

SAN JOSE CHARTER ACADEMY BOARD OF DIRECTORS  
MINUTES OF REGULAR MEETING

HELD AT 2021 W. ALWOOD ST., WEST COVINA, CA 91790  
Elementary Cafeteria

September 1, 2015

5:00 p.m.  
Regular Session

- I. CALL TO ORDER: 5:05 p.m.
- II. PUBLIC COMMENT PERIOD REGARDING CLOSED SESSION ITEMS
- III. CLOSED SESSION
  - a. Public Employee Performance Evaluation  
Title: Executive Director
  - b. Re-instatement of student #000185550
  - c. Compensation increase for employees discussed

IV. OPEN SESSION \_\_\_\_\_ p.m.

- a. Flag Salute
- b. Roll Call

BOARD OF DIRECTORS

Brad Manning \_\_\_\_\_  
Jeff Coronado \_\_\_\_\_  
Tony Song \_\_\_\_\_  
Matt Smith \_\_\_\_\_  
Dave Wallach \_\_\_\_\_

EXECUTIVE DIRECTOR

Dr. Denise Patton \_\_\_\_\_

- V. REPORT OF ACTION TAKEN IN CLOSED SESSION  
*The Board of Directors reinstated student #000185550.  
Executive Director's evaluation was finalized.*

- VI. PRESENTATIONS: None

VII. BOARD OF DIRECTORS' REPORTS

VIII. ITEMS FROM THE FLOOR/PUBLIC COMMENT

Those who wish to address the Board of Directors on any items are requested to fill out a speaker's card and leave it with the Board Chairperson prior to the item being called. Please note: these are given to the Chairperson so that he can call speakers up at the appropriate time. Speakers wishing to address the Board on any matter not on the agenda may do so during "Items from the Floor/Public Comment" section. Please keep your comments to 3 minutes or less and try to not be repetitive. We will hear comments on any one topic for 30 minutes. Under provisions of the Brown Act, the Board is prohibited from taking action on oral requests but may refer the matter to staff or to a subsequent meeting.

IX. BUSINESS SESSION

**A. Organizational**

1. **#530** Approval of Agenda and Consent items

*Moved by Dave Wallach and seconded by Tony Song.*

To approve the agenda and consent items for the regular meeting of September 1, 2015.

Ayes   5   Noes   0   Abstain   0  

Manning   x   Coronado   x   Song   x   Smith   x   Wallach   x  

Consent

2. **#531** Approval of Minutes

Moved by   NA   Seconded by \_\_\_\_\_

To approve the minutes of the regular meeting of August 4, 2015.

Ayes        Noes        Abstain       

Manning        Coronado        Song        Smith        Wallach

**B. Education**

3. Report of Information: Submission of SJCA Charter Petition

Dr. Patton will update the Board on the status of the renewal process.

***Dr. Patton updated the Board on the status of the renewal process. Timelines and issues were discussed.***

4. Report of Information: Technology Program Update

Dr. Patton will update the Board on the status of SJCA’s technology program.

***Dr. Patton updated the Board on the status of SJCA’s technology program providing examples of implementation relating to hardware, software, and professional development.***

**C. Business**

5. Report of Information: Equipment Disposal

Kathy Cooper will be informing the Board on the new process for disposal of equipment.

***Mrs. Cooper took the Board through the new process for equipment disposal. Mr. Smith made the recommendation that the school do more to promote/market the process.***

Consent

6. #532 Purchase Orders

Moved by NA Seconded by \_\_\_\_\_

To approve/ratify listed purchase orders.

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Abstain \_\_\_\_\_

Manning\_\_\_ Coronado\_\_\_ Song\_\_\_ Smith\_\_\_ Wallach\_\_\_

Consent

7. #533 Warrant Approvals

Moved by NA Seconded by \_\_\_\_\_

To approve Warrants as presented.

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Abstain \_\_\_\_\_

Manning\_\_\_ Coronado\_\_\_ Song\_\_\_ Smith\_\_\_ Wallach\_\_\_

8. #534 Disposal of Obsolete Materials

***Moved by Dave Wallach and seconded by Matt Smith.***

To approve the disposal of obsolete equipment.

Ayes 5 Noes 0 Abstain 0

Manning x Coronado x Song x Smith x Wallach x

Consent

9. #535 Aflac Income Protection Insurance

Moved by NA Seconded by \_\_\_\_\_

To approve the addition of Aflac income protection as and option for employees.

Manning x Coronado x Song x Smith x Wallach x

10. Report of Information: Presentation of Unaudited Actuals

Kathy Cooper, Business Services Manager will make a presentation on SJCA's Unaudited Actuals.

***Kathy Cooper gave a very informative report on the 2014-2015 Unaudited actuals. The Board and Dr. Patton thanked Mrs. Cooper for the work done on the PPT and preparing the unaudited actuals.***

11. #536 Unaudited Actuals

***Moved by Dave Wallace and seconded by Matt Smith.***

To approve the unaudited actuals as presented.

Ayes   5   Noes   0   Abstain   0  

Manning   x   Coronado   x   Song   x   Smith   x   Wallach   x  

12. **#537** Increase Capital Thresholds

***Moved by Dave Wallach and seconded by Matt Smith.***

To increase capital thresholds from \$500 to \$1500.

***The Board of Director's raised the threshold to \$2000.***

Ayes   5   Noes   0   Abstain   0  

Manning   x   Coronado   x   Song   x   Smith   x   Wallach   x  

Consent

13. **#538** Contracted Service Agreements

Moved by   NA   Seconded by \_\_\_\_\_

To approve the following agreements:

- i. Canyon View School
- ii. Gallagher Pediatrics
- iii. Success For All
- iv. GLASS
- v. Praesidium, Inc.

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Abstain \_\_\_\_\_

Manning \_\_\_\_\_ Coronado \_\_\_\_\_ Song \_\_\_\_\_ Smith \_\_\_\_\_ Wallach \_\_\_\_\_

Consent

D. Personnel

14. **#539** Personnel Report

Moved by   NA   Seconded by \_\_\_\_\_

To approve/ratify personnel as presented.

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Abstain \_\_\_\_\_

Manning \_\_\_\_\_ Coronado \_\_\_\_\_ Song \_\_\_\_\_ Smith \_\_\_\_\_ Wallach \_\_\_\_\_

X. INFORMATION SESSION

1. Board of Directors' discussion

***Brad Manning thanked the PTO for the spectacular Movie Night.***

2. Dates to remember:
  - a. Sept. 7<sup>th</sup> –No School
  - b. Sept. 8<sup>th</sup> – Possible Public Hearing at WCUSD Board meeting (Charter renewal)
  - c. Sept. 9<sup>th</sup> – Miracle Jeans Day
  - d. Weeks of Sept. 13<sup>th</sup> & 21<sup>st</sup> – Teacher Talks
  - e. Sept. 14<sup>th</sup> – PTO Board and General Meeting
  - f. Sept. 25<sup>th</sup> – W.C. Day at the Fair
  - g. **Sept. 28<sup>th</sup> – W.C. Charity Golf Classic**
  - h. Oct. 5<sup>th</sup> – No School
  - i. **Oct. 6<sup>th</sup> – Next Board Meeting**
  - j. **Looking Ahead: Charter School Conference – March 14<sup>th</sup> – 17<sup>th</sup> in Long Beach, CA**

There being no further business to come before the Board of Directors, the regular meeting of September 1, 2015 is adjourned at

\_\_\_\_ ***7:51*** \_\_\_\_\_ ***p.m. by*** \_\_\_\_ ***Chairman Brad Manning*** \_\_\_\_\_