



# Bridges Charter School

## Board Meeting

### Date and Time

Monday June 26, 2017 at 6:15 PM

### Location

1335 Calle Bouganvilla, Thousand Oaks, CA 91360 - Room 6

### Agenda

|   | Purpose         | Presenter      | Duration |
|---|-----------------|----------------|----------|
| <b>I. Opening Items</b>   |                 |                |          |
| <b>A. Call the Meeting to Order</b>   |                 | Marcy Crawford |          |
| <b>B. Record Attendance and Guests</b>  |                 | Marcy Crawford | 1        |
| Terri Childs, Secretary<br>Marcy Crawford, President<br>Michael Flaherty, Parliamentarian<br>Erin Morrissey, Vice President<br>Margot Parker, Member<br>Bryan O'Patry, Treasurer<br>Bill Paules, Member |                 |                |          |
| Nancy J. Carroll, Ph.D., Interim Director<br>Ellen Smith, Interim Director<br>Cindy McCarthy, Curriculum Coordinator  |                 |                |          |
| Kathee Hans, Recording Secretary  |                 |                |          |
| <b>C. Approval of Agenda</b>  | Vote            | Marcy Crawford | 1        |
| <b>D. Approve Minutes of June 12, 2017</b>  | Approve Minutes | Marcy Crawford | 1        |
| <b>II. Presentations</b>  |                 |                |          |
| <b>A. Student Presentation - Lucas Miller, 1st Grade student - Use of Solar</b>   | FYI             | Lucas Miller   | 5        |
| <b>B. Richard Urias, VCOE, Director of Charter School Support and Oversight</b>   | FYI             | Richard Urias  | 5        |

### III. Public Comments

|                           |     |  |   |
|---------------------------|-----|--|---|
| <b>A. Public Comments</b> | FYI |  | 5 |
|---------------------------|-----|--|---|

*Persons wishing to address the Board may do so at this time upon recognition from the President. Please state your name, community or organization you represent, and the topic you wish to share with the Board. You will be given 3 minutes to make your presentation. Pursuant to the Brown Act, the Board cannot enter into formal discussion with individuals making public comments to the Board. The Board cannot take action on any issues raised during public comments that are not on the meeting agenda. Individual members may respond to public comments during the individual Board Members section.*

**IV. Reports**

|                           |     |                |   |
|---------------------------|-----|----------------|---|
| <b>A. Governing Board</b> | FYI | Marcy Crawford | 4 |
|---------------------------|-----|----------------|---|

**Board Members**

- Board President - Marcy Crawford

|  |     |                         |   |
|--|-----|-------------------------|---|
| <b>B. Interim Directors and Assistant Director</b> | FYI | Nancy J. Carroll, Ph.D. | 5 |
|--|-----|-------------------------|---|

- Nancy J. Carroll
  - Enrollment

**V. Consent Items**

|                         |      |                |   |
|-------------------------|------|----------------|---|
| <b>A. Consent Items</b> | Vote | Marcy Crawford | 1 |
|-------------------------|------|----------------|---|

Consent Items: Items proposed for the consent calendar are noted on the posted agenda and are considered by the Director to be of a routine nature. Any item may be removed from the consent calendar at the request of any Board member and placed under the appropriate action category. A vote will be taken for the consent calendar so that any items requiring a vote can be properly addressed. It is recommended that all consent items be approved.

- 5.1 Personnel Report
- 5.2 Contracts
  - a. Dial Security
  - b. Ventura County Office of Education Courier Service

**VI. Parents and Community**

**VII. Curriculum and Instruction**

**VIII. Personnel**

|  |      |                  |   |
|--|------|------------------|---|
| <b>A. Consideration of Approval of Declaration of Need for Fully Qualified Educators</b> | Vote | Nancy J. Carroll | 5 |
|--|------|------------------|---|

For your consideration, is the Declaration of Need for Fully Qualified Educators. This request acknowledges that there are insufficient numbers of fully credentialed teachers in several areas statewide, such as mathematics, science, special education, bilingual ed, etc. We are requesting approval of the Declaration of Need in the areas of mathematics and special education for the 2017/18 school year. While we have been actively searching for a fully credentialed math teacher since March of 2017, we have been unsuccessful to date. If necessary, the approval of this form will allow us to employ a teacher who is in process of attaining

certification to teach mathematics at the middle school level. I recommend approval of this request.

