

Northern United Charter Schools

Board of Directors Minutes

November 15, 2018

Members Present: Jere Cox, Bianca Garza, Briana Osterle, Rosemary Kunkler

Members Absent: Jennifer Johnson

Staff: Shari Lovett, Kirk Miller, Lynda Speck, Julie Smith, Rebekah Davis

1.0 CALL TO ORDER: Jere Cox called the meeting to order at 4:10pm.

1.1 PLEDGE OF ALLEGIANCE

1.2 AGENDA ADJUSTMENTS: A motion to approve the agenda as posted was made by Rosemary Kunkler Bianca and seconded by Briana Osterle. Vote taken: Jere Cox-Aye, Bianca Garza-Aye, Rosemary Kunkler-Aye, Briana Osterle-Aye. Motion Carries.

2.0 BUSINESS AND FINANCE

2.1 Financial Report: Shari Lovett presented the financial reports for both NU-Humboldt and NU-Siskiyou. The first Interim reports will be presented at the December meeting. Jere Cox inquired about the mileage reimbursements and wondered what the overall percentage of the budget reimbursements are and what process for approval was in place. Shari Lovett explained the approval process.

2.2 Consideration of Additional Employee Insurance Options through Aflac for Northern United Siskiyou Charter School: Shari Lovett explained that this was the same insurance that the board had approved last month for NU-Humboldt. A motion to approve the Additional Employee Insurance Options for Northern United Siskiyou Charter School was made by Bianca Garza and seconded by Rosemary Kunkler. Bianca Garza asked for the breakdown on reimbursements and Shari Lovett explained the Tammy Picconi has changed it going forward. Vote taken: Jere Cox-Aye, Bianca Garza-Aye, Rosemary Kunkler-Aye, Briana Osterle-Aye. Motion Carries.

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 –October 25, 2018

3.4 Consideration of Resignations, Hires, and Leaves

A motion to approve the consent agenda was made by Bianca Garza and seconded by Briana Osterle. Vote taken: Jere Cox-Aye, Bianca Garza-Aye, Rosemary Kunkler-Aye, Briana Osterle-Aye. Motion Carries.

4.0 PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA: There were no items.

5.0 COMMUNITY RELATIONS/CORRESPONDANCE:

- 5.1 **Times Standard Star Student for Northern United-Humboldt Charter School:** Shari Lovett reported that Jade McKinney is the Star Student this month. NU- Siskiyou Charter School is working on setting up Star Students with the local papers. Jere Cox said that he has forwarded the Humboldt County criteria for Star Student to Bianca Garza to utilize.
- 5.2 **PCSGP Grant Correspondence:** Shari Lovett reported to the board that this is the grant that we had applied for but did not get in the spring and that we redid it and we have made it through the first round. Jere Cox asked about the timeline for finding out if we will be awarded the grant and Shari Lovett thinks it will be a few weeks before we know. Briana Osterle asked if there was anything more that we need to do and Shari Lovett reported that we have applied for DUN numbers and SAM accounts which are needed to receive federal funding.
- 5.3 **WASC Correspondence:** Shari Lovett reported that both NU-Humboldt and NU- Siskiyou Charter Schools received WASC accreditations until 2022. Briana Osterle requested a report to address the WASC goals (Action Plan). Shari Lovett explained how documenting the goals works and that reporting to the board will be a great way to inform stakeholders of all progress. She suggested that we could stagger the WASC report and the LCAP report. Jere Cox informed the board how important the WASC accreditation is to schools and that it really is a validation for all the good we are doing. He asked about the WASC seal. Shari Lovett explained how the seal is used.

6.0 **RECOGNITIONS/ANNOUNCEMENTS/REPORTS**

6.1 **BOARD MEMBERS:**

Bianca Garza reported that she has met with the editor of the local paper and that highlighting Star Students is something that they do. She is working with them to set up so that NU-Siskiyou can participate in it. Mt. Shasta Learning Center parent group is fundraising for a playground for the Pine Grove location. Shari Lovett explained Board Reports and the process so that board members did not feel like they had to give a report. There were no other board reports.

