

SPECIAL MEETING OF COIL GOVERNANCE COUNCIL MINUTES

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

Parent Members

Diana Rapposelli
Angela Mahan
Camille Bennett
Sami Thompson (alternate)

Community Members

Melanie Warden
Nancy Holladay
Heidi Nelson

Teacher Members

Andrea Starkey
Colleen Trinko
Gino Barichello

Date: 08/28/15

Room 710

I. Closed Session: Cancelled: see II.E below.

8:00 AM

- A. Appoint Temporary Assistant Director

II. General Meeting to begin:

8:35 AM

A. Attendance & Notice of Quorum

- a. Members in Attendance: Melanie Warden, Diana Rapposelli, Nancy Holladay, Angela Mahan, Camille Bennett, Sami Thompson, Andrea Starkey, Gino Barichello (Interim Executive Director), Stephanie Lytle (Executive Director).
- b. Motion: Diana Rapposelli motioned to approve the attendance and notice of quorum.
- c. Second: Angela Mahan seconded.

Approved

Opposed

Abstained

Diana Rapposelli
Angela Mahan
Camille Bennett
Melanie Warden
Nancy Holladay

B. Approval of Agenda

- a. Motion: Angela Mahan motioned to approve the agenda.
- b. Second: Diana Rapposelli seconded.

Approved

Opposed

Abstained

Diana Rapposelli
Angela Mahan
Camille Bennett
Melanie Warden
Nancy Holladay
Andrea Starkey

C. Approval of 08/03/15 Meeting Minutes

- a. Motion: Camille Bennett motioned to approve the 08/03/15 Governance Council Meeting Minutes with noted changes.
- b. Second: Angela Mahan seconded.

Approved

Opposed

Abstained

Diana Rapposelli
Angela Mahan
Camille Bennett
Melanie Warden
Nancy Holladay
Andrea Starkey

- E. Enrollment Report – Melanie Warden shared with the Governance Council the current enrollment schedule showing enrollment at 285.

IV. Meeting Adjourned

9:04 AM

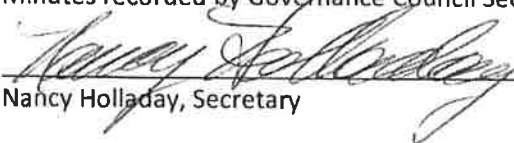
2015-2016 Mari Fedrow Council Meeting: 08/28 9am-Noon

2015-2016 General Council Meetings: 09/21, 10/19, 11/16, 12/14, 01/25, 02/22, 03/21, 04/18, 05/16, 06/06, 06/13

All-Hands Meeting: 2/09/16

Governance Council Meetings are physically accessible

Minutes recorded by Governance Council Secretary:



Nancy Holladay, Secretary

Date: 9/21/15

COIL GOVERNANCE COUNCIL MEETING MINUTES

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Parent Members

Diana Rapposelli
Angela Mahan
Camille Bennett
Sami Thompson (alternate)

Community Members

Melanie Warden
Nancy Holladay
Heidi Nelson

Teacher Members

Andrea Starkey
Colleen Trinko
Gino Barichello

Date: 9/21/15

Room 710

I. General Meeting to begin:

9:30 AM

A. Attendance & Notice of Quorum

- a. Members in Attendance: Melanie Warden, Diana Rapposelli, Nancy Holladay, Heidi Nelson, Angela Mahan, Camille Bennett, Sami Thompson, Andrea Starkey, Colleen Trinko, Gino Barichello, Stephanie Lytle.
- b. Motion: Heidi Nelson motioned to approve the attendance and notice of quorum.
- c. Second: Diana Rapposelli seconded.

<u>Approved</u>	<u>Opposed</u>	<u>Abstained</u>
Diana Rapposelli		
Angela Mahan		
Camille Bennett		
Melanie Warden		
Heidi Nelson		
Andrea Starkey		
Colleen Trinko		
Gino Barichello		

B. Approval of Agenda

- a. Motion: Angela Mahan motioned to approve the agenda.
- b. Second: Diana Rapposelli seconded.

