

Northern United Charter Schools

Board of Directors Meeting

June 27, 2018

Members Present: Jere Cox, Bianca Garza, Rosemary Kunkler

Members Absent: Briana Osterle, Jennifer Johnson

Guests: Shari Lovett, Kirk Miller, Valerie Walsh, Tammy Picconi, Lynda Speck, Roxy Kennedy, and Tina Wickeraad

- 1.0 CALL TO ORDER:** Jere Cox called the meeting to order at 4:01pm
 - 1.1 PLEDGE OF ALLEGIANCE**
 - 1.2 AGENDA:** A motion to approve the agenda as posted was made by Rosemary Kunkler and seconded by Bianca Garza. Vote taken: Jere- Aye, Bianca-Aye and Rosemary-Aye. Motion passes unanimously
- 2.0 OPEN SESSION BEFORE CLOSED SESSION:**
 - 2.1** Jere Cox explained the items to be discussed in closed session. School Director's contract.
 - 2.2 Open Hearing :** No comments from the public
 - 2.3 Adjourned to closed session.**
 - 2.3.1 School Director's Contract**
- 3.0 RECONVENE IN OPEN SESSION**
 - 3.1** There was no report from closed session
- 4.0 BUSINESS AND FINANCE**
 - 4.1 FINANCIAL REPORT:** Tammy Picconi reported to the board that she would have a report in August as the board does not meet in July.
 - 4.2 PUBLIC HEARING FOR 2018/2019 LOCAL CONTROL AND ACCOUNTABILITY PLAN FOR NORTHERN UNITED-HUMBOLDT CHARTER SCHOOL:** Shari Lovett handed out the draft of LCAP and explained that we are waiting for the final one as we are waiting for HCOE to align the LCAP with the budget. Public hearing was closed.
 - 4.3 PUBLIC HEARING FOR 2018/2019 LOCAL CONTROL AND ACCOUNTABILITY PLAN FOR NORTHERN UNITED- SISKIYOU CHARTER SCHOOL:** Shari Lovett explained the LCAP to the board and that it was based on data and stakeholder feedback. Public Hearing was closed.

- 4.4 PUBLIC HEARING FOR 2018/2019 FINAL BUDGET ADOPTION FOR NORTHERN UNITED-HUMBOLDT CHARTER SCHOOL:** Shari Lovett and Tammy Picconi explained to the board why the final budget was not ready for adoption. Tammy Picconi presented a summary report from HCOE on the budget while they are working to get the software up and running. Public hearing was closed.
- 4.5 PUBLIC HEARING FOR THE 2018/2019 FINAL BUDGET ADOPTION FOR NORTHERN UNITED- SISKIYOU CHARTER SCHOOL:** Shari Lovett and Tammy Picconi presented the final budget to the board and public. Jere Cox had questions about the total percentage of certificated staff compared to entire budget. Tammy will add that to her budget. Jere Cox asked where we pulled our ADA numbers from and was told that it is based on historical data from MVCS. Jere Cox explained to the public and board members that the budget is a fluid document and there would be changes as the year progressed. Public hearing was closed.
- 4.6 PUBLIC HEARING FOR THE 2018/2019 EDUCATION PROTECTION ACCOUNT AND PLANNED EXPENDITURES FOR NORTHERN UNITED-HUMBOLDT CHARTER SCHOOL:** Shari Lovett explained the funding for the EPA and the process of approval to receive and spend the money that was allocated. Public hearing was closed.
- 4.7 PUBLIC HEARING FOR THE 2018/2019 EDUCATION PROTECTION ACCOUNT AND PLANNED EXPENDITURES FOR NORTHERN UNITED-SISKIYOU CHARTER SCHOOL:** Shari Lovett explained the purpose of the public hearing for these items. There was a question on why the amounts were different for both schools and Shari explained the total money is based on taxes and Siskiyou County has a different tax rate and fewer students. Public hearing was closed.
- 4.8 RESOLUTION FOR THE 2018/2019 EDUCATION PROTECTION ACCOUNT AND PLANNED EXPENDITURES FOR NORTHERN UNITED-HUMBOLDT CHARTER SCHOOL:** Jere Cox explained to the board what a resolution is and that this was an action item. A motion to approve the Education Protection Account and Planned Expenditures for Northern United-Humboldt Charter School was made by Bianca Garza and seconded by Rosemary Kunkler. No more discussion and vote taken. Jere Cox- Aye, Bianca Garza-Aye, Rosemary Kunkler-Aye. Motion Carries.
- 4.9 RESOLUTION FOR THE 2018/2019 EDUCATION PROTECTION ACCOUNT AND PLANNED EXPENDITURES FOR NORTHERN UNITED-SISKIYOU CHARTER SCHOOL:.** A motion to approve the Education Protection Account and Planned Expenditures for Northern United-Siskiyou Charter School was made by Rosemary Kunkler and seconded by Bianca Garza. No more discussion and vote taken. Jere Cox- Aye, Bianca Garza-Aye, Rosemary Kunkler-Aye. Motion Carries.
- 4.10 2018/2019 AGREEMENT BETWEEN NORTHERN UNITED CHARTER SCHOOLS AND MATTOLE UNIFIED SCHOOL DISTRICT FOR ADMINISTRATIVE AND BUSINESS SERVICES:**

