

**Northern United Charter Schools**

**Board of Directors Meeting**

**October 25, 2018**

**Members Present:** Jere Cox, Rosemary Kunkler, Jennifer Johnson, Bianca Garza and Briana Osterle

**Members Absent:** None

**Staff Present:** Shari Lovett, Lynda Speck, Roxy Kennedy, Tina Wickeraad, Valerie Walsh, Lindsey Nemeč, Miranda Johnston, Rebekah Davis, and Julie Smith

**Guests Present:** Jennifer Fairbanks

**1.0 CALL TO ORDER:** Jere Cox called the meeting to order at 4:00pm.

1.1 **Pledge of Allegiance:**

1.2 **Agenda:** There were no changes to the agenda. A motion to approve the agenda as posted was made by Jennifer Johnson and seconded by Rosemary Kunkler. Vote taken: Jere Cox- Aye, Bianca Garza-Aye, Briana Osterle-Aye, Rosemary Kunkler-Aye and Jennifer Johnson-Aye. Motion carries unanimously.

**2.0 BUSINESS AND FINANCE**

2.1 **Financial Report:** Shari Lovett reported to the board on the financial statements for both NU-Humboldt and NU-Siskiyou Charter Schools. A question was asked on who was included in the 2900 budget string and Shari explained that all our classified small group instructors and tutors were included in that string.

2.2 **Consideration of Additional Employee Insurance Options through Aflac:** Shari Lovett presented the Aflac letter and explained that this is additional insurance outside of the insurance offered by the JPA. A motion to approve the additional insurance through Aflac was made by Bianca Garza and seconded by Rosemary Kunkler. Vote taken: Jere Cox- Aye, Bianca Garza-Aye, Briana Osterle-Aye, Rosemary Kunkler-Aye and Jennifer Johnson-Aye. Motion carries unanimously.

2.3 **Consideration of Assumption of Copier Lease with Wells Fargo for NU-Siskiyou Charter School:** Shari Lovett explained that this was the signed copier lease that was not ready for last month's meeting, but now it is signed and ready to approve. A motion to approve the lease for copier agreement 603-0171645-000 was made by Jennifer Johnson and seconded by Bianca Garza. Vote Taken: Jere Cox- Aye, Bianca Garza-Aye, Briana Osterle-Aye, Rosemary Kunkler-Aye and Jennifer Johnson-Aye. Motion carries unanimously.

**3.0 CONSENT AGENDA**

3.1 Consideration of Approval of Warrants and Payroll for NU-Humboldt Charter School:

3.2 Consideration of Approval of Warrants and Payroll for NU-Siskiyou Charter School:

3.3 Consideration of Approval of Minutes for September 20, 2018:

3.4 Consideration of Resignations, Hires and Leaves:

Motion to approve the consent agenda made by Jennifer Johnson and seconded by Briana Osterle. Bianca would like for reimbursements to be explained. Shari Lovett will start

including explanations of reimbursements from now on. Vote taken: Jere Cox- Aye, Bianca Garza-Aye, Briana Osterle-Aye, Rosemary Kunkler-Aye and Jennifer Johnson-Aye. Motion carries unanimously.

**4.0 PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA**

4.1 There were no comments

**5.0 COMMUNITY RELATIONS/CORRESPONDENCE**

5.1 There was nothing to report

**6.0 RECOGNITIONS/ANNOUNCEMENTS/REPORTS**

6.1 Board Reports:

**Jennifer Johnson** reported that her business, Adventure's Edge, is having its anniversary sale and that every year they pick a non-profit to donate some of the proceeds to. It is called Pints for Non-Profits. For the last three years they have chosen Lost Coast High which was part of the Mattole Valley Charter School and this year they are giving the proceeds from the beer sales to the Eureka Learning Center. The event is the week before Thanksgiving on 11/15/2018.

**Bianca Garza** reported on the board training that the board members attended in Sacramento. She enjoyed it and feels more confident in her ability as a board member. She enjoyed spending time with the other board members. She reported that the students at the elementary center in Mt. Shasta went on a field trip to the library.