<u>Approved</u>	<u>Opposed</u>	<u>Abstained</u>
Diana Rapposelli		
Angela Mahan		
Camille Bennett		
Melanie Warden		
Heidi Nelson		
Andrea Starkey		
Colleen Trinko		
Gino Barichello		

C. Approval of 8/28/15 Meeting Minutes

- a. Motion: Angela Mahan motioned to approve the 8/28/15 Governance Council Meeting Minutes.
- b. Second: Diana Rapposelli seconded.

<u>Approved</u>	<u>Opposed</u>	<u>Abstained</u>
Diana Rapposelli		
Angela Mahan		
Camille Bennett		
Melanie Warden		
Andrea Starkey		
Colleen Trinko		
Gino Barichello		
		Heidi Nelson

D. Oral Communications –

- a. Melanie Warden reported positive feedback from COIL staff about the “New” COIL. Diana Rapposelli also reported the same experience of positive feedback and the hard work happening.
- b. The Director reported finding the staff easy to work with.
- c. Melanie Warden suggested that committees schedule their meetings for the rest of the year.

E. Parent Club Report

- d. The Director reported that Parent Club can’t post email addresses on the wall as that would violate the Federal Privacy Act.
- e. Deanna Bauchau can contact all of COIL on behalf of Parent Club, but Parent Club cannot have the school contact list.
- f. All communications must go through Deanna Bauchau and must also be reviewed by the Director before being sent out.
- g. Parent Club is required to comply with the Federal Privacy Act.

II. Old Business

9:45 AM

- A. D&O Liability Insurance Update – COIL was last informed by Herb Lester, at the district, the policy was in underwriting and should only take a couple of weeks. COIL discovered last week Herb Lester is no longer with the district. FUSD apologized for the delay and will check on the status plus provide the cost.
- B. Board on Track – This needs more investigation by Governance Committee on what services are available from organizations to which we already belong.
- C. Strategic Plan Review & Next steps – Melanie Warden suggested that we plan to spend one hour in the next meeting completing a plan for the goals that we didn’t work on with Mari.
- D. COIL Business MOU Update – The Director met with FUSD and reported that we need more clarification on just exactly which services we are paying the additional 45K for and double check some specific language on indemnification. In general, the amounts FUSD is requesting are in line with other arrangements. She recommends approving the MOU after the above issues are corrected.
- E. LCAP Update – The Director is still working to get complete information from FUSD.

III. Council Business:

10:09 AM

A. Finance Committee

- a. Budget – FUSD informed us the books have closed on the 14-15 school year. COIL closed in the black as some expenditures came in under budget. The Finance Committee put together a conservative 15-16 budget that has been adjusted for the increasing enrollment. This budget results in a small deficit.

1. Motion: Gino Barichello motioned to extend discussion for 5 minutes.
2. Second: Angela Mahan seconded.

Approved

Opposed

Abstained

Diana Rapposelli
Angela Mahan
Camille Bennett
Melanie Warden
Nancy Holladay
Heidi Nelson
Andrea Starkey
Colleen Trinko
Gino Barichello

3. The Director presented information on Pathways (new budget item) which would automate more of our required administrative paperwork such as grading, course credits, attendance, and transcripts.
4. Motion: Colleen Trinko motioned to approve the 2015-2016 budget.
5. Second: Heidi Nelson seconded.

Approved

Opposed

Abstained

Diana Rapposelli
 Angela Mahan
 Camille Bennett
 Melanie Warden
 Nancy Holladay
 Heidi Nelson
 Andrea Starkey
 Colleen Trinko
 Gino Barichello

- b. Year-to-Date Financial Summary Report – This report was not available in time for the meeting.
- c. Economic Uncertainty Reserves – The Director explained that this specific reserve is not necessary to report to council. In order to be fully funded, SB740 allows for a 5% reserve of total revenue. Anything above this must be earmarked for future expenditures.