Shari Lovett explained the agreement whereas Northern United Charter School staff will be providing back office support to Mattole Unified School District. Kirk Miller noticed that there was a typo and Shari said that it had been fixed. A motion to approve the amended agreement between Northern United Charter Schools and Mattole Unified School District for Administrative and Business Services was made by Rosemary Kunkler and seconded by Bianca Garza. Vote Taken: Jere Cox-Aye, Bianca Garza-Aye, Rosemary Kunkler-Aye. Motion Carries.

- 4.11 2018/2019 AGREEMENT BETWEEN NORTHERN UNITED CHARTER SCHOOLS AND SCHOOL AND COLLEGE LEGAL SERVICES:** Shari Lovett explained how she would utilize this entity. She explained the two options in using them for the agreement with Mattole Unified but in general the charter schools would use Young, Minney and Corr. A motion to approve the Agreement between Northern United Charter Schools and School and College Legal Services was made by Bianca Garza and seconded by Rosemary Kunkler. Vote Taken: Jere Cox-Aye, Bianca Garza-Aye, Rosemary Kunkler-Aye. Motion Carries.

5.0 CONSENT AGENDA

- 5.1 APPROVAL OF WARRANTS AND PAYROLL:** No Items

- 5.2 APPROVAL OF MINUTES:** A motion to approve the minutes for the 04/26/2018 Northern United Board Meeting made by Rosemary Kunkler and seconded by Bianca Garza. Vote taken: Jere Cox-Aye, Bianca Garza-Aye, Rosemary Kunkler-Aye. Motion carries.

- 5.3 RESIGNATIONS, HIRES AND LEAVES:** No Items

6.0 PUBLIC COMMENTS

- 6.1** There were no comments

7.0 COMMUNITY RELATIONS/CORRESPONDENCE

- 7.1** There were no items

8.0 RECOGNITIONS/ANNOUNCEMENTS/REPORTS

- 8.1 BOARD MEMBERS:** Rosemary Kunkler reported on the end of year trip that the students took from NCLA and on the 8th grade promotion. Jere Cox reminded everyone to reply all when responding to emails about scheduling board meetings and that they should check their emails regularly.

- 8.2 NORTHERN UNITED-SISKIYOU CHARTER SCHOOL:** See agenda item 8.4

- 8.3 NORTERN UNITED-HUMBOLDT CHARTER SCHOOL:** See agenda item 8.4

8.4 DIRECTOR: Shari Lovett reported that the graduations were really good for both the Siskiyou and Humboldt sides. She reported that MVCS held a Celebrating the Journey party after the Humboldt graduation and that there was a good turnout. She reported that all the new leases for the learning center facilities for both sides have been signed. We are waiting to hear from EDD, PERS and STRS to review our application. We have submitted the application to DOJ and are waiting for them to set up our account and send us our ORI number which we need to start fingerprinting the Humboldt employees. Shari also reported that the Mattole Unified School Board did approve to transfer the ending balance for Mattole Valley Charter School to Northern United Charter Schools. She explained that for the NU-Siskiyou part of the money that NU-Humboldt would have to write a check and send it to the Siskiyou County Office of Education. Rosemary Kunkler asked about open positions and Shari said we would be hiring an administrative secretary and a counseling technician.

