

Northern United Charter Schools

Board of Directors Minutes

August 20, 2018

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

Members Absent: None

Guests: Shari Lovett, Tammy Picconi, Kirk Miller, Lynda Speck, Carole Cox, Andrea Marchyok, Vivien Hastert, Amy Cambou, Dawn Fryling, Cathleen Alexander and Valerie Walsh

1.0 CALL TO ORDER: Jere Cox called the meeting to order at 9:07am.

1.1 PLEDGE OF ALLEGIANCE

1.2 AGENDA ADJUSTMENTS: A motion to approve the agenda was made by Bianca Garza and seconded by Jennifer Johnson. Vote taken: Motion Carries unanimously.

2.0 BUSINESS AND FINANCE

2.1 Financial Report: Shari Lovett reported on the budgets for both NU-Humboldt and NU-Siskiyou. Both Counties are done with prior year and are now working on current year.

2.2 MOU with MUSD for Reimbursement for Health and Welfare Coverage for the School Director: Shari Lovett explained how the FTE was split between the Mattole Unified and Northern United and how the JPA works in regards to Health and Welfare. Mattole would cover .3 of the FTE and Northern United will cover .7 of the FTE. Jere Cox had questions concerning the title and Shari Lovett explained the division and why it is written this way. A motion to approve the MOU between MUSD and Northern United for the Health and Welfare coverage for the School Director was made by Jennifer Johnson and seconded by Rosemary Kunkler. Vote taken: Motion carries unanimously.

3.0 CONSENT AGENDA:

3.1 Approval of Warrants and Payroll: Shari Lovett explained the documents for the warrants and payroll prelists for both NU-Humboldt and NU-Siskiyou.

3.2 Approval of Minutes: Minutes from the 06/27/2018, 06/28/2018, 06/29/2018, 07/16/2018 and the 07/17/2018 board meetings.

3.3 Resignations, Hires and Leaves:

A motion to approve the consent agenda was made by Bianca Garza and seconded by Jennifer Johnson. Vote taken: motion carries unanimously.

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

5.0 COMMUNITY RELATIONS/CORRESPONDANCE: There were no items.

6.0 RECOGNITIONS/ANNOUNCEMENTS/REPORTS

6.1 BOARD MEMBERS: Rosemary Kunkler reported that the Cutten Learning Center will be having their meet and greet night on August 22. Kirk Miller will be taking over the social media for NU-Siskiyou.

Briana Osterle reported that everyone has been working on giving the Yreka Center a makeover and she appreciates everyone's hard work.

Jere Cox asked when the signs are going to change to reflect the new school names and Kirk Miller explained why they hadn't changed yet.

Bianca Garza and Jennifer Johnson had nothing to report.

6.2 NORTHERN UNITED-SISKIYOU CHARTER SCHOOL: Kirk Miller reported more on the clean-up that was happening at the Yreka Learning Center. He introduced Colleen Allen and said she would be splitting her time between the Yreka Learning Center and the Mt. Shasta Learning Center. They would be having teacher in-services on the 28th for Yreka and the 29th for Mt. Shasta. They are still looking for a Happy Camp facility that Lisa West can use and he said that Siskiyou County Office of Education has been helpful. Valerie Walsh and Kirk went and had breakfast and got the tour of all the departments. Vivien Hastert and Kirk have been working on getting payroll set up.

6.3 NORTHERN UNITED-HUMBOLDT CHARTER SCHOOL: Shari Lovett reported that NU-Humboldt now has two regional directors who will alternate giving the board monthly reports. She reported that there would be a new employee training on August 22 and then on August 23 and 24, the annual fall summit would be held at the Cutten Learning Center where all the instructional staff from both schools would come together for professional development. She said that now that we have two schools we would have to think about rotating the location of the summit. She reported that school started on August 27th for both NU-Humboldt and NU-Siskiyou.

6.4 DIRECTOR: Nothing to Report

7.0 ADMINISTRATION

7.1 Student Enrollment and Attendance Report: Shari Lovett explained the enrollment of both schools as of the date shown. NU-Humboldt has 365 students and NU-Siskiyou has 116 students. She explained the enrollment process and the rollover procedure. Enrollment is a moving target at this point. She defined the structure of the schools; one school and that the learning centers were classrooms within the school.

7.2 Items for Surplus for Sale: Shari Lovett reported where the surplus items came from and the process that we have to use to dispose of the items. As a school we can donate to other public schools, but two of the centers no longer with us decided to go private so we have to sell those items. Suggestions on how to dispose of the surplus items was discussed. A motion to approve the disposal of the surplus items on the list was made by Jennifer Johnson and seconded by Rosemary Kunkler. Vote taken and motion carries unanimously.