B. Governance Committee

- a. Suspension & Expulsion Policy – Discussion on utilizing CSDC templates vetted by legal counsel versus re-creating the wheel with COIL’s legal counsel. Purchasing the templates makes more financial sense.
- b. Administration of Medication Policy – see above.
- c. Motion: Andrea Starkey motioned to table until we purchase templates.
- d. Second: Diana Rapposelli seconded.

Approved

Opposed

Abstained

Diana Rapposelli
 Angela Mahan
 Camille Bennett
 Melanie Warden
 Nancy Holladay
 Heidi Nelson
 Andrea Starkey
 Colleen Trinko
 Gino Barichello

C. Academic Excellence Committee – no updates

D. Facilities Committee Update

- a. Andrea Starkey reported working to get walls up in the area across from the Director’s office, so it can be used by a teacher.
- b. The Speech Therapist and Psychologist currently using 709, so that room is not available for group activities.
- c. Andrea Starkey also reported finding an MOU with the Fremont Adult School that would allow us to acquire more space such as the Hyman Hall Conference room.
- d. The Governance Council mentioned the possibility using the reserves to acquire another portable to be used as teacher offices, but the long term plan needs to be assessed before making any decisions.

E. Director's Report

- a. Enrollment update – Enrollment is currently over 300 and still growing. Stephanie Lytle reports that we are trying to hire another 1.0 teacher.
- b. Motion to rescind the 5/11/15 vote that approved the Written Agreement – this agreement is under the control of management and not the Governance Council.
 - 1. Motion: Nancy Holladay motioned to rescind the 5/11/15 vote that had approved the Written Agreement.
 - 2. Second: Heidi Nelson seconded.

<u>Approved</u>	<u>Opposed</u>	<u>Abstained</u>
Diana Rapposelli		
Angela Mahan		
Camille Bennett		
Melanie Warden		
Nancy Holladay		
Heidi Nelson		
Colleen Trinko		Andrea Starkey
		Gino Barichello

- c. COIL SPED MOU Update – The COIL SPED MOU has expired. Stephanie Lytle reported that the language regarding SDCs (Special Day Classes) at COIL needs to be changed because we don't provide those services.
- d. Pathways – A new administrative program being purchased by COIL, see III.A.3 above.
- e. Miscellaneous Information – The Director had nothing more to add at this time.

IV. Meeting Adjourned

11:17 AM

2015-2016 General Council Meetings: 10/19, 11/9, 12/14, 01/25, 02/22, 03/21, 04/18, 05/16, 06/06, 06/13

Governance Council Meetings are physically accessible

Minutes recorded by Governance Council Secretary:

_____ Date: _____
 Nancy Holladay, Secretary

COIL GOVERNANCE COUNCIL MEETING AGENDA

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Parent Members

Diana Rapposelli
Angela Mahan
Camille Bennett
Sami Thompson (alternate)

Community Members

Melanie Warden
Nancy Holladay
Heidi Nelson

Teacher Members

Andrea Starkey
Colleen Trinko
Gino Barichello

Date: 10/19/15

Room 710

9:30 AM

I. General Meeting to Begin:

A. Attendance & Notice of Quorum

- a. Members in Attendance: Melanie Warden, Diana Rapposelli, Angela Mahan, Camille Bennett, Andrea Starkey, Heidi Nelson, Colleen Trinko, Stephanie Lytle
- b. Motion: Angela Mahan motioned to approve the attendance and notice of quorum.
- c. Second: Heidi Nelson

<u>Approved</u>	<u>Opposed</u>	<u>Abstained</u>
Diana Rapposelli		
Angela Mahan		
Camille Bennett		
Melanie Warden		
Heidi Nelson		
Andrea Starkey		
Colleen Trinko		

B. Approval of Agenda

- a. Motion: Heidi Nelson motioned to add modification to Agenda under Council Business, item F, to ratify Stephanie Lytle's start date from 8/21/15 to 8/10/15
- b. Second: Diana Rapposelli