**Briana Osterle** reported that the students are really engaged and that there are new things every day.

**Rosemary Kunkler** reported that it has been a busy month for the Cutten Learning Center. They went on a school wide field trip to the pumpkin patch and that the Independent study program students went on a field trip and went on the Madaket. There were Cookies, Cocoa, and class performances in grades TK-5<sup>th</sup> grad. And the TK-3<sup>rd</sup> graders went to the Arkley Center to see Acrobats.

**Jere Cox** reported that the board members take their job seriously. He enjoyed the WASC committee's visiting because it gave him the opportunity to see the learning centers and see all the good things happening. He wanted to give a shout out to Lacy Conti for her work in including them. He reported that the governance conference was valuable in informing them of board responsibilities and looks forward to after the local election that there might be local board trainings that they could attend. He spoke of the Brown Act and what they learned about reporting out in open session what was decided on in closed session. He reported that he noticed that NU-HUM did not have a super student in the paper and asked when that might happen. (He was answered that the counselor had submitted a super student for this month). He questioned the wording on the website that referred to years of experience and the number of counties we now serve as NUCS is a new entity.

6.2 **Northern United-Siskiyou Charter School Report:** Lindsey Nemece gave the report as Kirk Miller was attending the A Plus conference. She reported on the hiking field trip that the students went on and that it was a great day for hiking. Students are attending an App Attack night where college counselors come and help the 12<sup>th</sup> grade students register for college. She reported that they sold 375 Crispy Crème donuts and that they are giving out NUCS-bucks to the students so that students can use them to

get student supplies. Kirk has been busy taking pictures of activities. Her English class is visiting the book store to read to encourage lifelong learning.

- 6.3 **Northern United-Humboldt Charter School Report:** Rebekah Davis reported on Coffee with Colleagues where staff can come together and have a voice in the school either voicing concerns or celebrating successes. They had a great turnout for the first one. She reported on the independent study teachers taking their students out on the Madaket. At the Cutten center, the fifth/six grade teacher is using simulations and active notebooks in her social studies class and has seen improved engagement and participation. The Cutten center hosted their annual cookies, cocoa and class performances family engagement night on Oct. 15<sup>th</sup>. Great turnout with most of the students and families represented. Campus beautification project is underway at the Eureka Learning Center. Our Math and Lang. Arts Content Specialists are reviewing student test data with each of the Renaissance Learning Champions at each learning center. Rebekah and our counselor, Miranda, are introducing Zones of Regulation to the students at the Cutten Learning Center. This will include showing the movie "Inside Out". Teachers are busy making sure that they administer the CAASPP interim block in Math and Lang. Arts before the Thanksgiving break. She has been working with the Science Content Specialist and the Ind. Study teachers in choosing science curriculum which they hope to purchase after the state adopts the new curriculum. She reported that the 5<sup>th</sup>-6<sup>th</sup> grade students at the Cutten Learning Center will be going on a field trip to Wolf Creek this week. All staff attended a professional development on school safety on Oct. 12<sup>th</sup> presented by Julie Smith and she will be traveling to Siskiyou to present the School Safety Prepareathon on November 9<sup>th</sup>. Staff at the Arcata, Briceland, Cutten and Eureka Centers attended a PBIS 101 refresher course with Dr. Dale on October 17<sup>th</sup>.
- 6.4 **Directors Report:** Shari Lovett reported that she enjoyed the board training and thanked the board members for giving up their time to attend. She reported that the insurance folks will be going around to the centers to inspect to make sure we are in compliance. She is looking forward to seeing their report. She will be giving Jen Fairbanks a tour of the learning centers in northern Humboldt on November 5<sup>th</sup>. She spoke of the need to change the date of the December board meeting. 1<sup>st</sup> Interim is due before the 15<sup>th</sup> and so our board needs to approve it prior to the 15<sup>th</sup>. Board agreed that the new date will be December 6<sup>th</sup> at the regular time. She spoke of the need to have a procedure for the Missed Assignment Policy and she hopes to have it ready for the November meeting. She explained the steps of being independent study and how decisions are made. The policy process will include a 3 person panel of certificated staff, not the teacher of the student, who will meet, make decisions and then bring the decision to the board to approve. She asked for the board's input on how they will handle students who have met the policy guidelines. Will it be closed session or open session, parent included at the meeting and asked the board what evidence they would need to make a decision. A discussion was held on the process and the evidence required so the board could make an informed decision. Shari spoke of the need to now have the board agenda posted on the home page. She spoke of the organizational meeting in December and how to stagger the board member terms and Jere Cox talked

