

## COIL GOVERNANCE COUNCIL MEETING MINUTES

*This charter school is designed to reach the unique bent of genius in each of its students through personalized learning*

Date: 1/13/14

### Room 709

#### **Closed Session 9-9:30 AM**

- COIL Director Evaluation

#### **General Meeting to begin at 9:30 AM**

- Attendance – Rhonda Sorenson, Andrea Starkey, Gino Barichello, Joelle McGlothlin, Diana Rapposelli, Colleen Trinko, Rebecca Silva, Lisa Cole, Mary Jo Ip
- Approval of Agenda/Calendar & Notice of Quorum – Motion to approve of Agenda/Calendar and Notice of Quorum made by Colleen Trinko. Joelle McGlothlin seconds. All approved. None opposed
- Approval of 12/9/13 Meeting Minutes – Andrea Starkey motions to approve with the correction the word “New” under the COIL Teacher Evaluation Update and the amount changed from \$52,284 to \$65,000 and \$120000 to \$12000 under Council Business – COIL Facilities Committee Final Report. Under COIL Human Resources Policy changed Gino’s name to Andrea Starkey. Diana Rapposelli seconds. All approved. None opposed.
- Oral Communications (5 minutes total, 2 minutes per each speaker unless arrangements made prior to the meeting) Mary Jo Ip presented oral communication concerning the freedom of our board to discuss agenda items as per the Brown Act allows
- Closed Session Report – Discussed the Director Evaluation and Staff Survey Results. On 1/17 the GC will meet to finalize reports and directives.
- Parent Club Report – Did not have class due to illness. The board met and discussed items to get more parent involvement. Shelia turned in Box Top and E-Script.

9:45 AM

#### **Director’s Report:**

- AB 751 Brown Act Amendment: AB 751 amended the Brown Act to require local agency boards to “publically report any action taken and the vote of abstention on that action of each member present for the action.” This means COIL Governance Council will need to take all votes in roll-call fashion and list each member’s vote or abstention in the meeting minutes. (INFORMATION) – The Director informed the board about the new AB 751 Brown Act Amendment and what actions need to be taken on the roll call fashion.
- 2013-14 COIL Budget Update (INFORMATION & ACTION) – The Director informed the board about the changes made under the Revenue, Expenditures and Reserved Account. Some of the amounts changed and she explained to the board why the amounts changed. The Director will be removing “One Time Remodel” line under the Reserve Account because of project completion. Lisa requested the board to approve Budget summary. Rhonda Sorenson made motion to approve, Dianna seconds. Gino Barichello -approved, Andrea Starkey – approved, Joelle McGlothlin – approved, Colleen Trinko-approved, Rhonda Sorenson – approved and Diana Rapposelli - approved. None opposed.

- Enrollment Update (INFORMATION) – The Director informed the board of the update on the enrollment. There is no waiting list. The board requested The Director to inform them of the interest from the Parent Information Meetings.
- Local Control Accountability Plan (LCAP): This is a new yearly requirement for public school funding. This is on top of the Non Classroom-Based Funding Determination that COIL needs to do. With the exception of a Charter School Annual Report, the LCAP Education Code Language calls specifically for LEAs (Local Educational Agencies) to complete this with District and County Superintendents of the LEA to manage specific portions of the LCAP. The COIL Director will be meeting with FUSD Budget Office on January 14<sup>th</sup> for further clarification. (INFORMATION) – The Director informed the board of LCAP Education Code Language. She presented a slide showing the data from Education Code Section 52060-52077 regarding the LCAP plan. The Director presented the Five Year Data Report 2009-2013 regarding the Student Achievement. The Director will be meeting with the FUSD Budget Office regarding the budget on 1/14. Gino Barichello motions to extend the time for the Directors Report. Joelle McGlothlin seconds. Rhonda Sorenson – approved, Andrea Starkey – approved, Colleen Trinko – approved, Diana Rapposelli – approved, Gino Barichello – approved, Joelle McGlothlin – approved. None opposed.
- Student Assessment Spring 2014 Update: - ELA & Math CSTs for Grade 11: Mandatory State Requirement Early Assessment Program is optional with 15 additional questions at the end of Math & English CSTs (Separate Essay Assessment)—will be giving this at the same time as EAP Assessment is required under one of the 8 State Priority Areas for LCAP (INFORMATION) The Director discussed the Early Assessment Program (EAP) with the board about the tracking the numbers for the Share of Students Determined Prepared for College by the Early Assessment Program (EAP). The Director informed even though this is optional it still needs to be tracked.