<u>Approved</u>	<u>Opposed</u>	<u>Abstained</u>
Diana Rapposelli		
Angela Mahan		
Camille Bennett		
Melanie Warden		
Heidi Nelson		
Andrea Starkey		
Colleen Trinko		

C. Approval of 09/21/15 Meeting Minutes

- a. Motion: Angela Mahan motioned to approve the 09/21/15 Meeting minutes with noted changes.
- b. Second: Heidi Nelson

<u>Approved</u>	<u>Opposed</u>	<u>Abstained</u>
Diana Rapposelli		
Angela Mahan		
Camille Bennett		
Melanie Warden		
Heidi Nelson		
Andrea Starkey		
Colleen Trinko		

- D. Oral Communications (5 minutes total, 2 minutes per each speaker unless arrangements made prior to meeting)
 - a. Melanie Warden suggested that each sub-committee should begin reworking and defining their policies. Specifically addressed the Academic Excellence Committee oversight. The director and Leadership Team report back to Academic Excellence Committee, and the committee then reports to Council.
- E. Parent Club Report
 - a. Reported that last Parent Club meeting went well, with good turnout, and many newer families able to connect with more experienced COIL families

II. Old Business:

9:45 AM

- A. D&O Liability Insurance Update – Stephanie (INFORMATION) 5 MIN
 - a. Stephanie Lytle reported that information from Herb Lester was incorrect. Governance Council members are covered under FUSD Liability Insurance policy.
- B. Board on Track – Further discussion on services to charter schools in the area of governance best practices. – Stephanie & Andrea (INFORMATION) 10 MIN
 - a. Andrea Starkey recommended we thoroughly investigate what the three services we already pay for could provide that is similar to Board on Track
 - b. Melanie Warden proposed a comparison of all four services at the next meeting, and recommended the \$500 trial fee for Board on Track is worth what information we would obtain.
- C. COIL Business & SPED MOU Update – Stephanie (INFORMATION & ACTION) 10 MIN
 - a. SPED: Stephanie Lytle reported that the current business practices for IEP’s have been refined and mapped out to include addendum IEP’s or 30-day placements if outside SELPA. She will find out how much money is currently in COIL SPED budget to use on supplies/books/materials for SPED students, and establish procedure to allocate money for those materials.
 - b. Business MOU: Stephanie recommended approving current MOU. Andrea: No language in current MOU to support the buildings we paid for remain COIL property. It was dropped in the revision. Could we sign the current MOU and then ask for an addendum? Stephanie: The Facilities Use MOU and the Business MOU contradict one another, so there needs to be an addendum.
 - c. Motion: Heidi Nelson motioned to approve the Business MOU as is.
 - d. Second: Diana Rapposelli seconded

<u>Approved</u>	<u>Opposed</u>	<u>Abstained</u>
Diana Rapposelli		
Angela Mahan		
Camille Bennett		
Melanie Warden		
Heidi Nelson		
Andrea Starkey		
Colleen Trinko		
- D. LCAP Update – Stephanie (INFORMATION)- no update at this time except the need to add current dates and information to submit report. 5 MIN

III. Council Business:

10:15 AM

- A. Finance Committee(INFORMATION & ACTION) 10 MIN
 - a. Monthly Financial Summary Report: Stephanie working with FUSD on revised budget to reflect 288 ADA. Will work with Finance Committee once data is confirmed with FUSD. No action needed at this time.
- B. Governance Committee 0 MIN
 - a. All new policies are purchased and on Google Drive