- 6.2 **NORTHERN UNITED-SISKIYOU CHARTER SCHOOL:** Kirk Miller reported that NU-Siskiyou was up to 142 students as of November 15. Staff is administering the interim assessments and they are moving along well. The Missed Assignment Policy that is in place is being successful. They are working on upgrading the door locks. They took the students to see the Little Shop of Horrors. He reported on the playground that the parent group is planning. The first phase will be preparing the ground with chips and putting in a storage shed to house the equipment like balls and hoops. They hope to put climbing structures in at some point. Rosemary Kunkler asked if the equipment was school approved and where the equipment would come from. A discussion was held on safety standards for students and what equipment might be bought with grant monies. Kirk has been working on some minor changes to the website and will be posting the newsletters. Board minutes will be easier to find and the website will be more user friendly for cell phones. He reported that the staff had participated in the Safety Prepare-a-thon that Julie Smith and Rebekah Davis presented.

- 6.3 NORTHERN UNITED-HUMBOLDT CHARTER SCHOOL:** Julie Smith reported that Valerie Walsh and Miranda Johnston are taking some of the NU-Siskiyou students on a field trip to Shasta College in Redding and that various NU-Humboldt 5-10th grade students have been participating in Crafting Up. Julie explained that Decade of Difference and Innovate! have presented our students with an opportunity to dream, design, develop and do final products that can be sold at local craft fairs and beyond. The first craft fair will be December 18th at the Cutten Learning Center from 4-8pm. She mentioned that both schools had received initial WASC accreditation until 2022. Julie mentioned that teachers are utilizing the data from the first Renaissance/Star screening. NU-Humboldt is working with HCOE, Alder Grove and the Court and Community School to pilot a CTE pathway in Health Careers Education. It will take place at the Eureka Learning Center and hopefully by 2019/2020 we will have a complete 2 year CTE pathway going. Miranda Johnston took the 8th graders to HSU for the "I've been accepted to College" event. Reada McConnaughy, our math specialist is on the homework hotline on Tuesdays and Thursdays from 4:30-5:00pm on North Coast PBS station. Some of the independent study teachers will be attending a living history fieldtrip to Fort Ross. She reported that 62% of the staff has finished their ALICE e-learning training. 75% is required to complete our second step in becoming an ALICE certified organization. Cutten Learning Center hosted a Glow Dance Party. Eureka Learning Center continues its beautification project with the \$250 grant from Pierson's. Arcata Learning Center restructured their schedule and it is working well. They hold study halls twice a week where teacher and tutors are available to help students. Parent teacher conferences are wrapping up with an almost 100% participation rate. Coffee with Colleagues will be meeting on November 30th for the second time. The 7/8th graders from Cutten Learning Center shadowed students at Eureka Learning Center and they will get to shadow two more times throughout the year.
- 6.4 DIRECTOR:** Shari Lovett reported to the board that November has been a good month with things settling in. She reported that the Humboldt – Del Norte SELPA has approved us for the 2019/2020 school year. She informed the board that she would be rotating WASC and LCAP reports to them. Stakeholder input surveys are on the website and will be mailed to parents. Data will be shared with all the stakeholders. Shari reported that AEDs will be mandated to be in schools starting in the 2019/2020 school year with a trained staff member present at all times, even at non-school events. Units cost about \$1200 and we will need multiple units. Training for the staff is done with the CPR and First Aid training and we already have staff who can lead the trainings. Shari reported that she sits on the JPA board and that she feels that the rates for dental and vision will hold but she foresees that the medical rates will increase again. She reminded the board what we have in place right now with multiple plans offered to employees and an overall cap of \$12,368.00. She suggested that after second interim the board look at the budget to determine if we want to change the capped amount. Jere Cox commented that the budget is not in stone and can be changed. Shari reported that we did receive some additional funding from Special Education.