to one of the lawyers at the end of the training and his recommendation was to draw straws. Next month they will set up policy/procedure for terms of office and straw drawing. Shari also reported to the board that NU-Humboldt has been accepted in the Humboldt-Del Norte SELPA for the 2019-2020 school year and that we are the first charter school that they have voted in.

## **7.0 ADMINISTRATION**

- 7.1 Student Enrollment and Attendance report:** Shari Lovett referred the board to the reports in their packets on enrollment and attendance. Currently enrollment for NU-Humboldt is 422 students with ADA at 98.23% and NU-Siskiyou is at 132 students with ADA at 98.51%.
- 7.2 Consideration of Work Experience Education Plan and Handbook:** Shari Lovett explained the work experience process and the educational component that goes with it. The handbook has been updated to current standards and curriculum to apply to both NU-Humboldt and NU-Siskiyou high school students. The plan and the minutes approving the plan and handbook have to be sent to the state. Once the state approves it, it will be certified forever. The plans will be submitted separately for both schools. Jere Cox discussed the importance of this process to be in place. The designated coordinator is responsible for making the staff accountable and will need to visit the workplaces. A motion to adopt the Work Experience Education Plan and Handbook for Northern United-Humboldt Charter School and Northern United-Siskiyou Charter School was made by Jennifer Johnson and seconded by Briana Osterle. Vote taken: Jere Cox- Aye, Bianca Garza-Absent, Briana Osterle-Aye, Rosemary Kunkler-Aye and Jennifer Johnson-Aye. Motion carries.
- 7.3 Consideration of Bloodborne Pathogen Plan for Northern United Charter Schools:**
- Shari Lovett explained the plan and how it is the same for both NU-Humboldt and NU-Siskiyou except the drop off locations; One plan for both schools. A motion to approve the Bloodborne Pathogen Plan for Northern United Charter Schools as presented was made by Rosemary Kunkler and seconded by Bianca Garza. A discussion was had on whether the staff was trained in first aid and CPR and Shari explained that those were requirements of getting their credentials. The school pays for the training of any staff wanting to take this training and we also have two in- house trainers qualified to teach the CPR course. Vote taken: Jere Cox- Aye, Bianca Garza-Aye, Briana Osterle-Aye, Rosemary Kunkler-Aye and Jennifer Johnson-Aye. Motion carries unanimously.
- 7.4 Discussion of Student Records Location and Storage:** Shari Lovett introduced the topic of student records and the storage location of the records. She spoke to the fact of how the subject has come up outside of the agenda and she shared an e-mail from Roxy Kennedy to Rosemary. Rosemary spoke that she wanted to clarify that this concern is not about what Roxy or Tina do, but about the physical location of the storage of the records. A discussion was held about the process for teachers, counselors and special education staff to access this information and how they store it when they receive it. Jere Cox spoke to the remoteness of the location and why there was not a consideration to moving the

records office when Northern United Charter Schools was formed. A discussion was held on the confidentiality of student records and the legality and logistics of keeping the records at the individual centers. Shari spoke that she had sent out a survey to the teachers about where the records were kept, the availability of the records and whether there was any dissatisfaction of the current process in the sharing of records. The results were that everyone is satisfied with the current process. Shari spoke of our g-mail accounts being secure and encrypted. Roxy and Tina spoke of the process that all schools follow in mailing the student records from school to school. Questions about cabinets being fire proof and were the cabinets locked. Tina and Roxy assured the board that they were equipped to handle a fire because CDF and the local fire departments were all close and trained. Question about how the teachers stored the information when received and Shari reported that the vast majority of them had them locked up at the center and some said they never printed them out. Staff gave Roxy and Tina kudos for how well they maintain the records and their availability on supplying teachers with anything they need within the records. A concern was voiced about the difficulty in the state reporting if the CALPADS coordinator had to work with several centers and the different processes. Jere Cox stated that whatever policy/procedure that the director endorsed, the board would consider. Jere spoke of the need to find a bigger facility that would meet our growing needs and have the space for housing the student records.