- C. Academic Excellence Committee 0 MIN
- a. No updates
- D. Facilities Committee Update (INFORMATION)- Andrea Starkey stated the office renovation is complete, weeds around campus pulled, funds available to add an additional portable. Reported that we need long-term facilities goals for SB740 in order to explain reserve funds. 5 MIN
- a. Motion: Heidi Nelson motioned to extend time 15 minutes.
 - b. Second: Angela Mahan seconded.
- | | | |
|-----------------|----------------|------------------|
| <u>Approved</u> | <u>Opposed</u> | <u>Abstained</u> |
|-----------------|----------------|------------------|
- Diana Rapposelli
Angela Mahan
Camille Bennett
Melanie Warden
Heidi Nelson
Andrea Starkey
Colleen Trinko
- E. Director’s Report (INFORMATION & ACTION) 15 MIN
- a. Enrollment update to include ADA, waiting list, information meeting counts & reasons for enrolling or not.
 - i. COIL recently disenrolled students for non-compliance. Codes have been changed in student information system. Truancy doesn’t apply to independent study so they have been miscoded in past years.
 - b. Miscellaneous Information:
 - i. Stephanie reported that Andrea Starkey plus 1 staff member each from lower, middle, and high school grades are doing the Pathways pilot for their students.
 - ii. Council determined that Andrea Starkey, Melanie Warden, Diana Rapposelli, and Stephanie Lytle will attend the November 16 CSDC Leadership Conference for Council Members.
 - iii. CBEDS date is October 9, 2015 (all students enrolled by that date are accountable for the years testing).
 - iv. COIL has been awarded a Common Core-Standards Implementation Grant to use for purchasing technology, instructional materials, and help implement new standards.
 - v. A separate Educator Effectiveness Grant has been awarded to COIL to provide professional development for teaching staff.
- F. Ratify Executive Director start date from 8/21/15 to 8/10/15 60 MIN
- a. Motion: Colleen Trinko motioned to move Stephanie Lytle’s hire date from 8/21/15 to 8/10/15.
 - b. Second: Heidi Nelson seconded
- | | | |
|-----------------|----------------|------------------|
| <u>Approved</u> | <u>Opposed</u> | <u>Abstained</u> |
|-----------------|----------------|------------------|
- Diana Rapposelli
Angela Mahan
Camille Bennett
Melanie Warden
Heidi Nelson
Andrea Starkey
Colleen Trinko
- G. Strategic Plan Goal Development – completed 21st Century learners section of five-year goals

Next 2015-2016 Council Meetings:

General Council Meetings: 11/09, 12/14, 01/25, 02/22, 03/21, 04/18, 05/16, 06/06, 06/13

Governance Committee Meetings: 11/06, 12/04, 01/08, 02/05, 03/04, 04/08, 05/06, 06/03 9:00-10:00 a.m.

Finance Committee Meetings: 10/23, 12/02, 01/13, 02/12, 03/09, 04/06, 05/04, 05/25 10:00 a.m. -12:00 p.m.

Academic Excellence Committee Meetings:

Facilities Committee Meetings: 11/06, 12/04, 01/08, 02/05, 03/04, 04/08, 05/06, 06/03 10:00-10:45 a.m.

All-Hands Meeting: 02/09/16

COIL High School Graduation:

Governance Council Meetings are physically accessible

COIL GOVERNANCE COUNCIL MEETING MINUTES

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Parent Members

Diana Rapposelli
Angela Mahan
Camille Bennett
Sami Thompson (alternate)

Community Members

Melanie Warden
Nancy Holladay
Heidi Nelson

Teacher Members

Andrea Starkey
Colleen Trinko
Gino Barichello

Date: 11/9/15

Room 710

I. General Meeting to Begin:

9:35 AM

A. Attendance & Notice of Quorum

- a. Members in Attendance: Melanie Warden, Diana Rapposelli, Angela Mahan, Camille Bennett, Nancy Holladay, Heidi Nelson, Andrea Starkey, Colleen Trinko, Stephanie Lytle.
- b. Motion: Nancy Holladay motioned to approve the attendance and notice of quorum.
- c. Second: Angela Mahan seconded.

<u>Approved</u>	<u>Opposed</u>	<u>Abstained</u>
Diana Rapposelli		
Angela Mahan		
Camille Bennett		
Melanie Warden		
Nancy Holladay		
Heidi Nelson		
Andrea Starkey		
Colleen Trinko		

B. Approval of Agenda

- a. Motion: Diana Rapposelli motioned to approve the agenda.
- b. Second: Camille Bennett seconded.

