

COIL Governance Council Meeting
January 16, 2009

In attendance(to begin the meeting)

Mary Musgrove

Lisa Cole

Deb Bontadelli

Andrea Starkey

Mary Jo Ip

Karen Foster

Domeneque Embrey

Audrey Adams-Hart

Kris Knight

Laura Kimball

Meeting called to order at 9:08

Motion to approve January agenda,

December minutes with one correction and January and February calendar which should include play in San Jose for February calendar

And all planned school events (for future calendar)

By Audrey

Seconded by Karen

Parent club report by Laura Kimball

Working on boosting scrip enrollment

Laura has been enrolling parents with signed approval by parents

Some parents are enrolling themselves

Andrea suggested that we put out a blurb to encourage enrollment

Mary suggested a page on the website for the parent club

Teachers could point out good candidates for parent club involvement

Student Council report by Lisa Cole

Pennies for patients planning in progress

\$300 was raised last year \$250 goal for this year

Read across America planning coming up

Oral communications

Audrey did a pop quiz on policies and gave out chocolate.

Director's report

Mary shared a raccoon story from a parent

About tenacity

She awarded a raccoon award to Deb

1.inspiration – Lisa
shared a quote from Mother Theresa

2 Financial/budget

new budget not out yet

Mary handed out a “worse case scenario” sheet

We may have to go into our carryover.

Audrey pointed out that because of Mary’s

Foresight and careful planning, we don’t need to panic.

There was discussion about current and future budget cuts,

Prioritizing materials and services.

We need to look at our future which is unsure,

And how quickly our carryover will be depleted.

Our future portable for more space is in limbo due to budget cuts

And our possible future use of carryover.

When the school district Calls, Mary needs to make a decision on going forward with the

Project. There was a lot of discussion about going forward with the

portable or not

There was a motion for each month until next meeting Mary will decline the going

forward of the portable by Audrey

Deb seconded

1 opposing vote

motion passed

3. Dress code policy

Mary passed out a dress code policy, and board discussed it.

Motion to accept school dress code policy with changes

Karen motioned

Audrey seconded

passed

4. P.E. High school grading policy

separate policy because of a new set of policies

for high school students – from WASC and independent study

Mary explained what high school students fill out

Mary Jo asked to have the form that students fill out included in the COIL policy binder

Motion to accept grading policy by Domeneque

Seconded by Lisa

Motion passed

5. Assistant director policy

Mary handed out the new assistant director policy

Audrey motioned to accept new assistant director policy

Seconded by Domeneque

Motion passed

Assist. Director abstained from voting due to conflict of interest

6. COIL enrollment of out-of –district expelled students policy I distribute
results of the December closed meeting discussion: council discussed the enrollment
of a 6th grade Newark student

7. Scantron – Annual assessment

APLUS had only 1/3 of schools respond to survey

So we did not receive grant.

We will be doing scantron testing only once a year

In February: week of 23rd.

Testing policy will be reviewed next meeting.

We can test as often as we want, but will require only once a year.

8. FTE update

Mary found a solution.

We will go to a temporary point system, so that

We can decide each year based on the budget.

Any amount of money that equals one point

Can be switched from a stipend to a point on teacher's

Contract

Motion to approve this option having FTE points added

By contract when the stipend amount can be transferred

Motion made by Audrey

Seconded by Karen

There was discussion on consequences of this vote.

Motion not passed as another person needed to leave before council was ready to vote.

Quorum not met as several people had to leave between 10:20 and 10:30

This matter will be tabled until next meeting.

Meeting automatically adjourned as people left, which left the council without a quorum
10:30

Next meeting moved to February 20, 2009

All governance council meetings are physically accessible.

Mary Musgrove – Director

Audrey Adams-Hart – President

Deb Bontadelli - secretary

COIL Governance Council
2-20-2009

Members in attendance:

Mary Musgrove
Lisa Cole
Rhonda Sorenson
Domenique Embrey
Kris Knight
Deb Bontadelli
Mary Jo Ip
Karen Foster
Andrea Starkey

Meeting brought to order at 9:05 by vice president, Rhonda Sorenson.

There was discussion on names being listed in the minutes when a member abstains or votes against an issue. Generally the position of the person is listed, but not the name. Consensus of council was that this is okay.