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**10:30 AM**

**Council Business:**

- All Hands Retreat Debrief (INFORMATION)—All – Rhonda Sorenson shared the lists of what COIL does well and long term goals from the All Hands Retreat Meeting held on Jan. 7<sup>th</sup>. The board would like to see this to be an annual event. The Long Term Goal: 1) Update the teachers on req, 2) Parent input on curriculum recommendations, 3) Assessment Data of Student Performance, 4) ID intervention needs, 5) Encourage “Outside Box” tools to meet standards, 6) Deeper Parent involvement. Well: 1) Teacher/Parent/Student connection to resources 2) Leadership – Team 3) Safe learning place – personalized 4) Empower students – build self-esteem. Andrea Starkey would like to put on the agenda more parent participation.
- Parent Member, Community Member & Parent Alternate Needed for Governance Council (INFORMATION)—Rhonda - Rhonda Sorenson presents a list from Andrea Starkey on names of parents who may be interested in being a Parent Member on the council. Gino Barichello and Colleen Trinko also will be providing names of parents to Rhonda.
- Form 700 Forms due (INFORMATION)—Rhonda – Rhonda Sorenson collected the California 700 Forms Fair Political Practices Commission from the council members and gave them to The Director.

- Gino Barichello presents an invitation from WASC. Gino would like to attend this meeting, share his information he will be learning and like to seek support from the counsel.

**12:00 PM**

**Meeting Adjourned**

**Next Council Meetings: 2/10, 3/10, 4/14, 5/12, 6/9**

Governance Council Meetings are physically accessible

Minutes recorded by : Rebecca Silva \_\_\_\_\_

GC Secretary: Sherry Blackman \_\_\_\_\_

**COIL GOVERNANCE COUNCIL MEETING MINUTES**

*This charter school is designed to reach the unique bent of genius in each of its students through personalized learning*

Date: 2/10/14

**Room 709**

**Closed Meeting Session to 10AM**

- COIL Director Evaluation

**General Meeting to begin at 10 AM**

- Attendance: Rhonda Sorenson, Andrea Starkey, Gino Barichello, Joelle McGlothlin, Diana Rapposelli, Colleen Trinko, Rebecca Silva, Lisa Cole, Sherry Blackman, Teri Topham, Nancy Holladay, Janelle Holladay and Angela Mahan
- Approval of Agenda/Calendar & Notice of Quorum

Motion to approve made by: Sherry Blackman

Seconded by: Colleen Trinko

Approved	Opposed	Abstained – Sherry Blackman
Approved	Opposed	Abstained – Gino Barichello
Approved	Opposed	Abstained – Andrea Starkey
Approved	Opposed	Abstained – Colleen Trinko
Approved	Opposed	Abstained – Dianna Rapposelli
Approved	Opposed	Abstained – Joelle McGlothlin
Approved	Opposed	Abstained – Rhonda Sorenson

- Approval of 1/13/14 Meeting Minutes

Motion to approve the January Minutes made by: Gino Barichello

Seconded by: Joelle McGlothlin

Approved	Opposed	Abstained – Sherry Blackman
Approved	Opposed	Abstained – Gino Barichello
Approved	Opposed	Abstained – Andrea Starkey
Approved	Opposed	Abstained – Colleen Trinko
Approved	Opposed	Abstained – Dianna Rapposelli
Approved	Opposed	Abstained – Joelle McGlothlin
Approved	Opposed	Abstained – Rhonda Sorenson

- Oral Communications (5 minutes total, 2 minutes per each speaker unless arrangements made prior to the meeting) –

- 1) Rhonda Sorenson acknowledged the following people joined in today's GC meeting: Janelle Holladay(student), Nancy Holladay & Angela Mahan (parent), Teri Topham (teacher representative)joined the GC meeting.
- 2) Letter from Debbie Amato letter was read by Rhonda regarding the GC leadership commitment.
- 3) Gino requested more time be allowed for oral communication. The GC agreed.
- 4) The Director informs the GC the following information:

- a) From a meeting she attended with legal counsel in September 2013: Citing no legal precedent concerning constitutional due process requirements. The Court further asserted that, because charter schools are “schools of choice,” due process protections do not apply when a student is “dismissed” rather than expelled. The Court asserted that when a charter school student is “dismissed” (rather than expelled), there is no delay in education since the student can immediately enroll in another school. The Court also noted that there is no impact on the student’s relationship with the new school because there is no statute requiring the charter school to notify the new school about the “dismissal.”
- b) Met with FUSD October 22<sup>nd</sup> regarding the FUSD/FUDTA Collective Bargaining Agreement – Assistant Superintendent of HR Robert E. Lee informed the COIL Director that FUSD is not interested in this MOU – Once hired by the charter school, the teacher will be an employee of Fremont Unified School District and a member of the Fremont Unified District. Teachers Association (FUDTA), subject to terms indicated in FUDTA contract. They will be protected by all areas of the contract excluding those sections waived by mutual consent of FUSD and FUDTA.

- Closed Session Report – Rhonda informs the GC Director Evaluation
- Parent Club Report - Dianna Rapposelli informs the GC about the formalized invitation on February 21<sup>st</sup> 11am to 12pm, for Pam Fitzgerald to present to the Parent Club on library resources. Refreshments will be served after meeting.

**10:35 AM**

**Director’s Report:**

- 1) 2013-14 COIL Budget Update (INFORMATION & ACTION)  
Transitioning to LCFF – Local Control Funding Formula - The Director informs the GC of the LCFF. The Charter School General Entitlement needs to be reworked that will reflect of adjusted enrollment so it will be 230 students.

~~Need to me \$2000.00 from Instructional Materials to Services & Operations to cover building maintenance costs and jobs from remodel not anticipated in budget~~

- 2) Enrollment Update (INFORMATION & ACTION): The high school position that was reduced to .85 FTE has left COIL with a deficit of .15 FTE (4 students= approx.. \$30,000) student load. Does the Governance Council want to stay put with this student enrollment capacity or does the Governance Council want to increase the student capacity?

The Director informs the GC following:

- 1) GC that 18 families attended the Parent Information Meeting for the month of January.
- 2) Discussed the enrollment as of February 1, 2014. She asked if the Governance Council wants to stay put with this student enrollment capacity or does the Governance Council want to increase the student capacity due to a high school teacher going to .85 FTE?

Sherry Blackman motion is if there is a waiting list teachers be consulted if they are willing to take on additional students with extra duty pay as per policy.

Seconded by: Dianna Rapposelli

Approved	Opposed	Abstained – Sherry Blackman
Approved	Opposed	Abstained – Gino Barichello
Approved	Opposed	Abstained – Andrea Starkey
Approved	Opposed	Abstained – Colleen Trinko
Approved	Opposed	Abstained – Dianna Rapposelli
Approved	Opposed	Abstained – Joelle McGlothlin
Approved	Opposed	Abstained – Rhonda Sorenson

3) Student Achievement: School Accountability Report Card (INFORMATION) – The Directors discussed the School Accountability Report Card please see the attached report for more information.

4) Governor’s Budget Proposal: Independent Study—a student meeting once a week (INFORMATION) – The Director read a article from CCIS: Keeping You Informed Governor’s K-12 Education Budget for 2014-15:

“Schools offering instruction through new streamlined process shall provide every student with a high quality education, and must ensure that independent study courses meet the following requirements:

- a) “Are of the same rigor and education quality as their classroom-based equivalent courses.
- b) “Maintained the same number of total educational minutes as their classroom-based equivalent courses.
- c) “Provide adequate teacher and student interaction, including at least one meeting per week to verify the student is working toward successful course completion.
- d) “Maintain classroom-based equivalent pupil-to-teacher ratios unless a new alternative ratio is collectively bargained.
- e) “Does not result in the local educational agency claiming more than one total unit of ADA per year for each student enrolled in independent study.”

**11:25 AM**

**Council Business:**

Local Control Accountability Plan (LCAP): (INFORMATION & ACTION)

- Approve the adoption of Common Core State Standards for COIL – Rhonda Sorensen informs the GC

Motion made by Andrea Starkey: The Common Core State Standard transition plan was successful and the GC now moves to go forward with the full implementation through personalized learning.