<u>Approved</u>	<u>Opposed</u>	<u>Abstained</u>
Diana Rapposelli		
Angela Mahan		
Camille Bennett		
Melanie Warden		
Nancy Holladay		
Heidi Nelson		
Andrea Starkey		
Colleen Trinko		

C. Approval of 10/19/15 Meeting Minutes

- a. Motion: Heidi Nelson motioned to approve with minutes with corrections.
- b. Second: Colleen Trinko seconded.

<u>Approved</u>	<u>Opposed</u>	<u>Abstained</u>
Diana Rapposelli		
Angela Mahan		
Camille Bennett		
Melanie Warden		
		Nancy Holladay
Heidi Nelson		

Andrea Starkey
Colleen Trinko

- D. Oral Communications (5 minutes total, 2 minutes per each speaker unless arrangements made prior to meeting) – none.
- E. Parent Club Report – They did sponsor a Fall Activity that was fun. Stephanie commented that all the staff participated in the Spirit Day.

II. **Old Business: None**

III. **Council Business:**

9:50 AM

A. Finance Committee (INFORMATION & ACTION)

- a. Monthly Financial Summary Report – current report was not available.
- b. New P-1 Budget
 - i. Motion: Nancy Holladay motioned to approve the updated budget dated 11/4/15.
 - ii. Second: Diana Rapposelli seconded.

Approved

Opposed

Abstained

Diana Rapposelli
Angela Mahan
Camille Bennett
Melanie Warden
Nancy Holladay
Heidi Nelson
Andrea Starkey
Colleen Trinko

B. Governance Committee (INFORMATION)

- a. They have completed the Suspension and Expulsion Policy to be approved at the next meeting.
- b. They are working on other policies and should have the medication administration policy available for council approval next month.

C. Academic Excellence Committee (INFORMATION) – no new information

D. Facilities Committee (INFORMATION) – Received approval for COIL to have exclusive use of the Hyman conference room. This room could be adapted to provide a places for 2 teachers.

E. Director's Report (INFORMATION)

- a. Enrollment update to include ADA, information meeting counts & reasons for enrolling or not. Stephanie Lytle reported that current enrollment is at 314 and ADA is currently at 288.89.
- b. Do's and Don't Presentation – Stephanie Lytle presented a series of questions to help the Governance Council understand what our charter school can do and can not do.
- c. Miscellaneous Information – November 16 CSDC Leadership Conference for Council Members, SARC report, CAHSEE suspension
 - i. CSDC Conference – Melanie Warden and Diana Rapposelli will go as Governance Council members. Andrea Starkey and Colleen Trinko are going in their role as teachers.
 - ii. SARC report to be done today.
 - iii. CAHSEE is no longer being administered.

F. Strategic Plan Goal Development – working session. Governance Council has requested that Stephanie Lytle present the council with vision and options in a work session as part

of our next meeting.

IV. Meeting Adjourned

11:36 AM

Next 2015-2016 Council Meetings:

General Council Meetings: 12/14, 01/25, 02/22, 03/21, 04/18, 05/16, 06/06, 06/13

Governance Committee Meetings: 12/04, 01/08, 02/05, 03/04, 04/08, 05/06, 06/03 9:00-10:00 a.m.

Finance Committee Meetings: 12/02, 01/13, 02/12, 03/09, 04/06, 05/04, 05/25 10:00 a.m. -12:00 p.m.

Academic Excellence Committee Meetings:

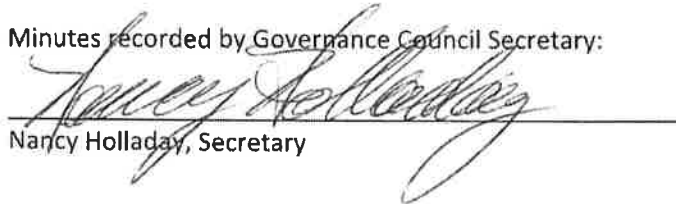
Facilities Committee Meetings: 12/04, 01/08, 02/05, 03/04, 04/08, 05/06, 06/03 10:00-10:45 a.m.