Approval of Minutes and Calendar

Lisa made a motion to approve minutes, and calendar
Kris seconded
Motion passed

Approval of Agenda

Deb made a motion to approve agenda
Lisa seconded
Motion passed

Parent Club Report

Laura Kimball was not in attendance, so Karen Foster gave the Parent Club Report.

2944.61 balance

Script receipts are coming in.

3 families added to Script.

Some families were not able to be added by Laura, because of card errors or other factors.

There has been a boost in participation. Many families are enrolling independently so we currently do not know the total participation.

Jessica Jiron joined the parent club and is interested in helping out.

Student Council Report

Pennies for Patients community service project is moving along.
Fliers (printed by Pennies for Patients have been passed out by teachers.
Student Council will support read across America.
Student Council will hold a fund raiser bake sale at Poetry alive March 20th.

Oral Communications

Mary Jo Ip requested longer explanation of each agenda item for better understanding.
Mary explained that she always attaches policies on each agenda item
Minutes are available to all and on the website
Mary Jo Ip requested when an important issue is presented, that
pros and cons be given in agenda.
Mary explained that everyone should research and preview
all items before the meeting. Sometimes an issue
may still require more time at a meeting.

Continuing Governance Education

Governing vs Managing – tabled because the president, Audrey Adams Hart was not in attendance.

Director's Report

1. **Inspiration** – Lisa Cole shared a student essay about the student's favorite teacher, her Mom. The winning essay by our COIL student was acknowledged by FUSD Board meeting. Dominique suggested that the essay be put into our school packet for new incoming students, as it touches on what it takes to be a homeschool mom, and also covers the benefits.

2. Financial/budget

2008/09 and 2009/10 updates
State budget passed yesterday. No details yet.
Mary kept current budget the as is with a 5% budget cut allowed.
Mary went over the budget and clarified some abbreviations.

Portable purchase tabled

Portable classroom issue has been tabled for now by us and FUSD.

Change of Stipends to FTE

10.03
Mary handed out proposal to change large stipends to FTE
And explained how this would bring more ADA to COIL and a be possible benefit to the teacher, as well.

Aplus is trying to get SB740 regulations thrown out temporarily because of current climate.

There was discussion on reclassification of FTE vs stipend and the pros and cons of adding 2.5 students to COIL.

Deb motioned to change those stipends equal to the salary amount of a .1FTE contract to that additional contract amount.

Karen Foster seconded.

Motion passed.

All teachers present abstained because of conflict of interest.

Policies (consider conflict of interest possibilities for each)

***Independent Study Policy**

Rhonda motioned to accept newly worded proposal of COIL

Policy of Incorporation of Independent Study Law into our non-classroom charter school.

Seconded by Domenique.

Motion passed.

***Assessment policy**

Mary explained one word change to COIL assessment policy which change our biannual Scantron Performance Assessment to Annual Assessment.

Kris motioned to accept COIL assessment policy with one word change.

Andrea seconded.

Motion passed.

***Evaluation/Grade Determination Policy**

Mary explained that included in our population we have special education students.

High school course code policy for the Evaluation/Grade Determination Policy needs to be changed to reflect the complete range of our students.

Mary needed wording to accommodate struggling, yet diploma track students.

Motioned to accept Evaluation/Grade Determination Policy as stated

By Karen Foster.

Seconded by Domenique.

Motion passed.

***Disciplinary Procedures**

Mary explained that disciplinary procedures policy needed to be changed to coincide with the Ed code.

Motion to accept changes to disciplinary procedures for students

By Deb

Seconded by Rhonda

Motion passed

WASC Action Plans and Interim Report

Karen motioned to accept the COIL Interim Review Report and Action Plans for 2006, 2007 and 2008 with additions.

Seconded by Kris

Motion passed

COIL 2009 Survey

Lisa explained the purpose of our annual survey which would cover the following areas:

School Environment

Advisory teacher meetings and paperwork

Classes and assessments

Communication and technology

Curriculum and library

There was discussion of using a 5 point survey compared to a 3 point survey

A 3 point survey is easier and faster to tally, but a 5 point survey is more accurate.

Kris suggested adding volunteer questions to survey to keep families aware of volunteer hours.

Kris suggested council help to tally questionnaire because of the time involved for a 5 point survey.