Seconded by: Dianna Rapposelli

Approved	Opposed	Abstained – Sherry Blackman
Approved	Opposed	Abstained – Gino Barichello
Approved	Opposed	Abstained – Andrea Starkey
Approved	Opposed	Abstained – Colleen Trinko
Approved	Opposed	Abstained – Dianna Rapposelli
Approved	Opposed	Abstained – Joelle McGlothlin
Approved	Opposed	Abstained – Rhonda Sorenson

Utilize 2013 Spring Survey Information for LCAP Funding Priorities – Rhonda Sorenson would like to use the 2013 Spring Survey Information for the LCAP Funding Priorities for the 2014 survey. The GC advises The Director to use the data

Colleen Trinko moves to utilize 2012-2013 Spring Surveys, 2014 All Hands Meeting Information for LCAP Funding Priorities,.

Seconded by: Sherry Blackman ALL YES

Approved	Opposed	Abstained – Sherry Blackman
Approved	Opposed	Abstained – Gino Barichello
Approved	Opposed	Abstained – Andrea Starkey
Approved	Opposed	Abstained – Colleen Trinko
Approved	Opposed	Abstained – Dianna Rapposelli
Approved	Opposed	Abstained – Joelle McGlothlin
Approved	Opposed	Abstained – Rhonda Sorenson

Draft to be presented at the April Governance Council meeting and then posted for public comment. Written comments are to be addressed by the COIL Director and a revised edition of the LCAP brought back to Governance Council for approval in May. Then the LCAP is presented to FUSD.

**11:454AM**

**Meeting Adjourned**

**Next Council Meetings: 3/10, 4/14, 5/12, 6/9**

Governance Council Meetings are physically accessible

Minutes recorded by: Rebecca Silva \_\_\_\_\_

GC Secretary: Sherry Blackman \_\_\_\_\_

# COIL GOVERNANCE COUNCIL MEETING MINUTES

*This charter school is designed to reach the unique bent of genius in each of its students through personalized learning*

Date: 3/10/14

## Room 709

### **General Meeting to begin at 9:30 AM**

- Attendance – Rhonda Sorensen, Andrea Starkey, Gino Barichello, Joelle McGlothlin, Diana Rapposelli, Colleen Trinko, Rebecca Silva, Lisa Cole, Sherry Blackman, Angela Mahan, Genny Wu, Melanie Warden
- Approval of Agenda/Calendar & Notice of Quorum –  
Motion to approve the Agenda / Calendar & Notice of Quorum made by Colleen Trinko  
Seconded by: Sherry Blackman

Approved	Opposed	Abstained – Sherry Blackman
Approved	Opposed	Abstained – Gino Barichello
Approved	Opposed	Abstained – Andrea Starkey
Approved	Opposed	Abstained – Colleen Trinko
Approved	Opposed	Abstained – Dianna Rapposelli
Approved	Opposed	Abstained – Joelle McGlothlin
Approved	Opposed	Abstained – Rhonda Sorensen
Approved	Opposed	Abstained – Melanie Warden
- Approval of 2/10/14 Meeting Minutes  
Motion to approve the February 10, 2014 Minutes made by: Diana Rapposelli  
Seconded by: Gino Barichello

Approved	Opposed	Abstained – Sherry Blackman
Approved	Opposed	Abstained – Gino Barichello
Approved	Opposed	Abstained – Andrea Starkey
Approved	Opposed	Abstained – Colleen Trinko
Approved	Opposed	Abstained – Dianna Rapposelli
Approved	Opposed	Abstained – Joelle McGlothlin
Approved	Opposed	Abstained – Rhonda Sorensen
Approved	Opposed	Abstained – Melanie Warden
- Oral Communications (5 minutes total, 2 minutes per each speaker unless arrangements made prior to the meeting)
  - 1) Andrea Starkey informs the GC about a conference she attended regarding GC Meeting protocol. She presented examples and would like the GC to review the protocol.
  - 2) Colleen Trinko wants to enhance the resources that COIL makes available for parents to teach their students.
- Parent Club Report – Diana Rapposelli informed the GC Great round table discuss at the Parent Club meeting. One parent would like to do a sport activity. On April 4th Teri Topham presents “How to Get Your Children to Write”



- New Member Confirmation--Rhonda (INFORMATION & ACTION) – Rhonda Sorensen informed the GC of Angela Mahan would like to join the GC as the new GC Parent Member..