All-Hands Meeting: 02/09/16

COIL High School Graduation: 6/3/16

Governance Council Meetings are physically accessible

Minutes recorded by Governance Council Secretary:



Nancy Holladay, Secretary

Date: 12/14/15

COIL GOVERNANCE COUNCIL MEETING MINUTES

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Parent Members

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Angela Mahan
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Sami Thompson (alternate)

Community Members

Melanie Warden
Nancy Holladay
Heidi Nelson

Teacher Members

Andrea Starkey
Colleen Trinko
Gino Barichello

Date: 12/14/15

Room 710

I. **General Meeting to Begin:**

9:06 AM

A. Attendance & Notice of Quorum

- a. Members in attendance: Melanie Warden, Diana Rapposelli, Angela Mahan, Sami Thompson, Nancy Holladay, Heidi Nelson, Andrea Starkey, Colleen Trinko, Gino Barichello, Stephanie Walton
- b. Non-members in attendance: Mary Jo Ip
- c. Motion: Diana Rapposelli motioned to approve the attendance and notice of quorum.
- d. Second: Angela Mahan seconded.

Approved

Opposed

Abstained

Diana Rapposelli
Angela Mahan
Sami Thompson
Melanie Warden
Nancy Holladay
Andrea Starkey
Colleen Trinko
Gino Barichello

B. Approval of Agenda

- a. Motion: Nancy Holladay motioned to approve the agenda.
- b. Second: Diana Rapposelli seconded.

Approved

Opposed

Abstained

Diana Rapposelli
Angela Mahan
Sami Thompson
Melanie Warden
Nancy Holladay
Andrea Starkey
Colleen Trinko
Gino Barichello

C. Approval of 11/09/15 Meeting Minutes

- a. Motion: Andrea Starkey motioned to postpone approving the minutes until after the closed session.
- b. Second: Diana Rapposelli seconded.

Approved

Opposed

Abstained

Diana Rapposelli
Angela Mahan
Sami Thompson
Melanie Warden
Nancy Holladay
Andrea Starkey
Colleen Trinko
Gino Barichello

D. Oral Communications

- a. Melanie Warden will step down as president next year, but will remain on the Governance Council.
 - b. Andrea Starkey reported that the COIL robotics team placed 6th of 32 teams, from mostly middle schools, in the Vex IQ competition on Sunday in San Jose.
 - c. Gino Barichello reported that there is a Mock Trial dress rehearsal today.
- E. Parent Club Report: Diana Rapposelli reported that the Parent Club held a Mothers' Tea and a students' craft day.

II. **Closed Session:**

9:15 AM

- A. Public Employee Performance Evaluation: Executive Director

III. **Resume General Meeting**

9:31 AM

- A. Closed session report out – Melanie Warden reported that the goals for the Executive Director were discussed.
- B. Approval of Minutes

- a. Motion: Colleen Trinko motioned to approve the minutes with corrections.
- b. Second: Angela Mahan seconded.

Approved

Opposed

Abstained

Diana Rapposelli
Angela Mahan

Sami Thompson

Melanie Warden
Nancy Holladay
Heidi Nelson
Andrea Starkey
Colleen Trinko

Gino Barichello

IV. **Old Business: None**

V. **Council Business:**

- A. Finance Committee (INFORMATION & ACTION)
 - a. Monthly Financial Summary Report
 - i. Stephanie Walton presented the changes due to the first interim adjustment because of the increased enrollment.
 - b. New P-1 Budget
 - i. The budget has been adjusted for the increase in revenue and expenses from the first interim adjustment.
 - c. New 1.0 Advisory Teacher: Approval of Request of Position (RFP) Certificated dated 12/08/15
 - i. Motion: Diana Rapposelli motioned to approve the Request of Position (RFP) Certificated dated 12/08/15.

ii. Second: Angela Mahan seconded.