7.0 ADMINISTRATION

- 7.1 Student Enrollment and Attendance Report:** Shari Lovett reported the enrollment numbers for both schools. As of November 6th NU-Siskiyou had 139 students and NU-Humboldt had 422.
- 7.2 Review and Approval of the Missed Assignment Letters and Process:** Shari Lovett reviewed the missed assignment letters and the process with the board. She stated the policy calls for an appellate panel that consists of three certificated staff members (not the teacher of record), that parents could appeal to if requested. The recommendation would then go to the board for a final decision. She asked what the board would require and a discussion was held as to what evidence they would require and the timeline of the letters to the parents and the final appeal process. Shari wants to table this item until she gets advice from legal and Rosemary would like them present at the meeting or on the phone. A motion to table item 7.2 Review and Approval of the Missed Assignment Letters and Process until the next meeting unless a need arises for a special meeting was made by Bianca Garza and seconded by Briana Osterle. Vote taken: Jere Cox-Aye, Bianca Garza-Aye, Rosemary Kunkler-Aye, Briana Osterle-Aye. Motion Carries.
- 7.3 Ratification of Director's Contract:** Jere Cox explained that the board needed to re-approve the director's contract. Pursuant to SB1436 the Northern United Charter Schools Board of Directors provides this summary of the Director's compensation:
Contract Term: July 1, 2018-June 30, 2019.
Work Year: 220 days of full and regular service.
Compensation: \$112,000.
Fringe Benefits: Medical, Dental, and Vision Insurance; She may select any medical, dental and vision plan available to other certificated employees within Northern United Charter Schools. She shall be responsible for any employee contribution of the plan selected.
Retirement Contribution: She is responsible for her share of contributions to CALSTRS.
Reimbursement for Work Related Expenses: She shall be reimbursed for any work related expenses.
Professional Dues: Her annual dues to the Association of California School Administrators (ACSA) shall be paid for by the District.
Sick Leave: Her accrued sick leave will be 12 days per year.
Professional Development: The district shall provide the release time and related expenses in the pursuit of professional development.
- 7.4 Discussion on Board Member Terms of Office:** Jere Cox and Shari Lovett spoke to the board on ideas on creating a procedure to follow for choosing the length of the current board's terms of office. A discussion followed on different options. A question on how a person, not on the board, could become a board member and what the procedure is for a board member wanting to resign. Drawing straws at the December organizational board meeting will be done with the staggered terms starting then. Straws will be divided between the schools so that equal representation will not be lost.

7.5 Discussion and Consideration of Northern United Charter Schools Distribution of Condoms: Shari Lovett explained that as of July 2019 schools will have to comply with the CA Healthy Youth Act. Schools will have the option of distributing condoms to students who ask for them. A discussion was held on the pros and cons of making condoms available to students and at what grade level it would apply to if the board approved this. A discussion on how easily students can obtain condoms and the availability of resources that provide these to students currently. The lack of available services in Siskiyou County was discussed and the confidentiality rules of providing condoms to students. It was decided that administration would send out a survey to teachers to get feedback and to talk with other schools to see how they were handling this issue. A motion to table item 7.5 was made by Bianca Garza and seconded by Rosemary Kunkler. Vote taken: Jere Cox-Aye, Bianca Garza-Aye, Rosemary Kunkler-Aye, Briana Osterle-Aye. Motion Carries.

8.0 CURRICULUM AND INSTRUCTION: There were no items.

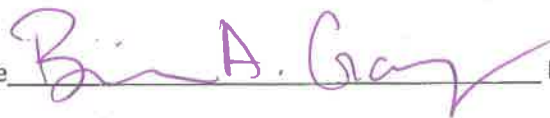
9.0 FACILITIES: There were no items.

10.0 FUTURE AGENDA PLANNING: Hearing Prior to Removal Process, Board Terms of Office, Consideration of availability of condoms.

11.0 FUTURE BOARD MEETINGS: December board meeting moved from its regular scheduled date to December 6, 2018 due to 1st Interim Report.

12.0 ADJOURNMENT: Jere Cox adjourned the meeting at 6:35pm.

Authorized Board Signature



Date



Respectfully Submitted By Lynda Speck