Motion to approve Angela Mahan as the new parent member made by:

Rhonda Sorensen

Seconded by: Sherry Blackman

Approved	Opposed	Abstained – Sherry Blackman
Approved	Opposed	Abstained – Gino Barichello
Approved	Opposed	Abstained – Andrea Starkey
Approved	Opposed	Abstained – Colleen Trinko
Approved	Opposed	Abstained – Dianna Rapposelli
Approved	Opposed	Abstained – Joelle McGlothlin
Approved	Opposed	Abstained – Rhonda Sorensen
Approved	Opposed	Abstained – Melanie Warden

**10:00 AM**

### **Director’s Report:**

- 2013-14 COIL Budget Update & LCAP-Basic Services Section:  
The Director informs the GC of the 2013-2014 COIL budget changes due to changes in enrollment from 250 to 230 and that funding expectations are on target for the current school year.

Rate of teacher mis-assignment – The Director informs the GC of teachers teaching in their non-credential area. The information has been noted.

Student access to standards-aligned instructional materials – The Director informs the GC that the standards-aligned instructional materials budget is in line for the 2014-15 school years.

Facilities in good repair – The Director informs the GC of the CP2 repairs and the upcoming repairs for P1 in April.

### **(INFORMATION & ACTION)**

Sherry Blackman moves to approve a 1 time allocation to compensate Mrs. Wu’s time and personal expense in securing her VPSS credential in Math and Science with 40 hours of extra duty pay.

Seconded by: Melanie Warden

Approved	Opposed	Abstained – Sherry Blackman
Approved	Opposed	Abstained – Gino Barichello
Approved	Opposed	Abstained – Andrea Starkey
Approved	Opposed	Abstained – Colleen Trinko
Approved	Opposed	Abstained – Dianna Rapposelli
Approved	Opposed	Abstained – Joelle McGlothlin
Approved	Opposed	Abstained – Rhonda Sorensen
Approved	Opposed	Abstained – Angela Mahan
Approved	Opposed	Abstained – Melanie Warden

- LCAP Goals (Using current WASC Plan):

The Director informs the GC of the WASC Plan and LCAP goals. The Director discusses what she learned at the conference she attended in March and the focus on Schoolwide Achievement and Measurements. The Director shows examples of COILS Schoolwide Action Plan from 2011-2012 and explains to the GC needs to make new Schoolwide Achievements and Measurement for 2014-2015.

Gino Barichello announces that we have exceeded time for the director's report Rhonda Sorensen requests that time be extended to 30 minutes to discuss more Schoolwide Achievement and Measurement

Math—increase school-wide achievement by \_\_\_\_\_%  
 ELL—increase subgroup rate of reclassification by \_\_\_\_\_%  
 ELA—increase sub group student achievement by \_\_\_\_\_%

(INFORMATION & ACTION)

Motion to approve the LCAP Goals made by Colleen Trinko to increase math Schoolwide Achievement by local measurement. ELL increase subgroup performance in ELA as determined by local measurement. ELA increase Schoolwide Achievement by local measurement.

Seconded by: Dianna Rapposelli

Approved	Opposed	Abstained – Sherry Blackman
Approved	Opposed	Abstained – Gino Barichello
Approved	Opposed	Abstained – Andrea Starkey
Approved	Opposed	Abstained – Colleen Trinko
Approved	Opposed	Abstained – Dianna Rapposelli
Approved	Opposed	Abstained – Joelle McGlothlin
Approved	Opposed	Abstained – Rhonda Sorensen
Approved	Opposed	Abstained – Angela Mahan
Approved	Opposed	Abstained – Melanie Warden

- 2014-15 COIL Budget Proposal to achieve LCAP Achievement Goals & Implementation of CCSS & Course Access (INFORMATION & ACTION) –

The Director informs the GC on what needs to be budgeted for the 2014-15 school years. She explains FCMAT encourages charter schools to project enrollment for next year to help with budgeting. The Director encourages the GC to project about 230 students and discuss the LCAP Achievements Goals and Implementation of CCSS & Course Access and discuss the items listed below.

Gino Barichello announces that the extended time for the director's report has ended. Rhonda Sorensen requested time to be extended 30 minutes to discuss the 2014- 2015 COIL Budget Proposal.