**B. Consideration of Approval of Richard Urias as Advisor to Director, 2017-18**      Vote      Nancy J. Carroll, Ph.D.      5

It is recommended that Richard Urias be approved as a coach for the new Director during the 2017-18 school year. It is proposed that he work a maximum of 12 days at \$500 per day. The budget can support this expense.

**C. Approval of Nancy J. Carroll / Ellen Smith as Advisors to Director, 2017-18**      Vote      Marcy Crawford      5

It is requested that Nancy J. Carroll and Ellen Smith continue to provide support to the new Director and Bridges Charter School during the 2017-18 school year. It is proposed that they work a maximum of 10 days each at \$600 per day. The budget can support this expense.

**D. Approval of Job Description/Position Change to Administrative Coordinator for Kathee Hans**      Vote      Nancy J. Carroll, Ph.D.      5

Presented for your consideration, is a job description for Administrative Coordinator. This job description more accurately describes the duties and responsibilities currently held by by Kathee Hans, Office Manager. Approval of the job description is recommended as well as moving Kathee Hans from the Office Manager position to that of Administrative Coordinator.

#### **IX. Special Projects/Programs**

**A. Consideration of Approval of Safe Schools Plan, 2017/18**      Vote      Nancy J. Carroll, Ph.D.      15

One of the goals for 2016/17 was the revision of the existing Safe Schools Plan. This plan, which is a required document, is to be Board approved annually. The preliminary plan is a compilation of prior plans and new requirements, and should be re-visited during the Fall 2017/18 school year. Recognition is extended to Norma Delgado for assisting in this endeavor. I recommend approval.

#### **X. Special Education**

#### **XI. Pupil Personnel**

#### **XII. Support Services**

#### **XIII. Charter Policies**

**A. Second Reading of Replacement BP 5111, Attendance**      Vote      Nancy J. Carroll, Ph.D.      10

For your consideration, is the final draft policy regarding student attendance. Appropriate letters are attached as Exhibits. Approval is recommended.

**B. Consideration of Approval of BP 3580 and AR 3580, Retention of School Documents**      Vote      Nancy J. Carroll, Ph.D.      5

For your consideration, are Board Policy 3580 and Administrative Regulation 3580, regarding the retention of school documents. The policy delineates which student, personnel, and other school records must be retained. The AR details how the records must be kept and when, if ever, they may be destroyed. I recommend approval of BP 3580 and AR 3580.

#### **XIV. Facilities**

#### **XV. Business and Operations**

|  |             |                       |          |
|--|-------------|-----------------------|----------|
| <b>A. Consideration of Approval to Reimburse \$247 to Jay Guidetti</b> | <b>Vote</b> | <b>Marcy Crawford</b> | <b>5</b> |
|--|-------------|-----------------------|----------|

Two first aid kits were purchased by Jay Guidetti via his personal PayPal account on 2/18/16. Board Approval is sought to reimburse Mr. Guidetti for this purchase since both first aid kits are at the school site. Approval of this motion is recommended by Roger Scott, Esquire, Young, Minney & Corr, LLP.

#### **XVI. Governing Board**

#### **XVII. Pending Agenda Items**

#### **XVIII. Closed Session**

|  |                |           |
|--|----------------|-----------|
| <b>A. Business Pursuant to Government Code § 54956.9</b> | <b>Discuss</b> | <b>15</b> |
|--|----------------|-----------|

Conference with Legal Counsel - Anticipated Litigation: Significant Exposure to Litigation pursuant to subdivision (d) (2) of Section 54956.9 (1 case)

#### **XIX. Return to Open Session**

#### **XX. Closing Items**

|                           |             |
|---------------------------|-------------|
| <b>A. Adjourn Meeting</b> | <b>Vote</b> |
|---------------------------|-------------|