9.0 ADMINISTRATION

- 9.1 2018/2019 MEMORANDUM OF UNDERSTANDING BETWEEN NORTHERN UNITED-HUMBOLDT CHARTER SCHOOL AND HUMBOLDT COUNTY OFFICE OF EDUCATION:** Shari Lovett explained the MOU and the responsibilities of both parties. A motion to approve the MOU between Northern United-Humboldt Charter School and Humboldt County Office of Education was made by Rosemary Kunkler and seconded by Bianca Garza. Vote Taken: Jere Cox-Aye, Bianca Garza-Aye, Rosemary Kunkler-Aye. Motion Carries.
- 9.2 2018/2019 MEMORANDUM OF UNDERSTANDING BETWEEN NORTHERN UNITED-SISKIYOU CHARTER SCHOOL AND SISKIYOU COUNTY OFFICE OF EDUCATION:** Shari Lovett explained the MOU and the responsibilities of both parties. A motion to approve the MOU between Northern United-Siskiyou Charter School and Siskiyou County Office of Education was made by Bianca Garza and seconded by Rosemary Kunkler. Vote Taken: Jere Cox-Aye, Bianca Garza-Aye, Rosemary Kunkler-Aye. Motion Carries.
- 9.3 2018/2019 CCTC DECLARATION OF NEED FOR NORTHERN UNITED-HUMBOLDT CHARTER SCHOOL:** Shari Lovett explained to the board what this is and that if a qualified teacher is not found it gives the school the ability to hire someone with a short term permit. We have used it for Emergency CLAD permits. Bianca Garza asked if we had ever had to utilize this and Shari explained how we would use it this year. A motion to approve the Declaration of Need for Northern United-Humboldt Charter School was made by Rosemary Kunkler and seconded by Bianca Garza. Vote taken: Jere Cox-Aye, Bianca Garza-Aye, Rosemary Kunkler-Aye. Motion Carries.
- 9.4 2018/2019 CCTC DECLARATION OF NEED FOR NORTHERN UNITED-SISKIYOU CHARTER SCHOOL:** A motion to approve the Declaration of Need for Northern United-Siskiyou Charter School was made by Bianca Garza and seconded by Rosemary Kunkler. Vote taken: Jere Cox-Aye, Bianca Garza-Aye, Rosemary Kunkler-Aye. Motion Carries.