1. Pupil-Teacher Ratio-lower to increase frequency of advisory teacher meetings/tutoring for students needing additional support/CCSS student group time
2. COIL Math Classes:
  - Common Core Math Collaborative Lab
  - Common Core Math 1 & Common Core Math 2 (replaces Pre-Algebra)
  - Common Core Algebra 1
  - Common Core Geometry (alternate with Alg 2)
  - On-site tutoring for Common Core Algebra 2, Trigonometry, Pre-Calculus

3. Split Day Budget
4. College & Career Advisor
5. High School Biology, Physics & Chemistry
6. On-site drop in Physics tutoring
7. Middle School Science Labs
8. Elementary Science Labs
9. Elementary & Secondary (a-g list) Art
10. Elements of Art
11. Class for Incorporating Technology into Home Learning

Motion to approve the 2014-15 COIL Budget Proposal to achieve LCAP Achievement Goals & Implementation of CCSS & Course Access but would like to discuss more on the student teacher ratio in the April meeting made by: Rhonda Sorensen

Seconded by: Sherry Blackman

Approved	Opposed	Abstained – Sherry Blackman
Approved	Opposed	Abstained – Gino Barichello
Approved	Opposed	Abstained – Andrea Starkey
Approved	Opposed	Abstained – Colleen Trinko
Approved	Opposed	Abstained – Dianna Rapposelli
Approved	Opposed	Abstained – Joelle McGlothlin
Approved	Opposed	Abstained – Rhonda Sorensen
Approved	Opposed	Abstained – Angela Mehan
Approved	Opposed	Abstained – Melanie Warden

- Charter Schools do not have the following LCAP requirement:  
“Draft to be presented at the April Governance Council meeting and then posted for public comment. Written comments are to be addressed by the COIL Director and a revised edition of the LCAP brought back to Governance Council for approval in May.”
- Enrollment Update (INFORMATION & ACTION): The high school position that was reduced to .85 FTE has left COIL with a deficit of .15 FTE (4 students= approx. \$30,000) student load. Does the Governance Council want to stay put with this student enrollment capacity or does the Governance Council want to increase the student capacity? (Resubmitting for a *governance* vote of Yes or No)

Motion to table the Enrollment Update to the April meeting made by:

Rhonda Sorensen

Seconded by: Gino Barichello

Approved	Opposed	Abstained – Sherry Blackman
Approved	Opposed	Abstained – Gino Barichello
Approved	Opposed	Abstained – Andrea Starkey
Approved	Opposed	Abstained – Colleen Trinko
Approved	Opposed	Abstained – Dianna Rapposelli
Approved	Opposed	Abstained – Joelle McGlothlin
Approved	Opposed	Abstained – Rhonda Sorensen
Approved	Opposed	Abstained – Angela Mehan
Approved	Opposed	Abstained – Melanie Warden

Due to the GC Meeting running out of time the next 2 items left on the Minutes will be addressed at the April 14<sup>th</sup> meeting.

12:35 PM

**Council Business:**

- COIL Director Job Description/Responsibilities Policy--Rhonda (INFORMATION & ACTION)  
Rhonda Sorensen requested volunteers to create an Ad Hoc Committee to discuss the Job Description/Responsibilities Policy review for the COIL Director. Melanie Warden, Dianna Rapposelli, Colleen Trinko and Rhonda Sorensen have volunteered.

Motion to approve the COIL Director Job Description/Responsibilities Policy made by:

Seconded by:

Approved	Opposed	Abstained – Sherry Blackman
Approved	Opposed	Abstained – Gino Barichello
Approved	Opposed	Abstained – Andrea Starkey
Approved	Opposed	Abstained – Colleen Trinko
Approved	Opposed	Abstained – Dianna Rapposelli
Approved	Opposed	Abstained – Joelle McGlothlin
Approved	Opposed	Abstained – Rhonda Sorensen
Approved	Opposed	Abstained – Angela Mehan
Approved	Opposed	Abstained – Melanie Warden