Approved

Opposed

Abstained

Diana Rapposelli
Angela Mahan
Sami Thompson
Melanie Warden
Nancy Holladay
Heidi Nelson

Andrea Starkey
Colleen Trinko
Gino Barichello

B. Governance Committee (INFORMATION & ACTION)

a. Suspension & Expulsion Policy: present for approval

i. Motion: Nancy Holladay motioned to table approval of the Suspension & Expulsion Policy.

ii. Second: Sami Thompson seconded.

Approved

Opposed

Abstained

Diana Rapposelli
Angela Mahan
Sami Thompson
Melanie Warden
Nancy Holladay
Heidi Nelson
Andrea Starkey
Colleen Trinko
Gino Barichello

b. Student Internet Use Policy & Agreement: review has been tabled to January

c. Plan review

C. Academic Excellence Committee (INFORMATION)

a. Plan review –a list of policies to be reviewed has been compiled with dates scheduled for the completion and review by full council.

D. Facilities Committee (INFORMATION)

a. FUSD/COIL update – The need for space has been discussed with FUSD. COIL needs for room for 3 more teachers now. Master schedules are being created for FACE and COIL to better optimize usage. A storage unit was suggested to store books that do not need to be readily available and better maximize space usage. COIL is trying to document whether COIL or FUSD has paid for spaces that are currently being used.

E. Director's Report (INFORMATION)

a. Enrollment update to include ADA, information meeting counts & reasons for enrolling or not.

b. Personnel changes – Stephanie Walton had prepared a report showing the changes in personnel for the year to date.

F. Charter Schools Development Center conference share-out (Melanie & Diana)

a. New information learned and confirmations – Melanie Warden noted that the Governance Councils current efforts to change how we functions are appropriate and consistent with proper procedures.

b. Committee report documents were discussed with the plan for potential future use.

c. Agenda format changes – Melanie Warden suggested that the Governance Council's current procedure of all votes being recorded by each individual is not required. It

had been requested by the former executive director, but is no longer deemed necessary.

- G. All Hands Meeting – February 9, 2016; set a time and topic direction
 - a. Meeting will be scheduled for 11am-2pm – including a provided lunch; Sami Thompson will draft an invitation giving details which will be given to Deanna Bachou to create the evite and send out to all families.
 - b. A “Save the Date” notice will be sent out now indicating that details will follow in January.
- H. Google Docs - working session: Stephanie Walton conducted a training session to help the Governance Council members use Google Docs.
- I. Strategic Plan Goal Development - working session: Additional goals discussion; enrollment & facilities; general growth direction; etc.

VI. Meeting Adjourned

12:00 PM

Next 2015-2016 Council Meetings:

General Council Meetings: 01/25, 02/22, 03/21, 04/18, 05/16, 06/06, 06/13

Governance Committee Meetings: 01/08, 02/05, 03/04, 04/08, 05/06, 06/03 9:00-10:00 a.m.

Finance Committee Meetings: 01/13, 02/12, 03/09, 04/06, 05/04, 05/25 10:00 a.m. -12:00 p.m.

Academic Excellence Committee Meetings: 01/08, 02/05, 03/04, 04/08, 05/06, 06/03 10:45-11:45 a.m.

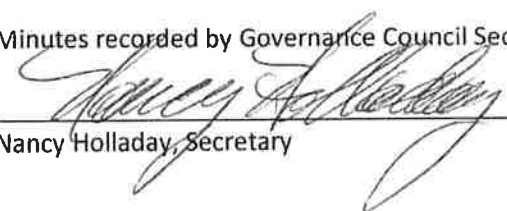
Facilities Committee Meetings: 01/08, 02/05, 03/04, 04/08, 05/06, 06/03 10:00-10:45 a.m.

All-Hands Meeting: 02/09/16

COIL High School Graduation: 06/03/16

Governance Council Meetings are physically accessible

Minutes recorded by Governance Council Secretary:



Nancy Holladay, Secretary

Date: 1/25/16