Karen suggested survey monkey to handle surveys. It was decided that it didn't meet our personalized learning environment.

It was suggested that there be a teen or student survey to get input from the students on our programs, field trips, and teacher meetings. Lisa said that she will work on adding that.

Council News and Continuing Education

Alternative parent member – replace when?

(Kevin Knight graduation 2/09)

The discussion came up on parent board members staying on the board when their last child graduates mid-year. Kris Knight' child is graduating next month.

Kris was voted in for this term, so she will stay until the end of the year.

Andrea brought up weighting the council more on parent/community member side by having more community members. We will be opening up another community member position. More community members would ensure that we have a quorum when teachers need to abstain from a vote because of conflict of interest.

Put on agenda to address this member issue and the Governance Policy next month.

We will change wording of parent member participation to address students graduation mid year and expelled students.

Binder updates

Distribution of: COIL enrollment of out-of-district expelled students policy, dress code policy, PE high school grading policy

Rhonda handed out binder inserts to be placed in binder.
General meeting adjourned at 10:37

Closed meeting: student expulsion

After hearing issues of involved student, council voted to expel a student.

Meeting adjourned 10:59

Next meeting 3/13/2009

Mary Musgrove – director

Rhonda Sorenson – Vice president

Deb Bontadelli- secretary

COIL Governance Council Meeting Minutes
March 13, 2009

In attendance:

Mary Musgrove

Lisa Cole

Andrea Starkey

Audrey Adams-Hart

Rhonda Sorenson

Deb Bontadelli

Domenique Embrey

Kris Knight

Karen Foster

Laura Kimball

Gino Barichello

Meeting brought to order at 9:15

Approval of Agenda

Instead of Governance vs. Management, we will discuss

Why does the board exist?

Motion to accept agenda with changes and Minutes as submitted
by Domenique

Seconded by Karen

Motion passed

Lisa motioned to accept calendars

Seconded by Audrey

Motion passed

Parent Club Report

Balance of parent club \$2944.

All items that were committed to have been paid

Student Council report

By Lisa

Yogurt containers were passed out to fill with pennies.

Patients for Pennies goes through the end of March.

Bake sale will be at Poetry Alive on March 20th to raise money for student council.

Continuing Governance Education

Why does the board exist?

To carry out the wishes of the owners (tax payers)

To support the staff of COIL

Audrey asked if we meet these goals?

Do you feel that those 2 things are compatible and are we doing that?

How do we do that better?

We are not supposed to bring our own interests to the board,
We are to bring our prospective point of views to the board.
We are not “parent representatives” or “teacher representatives,”
Or “Community representatives,”
We are members from the parent or teacher or community population.

Oral Communications

Kris said that our website does not pop up from Google.
Mary said that we have submitted paperwork to be accepted by search engines.
Kris said that we are hard to find.
Mary said that it is so much easier to use our website.
Mary said that we are working on getting things up and rolling as soon as possible.
Andrea said that we should look into advertising elsewhere, until
our website is easily accessible.
Lisa said that she is working on some options to advertise.
Domenique said that we should have parent reviews on YELP as this is a popular place
for parents to research their educational options for their children.

Director’s report

Inspiration

Mary shared that she had a Dewitt Jones photography dvd from Long Beach.
Jeff Rice was a speaker at a seminar.
Mary was inspired by his statement:
The financial upset is the opportunity we have been waiting for.
The schools are cutting back and trying to find ways to give less.
This challenges us to find creative ways to give more.
Mary handed out a flyer with the information.

Financial/Budget/State Budget/Affects COIL

Mary went over budget and requested advice
Where to cut budget
There was discussion about
consumable products and the cost involved.
Mary has requested that we give her permission to cut \$20,000
from books and materials budget.
There was much discussion about what we would loose if cuts were made.
Audrey motioned that we authorize Mary work with the \$20,000 and use it where needed
in the budget.
Seconded by Audrey
Motion carried

Mary discussed the option of hiring a new teacher
as a teacher is retiring next year.
Mary handed out a sheet with statistics on student/teacher ratio and went over our student
numbers,

Andrea addressed that we have open enrollment in April and we should open our enrollment in March.

There was council discussion about opening enrollment in March compared to April.

Domenique suggested that we consider the inspiration discussed earlier in making our decision.