- Roberts Rules of Order (INFORMATION)--Gino

11:30 AM

**Meeting Adjourned**

**Next Council Meetings: 4/14, 5/12, 6/9**

Governance Council Meetings are physically accessible

Minutes recorded by: Rebecca Silva \_\_\_\_\_

GC Secretary: Sherry Blackman \_\_\_\_\_

**COIL GOVERNANCE COUNCIL MEETING MINUTES**

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Date: 4/14/14

**Room 709**

**Closed Meeting to begin at 9:00 AM**

- Director/Teacher Description Policy

**General Meeting to begin at 9:35 AM**

- New Seating Arrangement—Andrea Starkey arranged the room as a round table discussion.
- Attendance - Rhonda Sorensen, Andrea Starkey, Gino Barichello, Joelle McGlothlin, Diana Rapposelli, Colleen Trinko, Rebecca Silva, Lisa Cole, Sherry Blackman, Angela Mahan, Melanie Warden, Wayne Lindeman

- Approval of Agenda/Calendar & Notice of Quorum  
Motion to approve the Agenda / Calendar & Notice of Quorum made by Sherry Blackman  
Seconded by: Colleen Trinko

Approved	Opposed	Abstained – Sherry Blackman
Approved	Opposed	Abstained – Gino Barichello
Approved	Opposed	Abstained – Andrea Starkey
Approved	Opposed	Abstained – Colleen Trinko
Approved	Opposed	Abstained – Dianna Rapposelli
Approved	Opposed	Abstained – Joelle McGlothlin
Approved	Opposed	Abstained – Rhonda Sorensen
Approved	Opposed	Abstained – Melanie Warden
Approved	Opposed	Abstained – Angela Mahan

- Approval of 3/10/14 Meeting Minutes  
Motion to approve the March 10, 2014 GC Meeting Minutes with the updated wording made by: Colleen Trinko  
Seconded by: Joelle McGlothlin

Approved	Opposed	Abstained – Sherry Blackman
Approved	Opposed	Abstained – Gino Barichello
Approved	Opposed	Abstained – Andrea Starkey
Approved	Opposed	Abstained – Colleen Trinko
Approved	Opposed	Abstained – Dianna Rapposelli
Approved	Opposed	Abstained – Joelle McGlothlin
Approved	Opposed	Abstained – Rhonda Sorensen
Approved	Opposed	Abstained – Melanie Warden
Approved	Opposed	Abstained – Angela Mahan

- Oral Communications (5 minutes total, 2 minutes per each speaker unless arrangements made prior to the meeting)- Andrea Starkey presents an essay results from what students say about the experience of their school year. She also

presents the Class Evaluation Survey made up by Wayne Lindeman which will be filled out by students.

- Parent Club Report— Joelle McGlothlin reports to the GC the following:
  - 1) The Parent Club did their writing class with Teri Topham and 4 or 5 parents attended.
  - 2) The Parent Club had new parents attend the meeting which was very nice to see.
  - 3) Bingo and Bake Sale plans to be on May 2<sup>nd</sup>.
  - 4) The Parent Club is working on plans for next school year.
  - 5) Lisa Cole expressed gratitude for the generous amount of money given from the Parent Club for the school wide celebration at Aqua Adventure.
- Closed Meeting Report - Rhonda Sorensen reports to the GC on the closed meeting report. The discussion was on the changes and options on the Directors Policy. No decision made vote will be taken during the open meeting.
- Roberts Rules of Order— Gino Barichello presents the Robert's Rule of Order which describes how meetings should run. He recommends to the GC that this is a good practice.

**9:50 AM**

**Director's Report:**

- 2013-14 Audit (INFORMATION): COIL received zero audit exceptions for 2013-14 – The Director reports to the GC there are no audit exceptions on the 2013 – 2014 budget. The audit can be seen on the FUSD website.
- Enrollment Update (INFORMATION) –
  - 1) The Director reports to the GC there were 16 parents that attended the Parent Information Meeting in the month of March.
  - 2) The Director reports to the GC on past and current Full Time Equivalences (FTE) and caseloads.
- 2013-14 Budget Update (INFORMATION & ACTION): Items recommended for approval are \$3000 for a Library Data Base (\$1300 each year for licensing fee after initial purchase), \$5000 for end of year/graduation expenses – The Director informs the GC the budget is all complete and no money left. She informs the council this is what is supposed to happen.

**Proposal A: Budget for 2013-2014 Expenditures**

- 1) The Director informs the GC about the Library Data Bases. Pam Fitzgerald found a new data base which will cost \$3000 the first year and \$1300 subsequent for the licensing fee for the following school years.
- 2) The Director request the GC to approve the end of year expenses for \$5000 regarding the alarms for P1, N10 and CP2, Smarter Balance tables and technology, Smart Balance misc. items, graduation chairs needed and security needed. The \$8000 comes from the reserve/savings account. There is carryover in the 2013-14 budget.