**7.5 Presentation of Data on Local Indicators for the California School Dashboard for NU-Humboldt Charter School:** Shari Lovett explained that the dashboard website allows the public to view data on school's performance on the eight state priorities. Every year, schools have to submit data to the state on these priorities after they are shared with the local boards. She explained the report that she is submitting to the state.

**7.6 Presentation of Data on Local Indicators for the California School Dashboard for NU-Siskiyou Charter School:** Shari Lovett explained that the dashboard website allows the public to view data on school's performance on the eight state priorities. Every year, schools have to submit data to the state on these priorities after they are shared with the local boards. She explained the report that she is submitting to state.

Jere Cox commented that the reports should be in the same format for both the schools.

**7.7 Presentation of Plan for Annual School Goals:** Shari Lovett presented the plan to address the annual school goals.

**Goal 1:** Northern United Charter Schools will improve student performance outcomes in the core academic classes. Renaissance Star Math and Reading assessments are performed 3x per year. Student Success Team process has been create for students with academic needs composed of administration, content specialists, school counselor and psychologist, and SP. Ed. staff. Team will meet monthly to review data. Interim CAASPP testing will be administered 2x per year, once in the fall and once in the spring. Incentives for students will be created to encourage students to put forth their best effort when taking the CAASPP.

**Goal 2:** Northern United Charter Schools will ensure that all students have access to an appropriate education and provided ample opportunity to learn in environments that reflect 21<sup>st</sup> century learning. Zoom classes will be offered to students unable to attend learning centers regularly. Dual enrollment in local colleges will be encouraged. Professional development and trainings for the teachers in online learning platforms will continue. Both schools will be AVID certified. High school students will be offered broad, rigorous courses that meet the A-G requirements. Internet and computers will be provided to students to access their education and educational field trips will be offered throughout the year.

**Goal 3:** Northern United Charter Schools will improve school climate and parent/community involvement to promote and cultivate a positive, safe environment of all. PBIS will be implemented at all learning centers. Student Success team created. A Progress Monitoring plan that each teacher will implement has been created. Administration and special education staff have streamlined the behavior RTI process, and teachers will track data on student behavior so families and the school can communicate and set goals to improve student progress. A school wide information system will be adopted, Dial My Calls in Humboldt and Remind in Siskiyou. Learning centers will send out weekly progress reports. Back to school nights, parent –teacher conferences, community events and student performances will be hosted by the learning centers. Newsletters will be developed and sent out. Staff will be trained in safety procedures and NUCS will become an ALICE organization. Parent/student handbook as well as comprehensive safe school plan and a Bloodborne pathogen plan will be adopted.

Rosemary Kunkler asked about ID badges and a discussion was held on the pros of having staff wearing them.

**8.0 CURRICULUM AND INSTRUCTION:** There were no items.

**9.0 FACILITIES:** There were no items.

**10.0 FUTURE AGENDA PLANNING:**

10.1 Future agenda items: Missed Assignment Procedure for Nov. as an Action item, Director's contract for Nov. meeting, Procedures for terms of office for board members, Researching facilities availability, LCAP, WASC correspondence, Grant correspondence

**11.0 FUTURE BOARD MEETINGS**

11.1 Future board meetings: Next meeting is on November 15. The December board meeting has been changed to December 6<sup>th</sup>.

**12.0 ADJOURNMENT**

12.1 Jere Cox adjourned the meeting at 6:48pm.

Respectfully submitted by Lynda Speck