- 9.5 **2018/2019 Northern United Charter Schools Director Contract:** A motion to approve the Northern United Charter Schools Director contract was made by Rosemary Kunkler and seconded by Bianca Garza. Vote taken: Jere Cox-Aye, Bianca Garza-Aye, Rosemary Kunkler-Aye. Motion carries.
- 9.6 **APPLICATION FOR CERTIFICATE OF CONSENT TO SELF-INSURE AS A PUBLIC AGENCY EMPLOYER SELF-INSURER FOR NORTHERN UNITED-HUMBOLDT CHARTER SCHOOL:** Shari Lovett explained about joining the JPA and the process to join. The application and resolution have to be signed, notarized and overnighted to the Industrial Relations Department. They have to be there by July 1, 2018. A motion to approve the application for certificate of consent to self-insure as a public agency employer self-insurer for Northern United-Humboldt Charter School was made by Rosemary Kunkler and seconded by Bianca Garza. Vote taken: Jere Cox –Aye, Bianca Garza-Aye, Rosemary Kunkler-Aye. Motion Carries.
- 9.7 **RESOLUTION FOR AUTHORIZING APPLICATION TO SELF-INSURE WORKERS' COMPENSATION LIABILITIES FOR NORTHERN UNITED-HUMBOLDT CHARTER SCHOOL:** A motion to approve the resolution for authorizing application to self-insure workers' compensation liabilities for Northern United-Humboldt Charter School was made by Bianca Garza and seconded by Rosemary Kunkler. Vote taken: Jere Cox-Aye, Bianca Garza – Aye, Rosemary Kunkler-Aye. Motion Carries.
- 9.8 **APPLICATION FOR CERTIFICATE OF CONSENT TO SELF-INSURE AS A PUBLIC AGENCY EMPLOYER SELF-INSURER FOR NORTHERN UNITED-SISKIYOU CHARTER SCHOOL:** Shari Lovett explained that this was the same as items 9.6 and 9.7. A motion to approve the application for certificate of consent to self-insure as a public agency employer self-insurer for Northern United-Siskiyou Charter School was made by Bianca Garza and seconded by Rosemary Kunkler. Vote taken: Jere Cox –Aye, Bianca Garza-Aye, Rosemary Kunkler-Aye. Motion Carries.
- 9.9 **RESOLUTION FOR AUTHORIZING APPLICATION TO SELF-INSURE WORKERS' COMPENSATION LIABILITIES FOR NORTHERN UNITED-SISKIYOU CHARTER SCHOOL:** A motion to approve the resolution for authorizing application to self-insure workers' compensation liabilities for Northern United-Siskiyou Charter School was made by Rosemary Kunkler and seconded by Briana Garza. Vote taken: Jere Cox-Aye, Bianca Garza – Aye, Rosemary Kunkler-Aye. Motion Carries.
- 9.10 **2018/2019 AGREEMENT AND BYLAWS FOR CHARTER SAFE FOR NORTHERN UNITED-SISKIYOU CHARTER SCHOOL:** Shari Lovett explained that Charter Safe would be the JPA for Northern United-Siskiyou Charter School. A motion to approve the agreement and bylaws for Charter Safe for Northern United –Siskiyou Charter School was made by Bianca Garza and seconded by Rosemary Kunkler. Vote taken: Jere Cox-Aye, Bianca Garza- Aye, Rosemary Kunkler-Aye. Motion Carries.

- 9.11 RESOLUTION FOR NORTHERN UNITED-SISKIYOU CHARTER SCHOOL MEMBERSHIP IN CHARTER SAFE JPA:** A motion to approve the resolution for Northern United-Siskiyou Charter School membership in Charter Safe's JPA made by Rosemary Kunkler and seconded by Bianca Garza. Vote taken: Jere Cox-Aye, Bianca Garza-Aye, Rosemary Kunkler-Aye. Motion Carries.
- 9.12 2018/2019 AGREEMENT BETWEEN CATLIN INSURANCE COMPANY AND NORTHERN UNITED-HUMBOLDT CHARTER SCHOOL FOR STUDENT ACCIDENT INSURANCE:** Shari Lovett explained that this company is a subsidiary of Humboldt's JPA. NU-Siskiyou's student accident insurance is incorporated into Charter Safe so Caitlin Insurance Company will only be for NU-Humboldt Charter School. A motion to approve the agreement between Caitlin Insurance Company and Northern United-Humboldt Charter School was made by Bianca Garza and seconded by Rosemary Kunkler. Vote taken: Jere Cox-Aye, Bianca Garza-Aye, Rosemary Kunkler-Aye. Motion Carries.
- 9.13 STUDENT ENROLLMENT AND ATTENDANCE REPORT:** Shari Lovett reported that once school is in session she will be reporting on this. The records office has gotten the enrollment packets out and they are now starting to come back.
- 10.0 CURRICULUM AND INSTRUCTION:** There were no items
- 11.0 FACILITIES:** There were no items
- 12.0 FUTURE AGENDA PLANNING:** Board Trainings, Graduations in April and May that board members should be a part of. Rosemary Kunkler will speak at the 2020 graduation.
- 13.0 FUTURE BOARD MEETINGS:** There will be a special board meeting for budget adoption on Friday, June 29, 2018 at 6:00pm. It will be teleconferenced in Mt. Shasta instead of Yreka. The August board meeting will be held on Aug. 16th in Siskiyou County.

Meeting adjourned at 5:43pm.

Authorized Board Signature



Date



Respectfully submitted by Lynda Speck