Motion to approve \$3000 for a Library Data Base and \$5000 for end of year expenses made by: Sherry Blackman  
Seconded by: Melanie Warden

Approved	Opposed	Abstained – Sherry Blackman
Approved	Opposed	Abstained – Gino Barichello
Approved	Opposed	Abstained – Andrea Starkey
Approved	Opposed	Abstained – Colleen Trinko
Approved	Opposed	Abstained – Dianna Rapposelli
Approved	Opposed	Abstained – Joelle McGlothlin
Approved	Opposed	Abstained – Rhonda Sorensen
Approved	Opposed	Abstained – Melanie Warden
Approved	Opposed	Abstained – Angela Mahan

Proposal B: budget for 2014-2015 with Assistant Director/Advisory Teacher, extra duties of stipends and consultants

Gino Barichello informed the GC of the time. Sherry Blackman requested to extend the time for 5 minutes

The GC's discussion was about the hours for the Mock Trial and Yearbook.

Motion to approve the budget for 2014-2015 with Assistant Director/Advisory Teacher, extra duties of stipends and made by Dianna Rapposelli.  
Seconded by Sherry Blackman

Approved	Opposed	Abstained – Sherry Blackman
Approved	Opposed	Abstained – Gino Barichello
Approved	Opposed	Abstained – Andrea Starkey
Approved	Opposed	Abstained – Colleen Trinko
Approved	Opposed	Abstained – Dianna Rapposelli
Approved	Opposed	Abstained – Joelle McGlothlin
Approved	Opposed	Abstained – Rhonda Sorensen
Approved	Opposed	Abstained – Melanie Warden
Approved	Opposed	Abstained – Angela Mahan

**10:40 AM**

**Council Business:**

- Survey Committee—the Governance Council needs to decide on questions to be asked in COIL's Annual Parent Survey--Rhonda (INFORMATION & ACTION) -- Rhonda Sorensen informs the GC about the annual parent survey. She needs to create a committee of a COIL teacher, GC parent member and GC council member to help create the questions. Melanie Warden and Rhonda Sorensen have volunteered as the GC council member, Joelle McGlothlin volunteered as the GC parent member, and Colleen Trinko volunteered as the COIL teacher.
- WASC Action Plan 2: Behavior Matrix Report: "Steering committee for the behavior matrix action will analyze results of the first year pilot and make suggestions for improvement." (INFORMATION) – Gino Barichello and Andrea Starkey informed the GC of the Behavior Matrix Report. Gino has spoken to teachers on changes they would like to see implemented and how the implementing should proceed. The WASC action plan is based on research done by Gino and Andrea and the "Action Plan Committee" on the changing of the student's environment. This data can be used in the LCAP.

- COIL Director/Teacher Job Description: Three options were be presented—  
 Option 1: Remove advisory duties creating a full-time COIL Director  
 Option 2: Create an Assistant Director/Advisory Teacher position  
 Option 3: Create a High School Department Head position  
 (INFORMATION & ACTION) – Rhonda Sorensen informs the GC the committee has been discussing on the above options. The committee recommends option 2.

The motion to approve to option 2 was made by Melanie Warden.  
 Seconded by Sherry Blackman.

Approved	Opposed	Abstained – Sherry Blackman
Approved	Opposed	Abstained – Gino Barichello
Approved	Opposed	Abstained – Andrea Starkey
Approved	Opposed	Abstained – Colleen Trinko
Approved	Opposed	Abstained – Dianna Rapposelli
Approved	Opposed	Abstained – Joelle McGlothlin
Approved	Opposed	Abstained – Rhonda Sorensen
Approved	Opposed	Abstained – Melanie Warden
Approved	Opposed	Abstained – Angela Mahan

- WASC Team Participation Share Out (INFORMATION) – Gino Barichello informs the GC that he attended the WASC Visitation at Pinewood School in Los Altos, CA regarding the areas of strength and areas of growth of the student. Gino suggests that COIL should prepared for WASC visit.

**11:40 AM**

**Meeting Adjourned**

**Next Council Meetings: 5/12, 6/9**

Governance Council Meetings are physically accessible