Audrey asked if we need to vote this meeting

Mary said no.

Split day budget 2009/10

We typically spend \$10,000 on split day program.

Lisa discussed AP options, the cost and the satisfaction or lack of satisfaction of the parents.

There was discussion about Ohlone classes and our AP options.

There was a lot of discussion about what FUSD is doing and the cutbacks they are making.

There was discussion about the Split Day policy and the cost to us, and Online classes.(Stanford program)

Audrey motioned to leave split day budget as is

(Rhonda optioned out because of conflict of interest)

Karen Second, vote passed.

Portable Rental Possibility

(as opposed to purchase)

Mary handed out a map of the adult school and

Adult school has offered a portable for us to rent for \$6,000

a year. Mary explained that our classes fill up and our classes are full.

Mary said that with decrease in state funds, we may not need so many classrooms.

Deb asked how many parents are still leading classes as had been done in the past.

Audrey feels this follows our creative possibilities.

Kris brought up getting parents together to brainstorm to be creative.

Karen motioned to rent the portable for \$6,000 for one year with the option to renew rent for the following year 2010-2011

Deb Seconded

Motioned passed

Rhonda opposed

Policies (Consider Conflict of Interest possibilities for each)

Governance Policy: Increase number of community members and set up criteria for the release of members.

There was discussion of who and what we represent and that we can only discuss Council business in the council meeting. We do not represent “parents” “teachers” and “community” We are members, not representatives. We need to be as unbiased as possible. Issues should be brought to the board at meetings. Deb brought up allowing enough time to address issues. Board will listen to grievances and concerns and they

will put it on the agenda for future discussion. There will be time limitations (similar to Fremont Unified Board guidelines) for issues brought to the board, but board will discuss later. People bringing issues to the board can call ahead to let board know.

Andrea motioned accept council policy with corrections.

Rhonda seconded

Motion passed

Domenique abstained

Gino shared that some of our students in Mock Trial received awards from the Alameda County Office of Education. Kris and Deb shared how awesome the experience was to watch the students compete. Gino and Mary Jo Ip are the teacher coaches and did a great job!

Legislation/Regulations updates – proposed changes due to financial crisis

Mary is going to speak to charter school advisory committee about SB740 restrictions.

Council News and Continuing Education

Nomination of new board members

Kris will enroll her son next year, (Her older son graduated last month). She and Rhonda discussed trading Kris's alternate position for Rhonda's voting parent role. So, no parent election is required for school year 2009/10.

Binder updates:

Rhonda handed out binder inserts

Meeting adjourned 11:15

Closed meeting –teacher hire 2009/10 and additional clerical week in June

Motion for additional hours for clerical by Audrey

Seconded by Karen

Motion passed

Domenique Motioned to increase Fte from 10.2 – 10.45 with 2 abstentions.

Audrey seconded

Motion passed

Director Position on salary schedule: review protocol for FUSD

Audrey motioned that we write a letter to Human Resources that Mary's COLA be retroactive to 8/08 and continue yearly unless notified otherwise by the Governance Council.

Domenique seconded.

Motion carried

Next Meeting April 3, 2009.

Meeting adjourned at 11:37

All Governance council meetings are physically accessible.

Mary Musgrove – director

Audrey Adams-Hart

Deb Bontadelli - Secretary

COIL Governance Council Meeting
April 3, 2009

Mary Musgrove
Lisa Cole
Andrea Starkey
Mary Jo Ip
Audrey Adams-Hart
Rhonda Sorenson
Deb Bontadelli
Domenique Embrey
Kris Knight
Gino Barichello
Karen Foster

Meeting called to order at 9:05

Motion to approve Agenda by Audrey
Seconded by Deb
Motion passed

Motion to approve March minutes with approved changes and all planned school events (calendars) by Deb
Seconded by Rhonda
Motion passed

Parent Club Report

Karen Foster reported
Balances as of March 30th
Total parent club balance \$3043.43
Upper grade balance \$1606.14
Lower grade balance \$1436.29
Parent club will be providing snacks and drinks during STAR testing.
There was discussion about the location of the end of the year party.
Fremont swim area will not be opened, yet.
Silliman is an option.
Andrea asked if there would be a parent club table at the open House
Karen wasn't sure, but thought she read something about it.
Karen will get to me later.

