

SAN JOSE CHARTER ACADEMY BOARD OF DIRECTORS  
MINUTES  
REGULAR MEETING  
HELD AT 2021 W. ALWOOD ST., WEST COVINA, CA 91790  
Elementary Cafeteria

March 14, 2017

4:00 p.m.  
Regular Session

I. CALL TO ORDER: 4:10 p.m.

II. OPEN SESSION 4:10 p.m.

- a. Flag Salute
- b. Roll Call

BOARD OF DIRECTORS

Jeff Coronado	<u>  x  </u>
Tony Song	<u>  x  </u>
Matt Smith	<u>Arrived 4:20 p.m.</u>
Dave Wallach	<u>  x  </u>
Brad Manning	<u>  x  </u>

EXECUTIVE DIRECTOR

Dr. Denise Patton	<u>  x  </u>
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III. PRESENTATIONS: None

IV. BOARD OF DIRECTORS' REPORTS

V. 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.

VI. BUSINESS SESSION

**A. Organizational**

1. #75 Approval of Agenda and Consent items

**Moved by Mr. Manning and seconded by Mr. Song**

**Approved the agenda and consent items for the regular meeting of March 14, 2017**

Ayes   4   Noes   0   Abstain   0  

Coronado   x   Song   x   Smith    Wallach   x   Manning   x  

Consent

2. #76 Approval of Minutes

Moved by   NA   Seconded by                   

To approve the minutes of the regular meeting of February 7, 2017.

Ayes            Noes            Abstain           

Coronado    Song    Smith    Wallach    Manning   

3. Report of Information: Resignation of Board Member, Brad

Manning.

**With the resignation of Mr. Manning effective July 1, 2017, the SJCA Board discussed the process for seeking his replacement. During a previous Board meeting, members were invited to serve on the committee to find Mr. Manning's replacement. Dr. Patton and Mr. Manning volunteered. The Board felt a need to seek a new member that was outside of the SJCA school community; a member that had community business contacts and influence. Over the next month, Board members were encouraged to submit names of possible candidates**

## **B. Education**

### **4. Report of Information: Facilities Upgrade**

**Dr. Patton and Mrs. Cooper brought forward ideas relating to a possible facilities upgrade involving the JA field and basketball and volleyball courts. There was a discussion held regarding the type of field to install. Possibilities included natural sod, artificial turf, and artificial turf with track. Staff will continue to work with vendors to determine quote. In addition to the field upgrade, there was a discussion involving the upgrading of the basketball and volleyball courts. Staff presented pictures from a school visit, which had installed a specific "court flooring." Regarding court installation, it was suggested by staff for the school to prioritize the installation of the courts with the JA basketball court being installed first. This would be followed by the elementary court installation. It is possible that the volleyball court would not need to be installed since it can be built into the basketball court structure. The two sports do not compete in the same season. Further discussion was held involving types of backboard material, as well as the number of backboards to install.**

### **5. Report of Information: The Leader in Me Lighthouse Program**

**Ms. Shiroma gave the Board an overview of The Leader in Me Lighthouse Program. She included components of the program, as well as professional development opportunities provided to staff.**

### **6. Report of Information: LCAP Update – Goals 1, 3, and 4**

**Dr. Patton provided the Board with an LCAP update. SJCA is making strong progress toward the completion of activities outlined in our 2017 LCAP.**

**C. Business**

Consent

7. **#77** Purchase Orders

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

To approve/ratify listed purchase orders.

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

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

Consent

8. **#78** Warrant Approvals

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

To approve Warrants as presented.

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

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

Consent

9. **#79** Donations

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

To approve donations as presented.

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

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

Consent

10. **#80** Contracted Services

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

To approved the following contracted services as presented.

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

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

Consent

11. **#81** Food Service Adult Meal Pricing

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

To approve the adult meal pricing.

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

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

Consent

12. **#82** SJCA Procurement Policies

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

To approve the SJCA Procurement Policies

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

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

13. Report of Information: 2<sup>nd</sup> Interim Budget PPT

**Mrs. Cooper provided the Board with detailed information relating to the 2016-2017 2<sup>nd</sup> Interim budget.**

14. **#83** 2<sup>nd</sup> Interim Budget

**Moved by Mr. Manning and seconded by Mr. Wallach**

**Approved the 2016-2017 2<sup>nd</sup> Interim Budget**

Ayes   5   Noes   0   Abstain   0  

A Coronado   x   Song   x   Smith   x   Wallach   x   Manning   x  

### C. Personnel

#### 15. #84 Personnel Report

**Moved by Mr. Manning and seconded by Mr. Song.**

**Approved/ratified the personnel report as presented.**

Ayes   5   Noes   0   Abstain   0  

Coronado   x   Song   x   Smith   x   Wallach   x   Manning   x  

## VII. INFORMATION SESSION

1. Board of Directors' discussion
2. Dates to remember:
  - a. March 13<sup>th</sup> – 17<sup>th</sup>: SLC Week
  - b. March 15<sup>th</sup> – TK & Kinder Lottery
  - c. March 17<sup>th</sup> – SJCA Walk-a-thon
  - d. March 20<sup>th</sup> – 23<sup>rd</sup> Charter School Conference – Sacramento (Dr. Patton, Mrs. Shiroma, and Mrs. Cooper attending)
  - e. March 28<sup>th</sup> : 5:30/6:30 1<sup>st</sup> Grade Musical Performance
  - f. March 29<sup>th</sup>: 5:30/6:30 3<sup>rd</sup> Grade Musical Performance
  - g. March 30<sup>th</sup>: 5:30/6:30 4<sup>th</sup> Grade Musical Performance
  - h. April 3<sup>rd</sup> – 7<sup>th</sup> Spring Break Week
  - i. Spring Break: 8<sup>th</sup> Graders to Washington D.C.
  - j. **Next Board of Directors' meeting: Tuesday, April 11, 2017 at 4:00 p.m.**

There being no further business to come before the Board of Directors, the regular meeting of March 14, 2017 is adjourned at

  6:24   p.m. by   Chairman Jeff Coronado  .