7.3 Surplus Items to donate to Caspar Creek Learning Community, Inc.: Shari Lovett explained the items to be donated to the Caspar Creek Learning Community. A motion to approve the donating of Surplus items to the Caspar Creek Learning Community was made by Bianca Garza and seconded by Briana Osterle. Vote taken and motion carries unanimously.

7.4 Board Policies (BP) First Reading: Shari Lovett explained the process and set up of the handbook of policies. First two sections were for all employees and the last two sections

were for parents and students. Shari answered questions of what constituted a serious felony and that we would not be able to hire a person who had a serious felony from the list from Ed. Code on the background check. Shari used the Mattole Valley Charter School policies as a baseline that she sent to the lawyers and had them make changes to reflect our independent status versus the dependent status that was in place when the policies were originally drafted. A question was asked about the emergency plan and Shari explained the difference between policy versus plan. She reported that Julie Smith, one of NU-Humboldt's regional directors was in charge of getting all the center's plans in place. Jere Cox wanted clarification that there were plans in place and that they would want to review them in October. A discussion was held on who should get TB tested and Shari explained the guidelines and law that we follow. Discussions and Changes to the policies are:

3-07: Evaluation-mis-assignment. Policy and procedure should match.

3-09: Volunteer Policy: add line that volunteer hours are not required.

1-03: A question was asked about job descriptions and job verifications. Shari said that the admin team was working on the ones not done yet but that there were job descriptions for Regional Director, teacher, instructional aide, counselor, counseling tech, clerk 1 and site supervisor.

1-02: Discussion on the Equal opportunity policy and the wording of "age".

1-07a: 6th bullet reads awkwardly. Policy should read: the school director will submit one candidate for approval.

1-10: Employment of retirees- A discussion was held on the limit of hours for PERS members and the limit of money for STRS members.

1-12: Pay Schedule Policy: Jere Cox questioned the process of hiring and why board approval wasn't on the policy. Shari Lovett explained that the board approved the pay schedule but the school director placed employees on pay lines. Jere would like it clarified in the policy who approves employee hiring.

2-24: Mileage Policy: Remove 5 contiguous counties from policy

3-16: Records Policy: Jere Cox spoke to the fact that since the dynamics of the school have changed and questioned the distance between the records office and the center locations. The distance makes it hard to physically look through a student's file. Kirk mentioned that the teachers kept copies of what they needed for each student. A discussion was held on who could have access to the official file.

A discussion was held about communication with families and students. Clarification needed for 10 month employees communicating with students on off hours.

A discussion was held on whether there should be one policy book for both schools with the forms section being individualized for each school or separate policy books for each school. A discussion was held on the pros and cons of each idea. Shari would rather have one policy book with separate school forms.

7.5 Northern United Charter Schools' Board Bylaws: Shari Lovett explained that in Article 7, Section 4 of the Bylaws relatives of board members cannot become employees. Shari presented a draft of this section that removed that wording from the section. She went over the formatting changes that had been done to the bylaws and that the draft was easier to read and find specific things. Jere Cox spoke of the conflict of interest form that all the board members had to fill out.

A motion to adopt the Northern United Charter Schools' bylaws as amended was made by Jennifer Johnson and seconded by Briana Osterle. Vote taken and motion carries unanimously.

8.0 CURRICULUM AND INSTRUCTION: There were no Items.

9.0 FACILITIES:

9.1 NU-Humboldt Charter School Facilities' Leases: Shari presented the leases for all the centers for NU-Humboldt Charter School and explained that she thought that the board should approve all leases and MOUs. A discussion was held on the different lease agreements and the history of each facility. The Briceland learning center had been part of the school lunch program through Mattole Unified, but now that we were independent they have to give up their lunch program until legislature passes that will require all schools to offer a lunch program. A motion to approve the leases for all NU-Humboldt Charter School's facilities was made by Jennifer Johnson and seconded by Bianca Garza. Vote taken and motion carries unanimously.

9.2 NU-Siskiyou Charter School Facilities' Leases: A motion to approve the leases for all NU-Siskiyou Charter School facilities was made by Rosemary Kunkler and seconded by Briana Osterle. Vote taken and motion carries unanimously.

10.0 FUTURE AGENDA PLANNING:

10.1 Items to consider for future agendas: Hiring, curriculum, School Pathways and Copier leases, 2nd reading and adoption of Policy handbook.

11.0 FUTURE BOARD MEETINGS:

11.1 Next board meeting will be September 20, 2018 at 4pm in Humboldt at the Cutten Resource Center.

12.0 ADJOURNMENT:

12.1 Jere Cox adjourned the meeting at 11:23 am.

Authorized Board Signature



Date

Sept 28, 2018

Respectfully Submitted By Lynda Speck