Student Council Report

Pennies for Patients is wrapping up. Money has been collected, but not totaled, yet.
Student Council will have a bake sale at the Poetry Alive Event.

The next meeting they will be discussing the end of year student club party.

Continuing Governance Education

Audrey will be sharing 6 subjects on Governance – one at each council meeting

Governance vs Management

Our school is different than most.

Audrey read an article on the differences between management and governing.

Critical things board must do:

Speak with one voice

Monitor and evaluate the CEO's performance

Reward achievement

Things the board must avoid:

Don't interfere with the CEO's management responsibilities.

Avoid Monday morning quarterbacking.

Don't become a complaint processing center

How does the board think this difference fits?

There was discussion of the board's job in governing and in Mary's consulting the board on managing issues and our job in governing.

Audrey read from the Charter School Board University binder that she obtained from her Charter school class.

Oral Communications

(5 minutes, 2 minutes each speaker, unless arranged prior to the meeting)

Andrea asked about the results of the survey - not in yet- They should be ready for the next meeting.

Director's Report

Inspiration:

Mary read a letter from a mother whose son was facing a difficult change in his life.

Very positive letter and confirmed our mission to accommodate each student to his/her unique bent of genius, although the student may or may not become successful.

Open house is 4/21 at 7:00:

Art show/science faire/poetry café will all be included.

General Meeting at 7:15

Mary asked how many of us will be there, so the board can be introduced.

Financial/budget:

Mary passed out the current school budget and went over it.
Mary gave the board some numbers to give us an idea
of funds needed to “keep the school running as we have,”
funds needed for “careful cuts,” and funds needed with “definite cuts.”
There was discussion of funds available and moving funds from one category to another.

2009/10 Budget Considerations:

Updates estimated 2009/10 budget review and adoption
general considerations- How much of carryover to use next year? Expenditure
decisions to be made one-by-one?

Domenique motioned that we authorize Mary to use up to \$100,000 of the
carryover money but try to keep it to \$80,000.

Andrea motioned

Karen seconded

Motion passed

Charter organization membership approval

Mary handed out a paper with Aplus membership information

By renewing early, we get a discount on membership

Mary went over the advantages and disadvantages of being a member.

Motion by Dominique to spend \$3800 to renew membership

Seconded by Audrey

Motion passed

Counselor hire consideration – 2009/10

Mary proposed authorizing 6 hours a week to bring counselor back.

There was discussion of enough hours, but counselor feels that she can meet
COIL’s needs within those 6 hours.

Mary suggested that we bring back counselor next year for 6 hours a week..

Deb motioned

Rhonda seconded

Motion passed

Policies (consider conflict of interest possibilities for each)

Governance policy – change of opening paragraph language, as discussed.

Domenique motioned to accept COIL governance council policy change.

Audrey seconded

Motion passed

I.S. Compliance issues update/discussion about direction

Mary explained to the board what the CCIS and CDE 's new guidelines are.
Andrea explained how we are covered by two laws and how we meet the law.
Mary explained the changes that they want us to make.
She wants to send a letter to them saying that we would like
to look at their new guidelines and get back to them later.
Council agreed.

Council News

1. Review of WASC action plans for visit 4/8/2009 11:00 – 1:00 p.m.

Mary checked on who is coming and brought our attention to
The COIL School Action Plan.

2. Director evaluation

Audrey discussed who would evaluate and who has done it in the past.
She will contact Barbara, who did it before, to find out where director evaluation
Survey is. She will work with Karen on this procedure.

Next meeting is May 22nd, 2009.

Open meeting adjourned 10:31

Closed meeting brought to order at 10:32

It was moved that stipends are a proposal and we need to stick to the proposal as agreed
and approved.

Seconded

One member abstained

Closed meeting adjourned at 11:05am.

All governance council meetings are physically accessible.

