out via email by the end of the month.
- Current enrollment and plan for 2020-21
 - Last year in October enrollment was 232, down by 5 at the end of the school year.
 - This school year in October, enrollment was 214, current enrollment is 217.
 - Need to do budgetary changes or increase enrollment. Irene is working on extra pushes for enrollment (pushing for 4th and 6th and next year). Meeting with a preschool group, will extrapolate data surveys to see if 5th graders intend to stay through 8th grade.

Items for Consideration

- Approve 2018-19 audit
 - Nice clean audit with new audit company. Positive financial situation. Irene moves to approve the audit. Cheri seconds. Unanimous approval.
- Lease negotiations update and discussion

- New lease draft presented to the diocese prior to December's board meeting. Since then, Irene reached out to local realtors regarding the annual 3% rent increase.
 - *There is no property that is similar to ours on the market right now and what we're paying is quite reasonable. Currently \$1.50/sq. ft., 3% is spot on to market.*
 - *Suggestion for long term - rather than tying to 3% annual increase, tie to consumer price index (with a cap of 3%) which will fluctuate with the economy. Also suggested to build as many five or ten year options as possible.*
 - *Board thinks that the CPI is a good idea, worth bringing up with the diocese since we are good tenants and it is a long term lease. Irene will contact Dan and make those suggestions.*
 - *Hoping to get basic understanding of lease by March 15 so lease will coincide with Trilogy timeline.*
- Architect communication planning meeting debrief and next steps
 - *Irene, Corinne, Brenda & Trilogy met to discuss communication and timeline for next 2-3 months. Irene will be point of contact and pass along feedback to/from Trilogy. Irene will remain point of contact after new administrator is hired.*
 - *Jan 21, 3:30 - 5pm - Planning meeting - continuing conversation with James (big picture/design) After this meeting Josh will contact prefab companies to get prices, etc. Then meet in February to fine tune the design maybe Feb 25 for a follow up meeting. Then a presentation in early-mid March (The Big Reveal) first with teachers and board, also open to presenting to parents and separately student council and other students (to get people invested and enthused about the project, possibly drive some fundraising) Then a final design (the document portion) in mid-March. Josh would like to see the building open in August!*
- SELPA comparison – Shasta SELPA vs El Dorado Charter SELPA - update and selection
 - *Irene presented the table comparing the options. Teachers voted yesterday and unanimously voted for EDCOE and joining the North State JPA.*
 - *Board discussed some the options.*
 - *Irene moves for approval of joining EDCOE and NS JPA and move forward with those documents. Laurinda seconds. Unanimous approval.*
- Review Conflict of Interest Code & board composition
 - *Feedback from the CSDC conference - changes to conflict of interest code and recommended policy. Irene took recommendations and blended it with ours. Adds Govt. code section 1090. Looking into wording under section 5 - board makeup - "directors, or family members" is vague. Omit this section, Irene will run by the lawyer to make sure this is okay with lawyer and CSDC. Irene will bring back to us at the next meeting.*
 - *Suggestion recommended by Irene and Angela - either now or end of school year for Admin to not be a voting board member, but instead have a third teacher on the board.*
 - *Teacher-powered = have more teachers on the board. A charter-specific legal firm recommended not having an admin on the board. Admin would still attend, but just wouldn't be a voting member. Teachers would elect the teacher rep and board would approve the rep. Teachers will bring it up at the next staff meeting and then to the board. Cheri motions to follow the suggestion to bring on another teacher as a board member and the administrator will be non-voting member. Sara seconds. Unanimous approval.*
 - *Might need to edit by-laws, Irene will bring to next meeting.*
- Leadership transition - approve administrator job description
 - *Teachers decided on the finalized job description.*
 - *After applications are received, the first interviews will be with teachers. Second interview with reps from site council, student council and board. Reps would send recommendation to the teachers. teachers would rank them and bring to the board.*
 - *Release on EdJoin this week. March 6 application deadline, interviews through March. March 31 teachers meeting - for teachers to make recommended list. Could approve a candidate by April 15 board meeting.*
 - *Sara moves to approve the job description with minor edits. Cheri seconds. Unanimous approval.*
- Administrator Review process and timeline
 - *Angela would like to use a new process for next school year (2020-21). Perhaps discuss at April's board meeting and develop new timeline.*
 - *Take job description - make a section - rate the admin 1 to 5, give examples*
 - *(Irene exits meeting)*
 - *This year stick with what we've done in the past.*

- Board discusses evaluation questions from last year. Decided to keep the questions, for now, send out for completion at the end of February. Have one board member and one teacher review the raw data.
- Laurinda will edit the form as needed. Cheri and Crystal will ask teachers their thoughts on sharing the raw comments from the survey with Irene at the next staff meeting and report back at the February board meeting. Will also see if Angela will want to work with Laurinda to review data this year. Have evaluation results ready by April board meeting.

Items from the Floor

Sara's last year on the board. Notify the Parent Club so they can nominate a new rep - maybe Irene will put it out in the newsletter?

Next Meeting Date – Wed, Feb 12, 2020 4:00 pm

Other Important Dates –

- Tue, Jan 14 - MINIMUM DAY 12:30 release for teacher collaboration
- Thu, Jan 16 - 3:30 pm Site Council meeting
- Tue, Jan 21 – 3:30 pm Trilogy to design the multipurpose room
- Mon, Jan 20 - NO SCHOOL, Martin Luther King Jr. Day
- Tue, Feb 11-Fri, Feb 14 - MINIMUM DAYS 12:30 release for parent conferences
- Mon, Feb 17-Fri, Feb 21 - NO SCHOOL, February break

Adjournment

Crystal motions to adjourn. Cheri seconds. Unanimous approval.
5:53pm adjournment

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