Mary Musgrove – director

Audrey Adams-Hart – president

Deb Bontadelli - secretary

COIL Governance Council Meeting
May 22, 2009

In attendance,
Mary Musgrove
Andrea Starkey
Audrey Adams-Hart
Rhonda Sorenson
Deb Bontadelli
Mary Jo Ip
Karen Foster
Domenique Embrey
Gino Barichello

Meeting called to order at 9:08

Audrey requested to table continuing education until next month
Motion to approve agenda with changes by Audrey
Seconded by Andrea
Motion passed

Motion to approve April 3, 2009 minutes with changes and all planned school events
(calendars) by Rhonda
Seconded by Andrea
Motion passed

Parent Club report
Mary read an email report from Laura
Lower grade balance
Upper grade balance
Total balance of parent club funds
Give up to \$500 for end of the year party

Student Council report
Student council raised \$324 for Pennies for patients
Goal was \$250
Student council party today – will be discussing what went right and what to do next
year.

Continuing Governance Education (tabled until next year)
1. Board Relationship With the Director

Oral Communications

Director's report

1. Inspiration: 40 kids are graduating from COIL this year. There is a lot of excitement in the air. Graduation is June 12 at 7:00 p.m. (8th grade @4:00 p.m.)
3. Financial/Budget: Current Budget Update and Approval of 2009/10 Budget
2. Stipends
3. Mary went over budget
Gino and Mary Jo presented some different options of proposals for Mock trial
In discussions of stipends
Motion to accept budget as Mary outlined (dependent on option chosen for Mock trial in closed meeting) by Domenique
Seconded by Karen
There was discussion about the guidelines of conflict of interest for clarification.
Motion passed
4. Policy
 - Dispute Resolution Policy
There was discussion about renaming the dispute resolution for parents.
There was discussion about a proper dispute resolution for teachers also.
There was discussion about a proper dispute resolution for the director.
Mary will rewrite resolution and bring to next meeting.
Lisa will bring FUDTA dispute information to next meeting for the board to review.
 - HR – Teacher Interview process
There was discussion about transferring hiring directly to the director instead of “then going to the council” as this is a management decision.
It was decided that one person from the council would be a part of the interview team as a spectator.
Rhonda motioned to accept the COIL human resources policy with changes.
Audrey seconded
Motion passed
5. Legislation/Regulations Updates
Mary talked about the state budget.
6. School Survey Results – Lisa Cole
Lisa handed out the results and the board looked them over.
There was some discussion about the results.
7. Retiring Teacher
Mary handed out cards for governance council members to write a note for the retiring teacher’s memory book, if they would like.
8. WASC Review Committee Report
Mary handed out WASC summary and there were suggestions to put up the report on the website and in the lobby.

9. FUSD Board Meeting/COIL Annual Report will be on FUSD board agenda to be accepted by board, 5/27/2009, 6 p.m.

Mary extended an invitation for COIL board members to attend.

Council News

1. New Community Member? Criteria ... relative of students?

Mary spoke of someone that is interested in being a community member of COIL.

An invitation to attend our next meeting will be extended.

2. Governance Council 2009/10 Calendar Review

It was suggested that a calendar be made up for the governance council – this would clarify what the board is expected to attend or are invited to attend.

Domenique thanked Mary and the original founding people that COIL follows rules, has minutes, conferences and council runs smoothly.

3. Binder Updates

Rhonda passed out policy to members to be placed in their binders.

Open meeting adjourned 11:00

Closed Meeting began at 11:01

Motion to approve stipend proposal for \$5240 funding to the 2009/10 Mock Trial Program. Services will include: all program elements and classes offered 2008/09, documented 20 hours parent volunteer time, application for full scholarship and to include all students interested in mock trial.

By Audrey

Seconded by Rhonda

(one abstained)

motion passed

Annual Director Evaluation

Closed Meeting adjourned at 11:54

Next meeting 6/12/2009

All Governance meetings are physically accessible.

COIL Governance Council Meeting
June 12th, 2009

In Attendance:

Mary Musgrove
Andrea Starkey
Audrey Adams-Hart
Rhonda Sorenson
Deb Bontadelli
Mary Jo Ip
Karen Foster
Lisa Cole
Jennifer Boyd
Kris Knight
Bill Lincoln
Domenique Embrey

Meeting called to order at 9:02

Welcome!

Bill Lincoln is visiting to consider being a community member for next year.

Motioned to approve June agenda by Andrea

Seconded by Rhonda

Motion passed

Motion to approve May 2009 minutes and all planned school events (calendars) with changes and added balances by Audrey

Seconded by Karen Foster

Motion passed

Parent Club Report

\$111.00 was given to end of COIL year party

Thank you!

Student Council Report

Student council will be having an end of year pizza party

Student council would like to continue winter party and Halloween party again this year.

Continuing Governance Education

1. Board Relationship With the School Director

There was discussion on how to select a COIL director and what our relationship should be.

We will need to hire a new director soon.

There was discussion about our goals for our director and where this is written.

Director policy and COIL charter.

Job direction is set in charter, but council felt that we need more actionable goals.

There was discussion about when new director will be hired and when we will post the position (Fall for posting)

There was discussion about the importance of having a new director working with the current director, side by side.

All board members need to read MOUS with FUSD and COIL charter this summer.

Rhonda will contact us to get binders back and in order for the start of the new school year.

Carpenter (from Charter schools book) warns that boards can be caught up in hiring a new director without prior thought to the goals and outcome. We need to have clearly defined outcomes for our new director.

Audrey will send a copy of her notes to Mary to send out .

Oral Communications (5 minutes, 2 minutes each speaker, unless arranged prior to the meeting)

Kris noted that the yearbook looks terrific.

Audrey asked if the yearbook was within budget.

Andrea said that with the Parent club's contribution the budget was met.

Need to test next year for total cost.

There was an offer to get yearbook made for \$8

Director's Report

1. Inspiration: Mary shared a story of a parent that came up to her and expressed her gratitude for what COIL has done for her family.

2. Financial/Budget – Current Budget Update

\$400 per student cut for next year is anticipated.

COLA may be reduced for teachers – negotiations are being worked on by FUDTA and FUSD.

Budget was discussed by Mary

At this time COIL is nearly full for next year. (students)

Budget decisions will be shelved until August/Sept. when we have more information.

A subcommittee will be formed.

Subcommittee:

Andrea

Domenique – Karen as back up

Kris/Audrey

Mary will e-mail these people when she has more information.

Motion that we will put together adhoc to look at budget mid August

If there is a need by Karen

Seconded by Rhonda and passed.

Motion passed

3. Policies (consider conflict of interest possibilities for each)

- Dispute Resolution Policy – teachers and families

Mary opened the floor for ways to discuss dispute for parents, teachers, and director.

Lisa explained closed session meetings, found that we need a policy for director dispute resolution.

We need a path for parents that don't get satisfaction with teacher, director and how to get to council. Teachers already have dispute resolution in their contract.

We need an adhoc committee to hammer out details for how to handle grievances and complaints with director, teachers and how to go to council. Bill suggested we look over the FUSD policy and follow that policy, as it has been worked on for years.

Rhonda motioned that we form an adhoc committee for dispute resolution recommendation.

Karen seconded

Motion passed

4. Legislation/Regulations Updates – if new state budget information

5. COIL 2008 API

Mary passed out API form. We have a large number of high risk students among our population.

Our numbers went down because of high risk population.

This report does not really represent our school.

We have a lot of other assessment programs in place.

Mary explained how our community is balanced and how we strive to support both our long term homeschool and high risk students.

Mary said that we send annual COIL reports to the FUSD schoolboard. Audrey suggested that we concentrate on the results and spend time going over the report.

There was discussion about how we measure our school and the tests that are given and how we view our school and our goals.

Lisa explained how we have reduced our number of required assessments, but there are tests that are required by the state.

Andrea suggested we provide results of assessments to students and their families, explaining application.

Lisa said that students can see their progress.

Domenique is concerned about how we view the test and she doesn't want to use the testing to determine the success of the director. This could lead to our not admitting at-risk students, which is against the law and our mission statement. Mary explained that the COIL staff looks at the results and factors affecting the tests on a regular basis.

That is why we need to check out the weight we give to tests for COIL.

There was discussion on how the tests are given.
Committee will be formed in Sept. to assess the testing processes.

Council News

1. New Teacher Member Introduction

Jennifer Boyden will be new teacher on council for next year.

2. Meetings – Day of the Week and Time ??

Mondays at 9:00 a.m.

Lisa suggested we do closed meetings first so if anything comes up for discussion, we would not have to wait one month to discuss and make committees.

FUSD has closed meetings first.

There was discussion of presentations and stipends that need to be presented first, so we will have the agenda state if closed meeting is first or last.

3. Binder Updates (5 minutes):Distribution of:

- Assistant Director Policy
- HR Policy

Both policies will be held by Rhonda and given in August.

Meeting closed at 10:10

All Governance meetings are physically accessible.

Next meeting: Sept. 14 @ 9:00 a.m. and we will be meeting on the second Monday of each month at 9:00 a.m.

Mary Musgrove – Director

Audrey Adams-Hart

Deb Bontadelli - Secretary

Governance Council Meeting

This charter school is designed to reach, through personalized learning, the unique bent of genius in each of its students. COIL Vision Statement 1998

September 14, 2009

In attendance:

Mary Musgrove
Audrey Adams-Hart
Andrea Starkey
Rhonda Sorenson
Deb Bontadelli
Bill Lincoln
Domenique Embrey
Jennifer Boyden
Karen Foster
Kathleen Smith
Lisa Cole

Meeting called to order at 9:06am

Closed Meeting – In House director candidate consideration

Motion to follow the current Director Hire Policy and advertise for candidates by Andrea

Seconded by Domenique

Motion passed

Open meeting called to order at 9:33

Motion to approve agenda by Andrea

Seconded by Domenique

Audrey suggested that we don't put together adhoc committees in June.

Motion to approve 6/12/2009 Minutes and all September/October planned school events/calendar

With changes by Domenique

seconded by Karen

Introduction of New Community Member – Bill Lincoln

Parent Club Report by Kathleen Smith

Had August meeting

Working on fundraisers

Total:\$3445.57

Put forms in student packets for parents to fill out for raising funds

Teachers can support P.C. by encouraging parents to fill out forms.

Some of the information submitted to companies will need to be redone each year for COIL to get money.

Student Council Report by Lisa

Sept. 26 – next meeting

Continuing Governance Education by Audrey – Financial

Student evaluation and financial accountability are 2 of our most important issues.

Audrey read Carpenter statement from book

3 worst mistakes:

Few people know how to read and understand budget sheets

Many boards take management's word that finances are in order.

Some charters don't require adequate and complete financial reporting from management

4 essential reports according to Mr. Carpenter:

1. balance sheet - it tells us net worth of organization
2. statement of cash flow
3. statement of income and expense
4. budget vs actual

5th option – projection sheet

Audrey feels that we are in a healthy financial state

1. our financial accountability

Oral Communications (5 minutes, 2 minutes each speaker, unless arranged prior to the meeting)

Director's Report

1. Inspiration

Mary shared the day of the picnic. It was a lot of fun and people enjoyed it.

Andrea shared one new families view as this is 108 % better than traditional

2. Financial/Budget 2009/2010

Mary went over the budget sheet

3. School Picnic – 9/9/2009

4. Policies (Consider Conflict of Interest Possibilities for Each)

- Dispute Resolution Adhoc Committee

Bill Lincoln

Lisa Cole

Andrea

Rhonda

This council will just do the legwork and the council will make final decisions.

- COIL Service Learning Policy

Staff 6-22 -2009.

Mary read the policy that was decided.

The council decided that the wording was confusing and discussed rewording.

Mary will reword and rewrite policy.

Motion to accept as reworded by Bill by Dominique
Seconded by Audrey
Motion passed

5. Legislation/Regulations Updates - none

6. Monthly Meetings 2009/10:

9/14/2009,10/12/2009,11/9/2009.12/14/2009.1/11/2009,2/8/2009,3/8/2009,4/12/2009,5/10/2010,
6/7/2010

Mary asked if all the meetings work for the council.

Mary handed out conflict of interest and confidentiality forms to council to sign and return.

*Council News

1. Officer Elections

parents and community members can run for office.

Secretary – Audrey

President – Rhonda

Vice President – Karen and Dominique

Alternate- Deb Bontadelli

2. Director Goals – Rough copy developed by Mary

3. binder Updates

A master binder will be held by the vice president.

All members should be adding policies as they are given out.

Mary discussed the coil executive director measurable goals.

There was discussion on how to better have the director accountable to the council.

There was discussion on the idea of an incidence log and if and how it would help.

Audrey suggested that Mary refines the measurable goals and have it available for use in the director evaluation in the Spring.

Adjourned at 10:42

All Governance meetings are physically accessible.

Next Meeting 10/12/2009