

## COIL GOVERNANCE COUNCIL MEETING MINUTES

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

Date 1/11/2010

In attendance:

Domenique Embrey

Deb Bontadelli

Kris Knight

Andrea Starkey

Lisa Cole

Mary Musgrove

Rhonda Sorenson

Karen Foster

Audrey Adams-Hart

Visitor: Nanette Kautz (COIL parent)

1. Open Meeting begins at approximately 9:10am.
2. Approval of Agenda—Kris Knight moves we accept the agenda; Domenique seconds; *motion passed*
3. 12/14/2009 Minutes and all planned school events (calendars) Approvals (5 minutes)—The opening time on the minutes was changed—

Andrea Starkey moves we accept the minutes (with said alterations) and the calendar for the following month; Audrey seconds; *motion passes*

4. Parent Club Report (5 minutes)—no report
5. Student Council Report (5 minutes) by Lisa Cole—student council meeting this month (January 22 at 1:30-2:30) to prepare for Pennies for Patients. Lisa read a thank-you note for last year's donation.
6. Continuing Governance Education (10 minutes)—by Rhonda Sorenson (from a book by John Carver)  
Policy making is the “secret” of governance. Policy=your guiding principles (what you believe in and what you value). Policy leadership clarifies and stimulates leadership—THIS IS WHAT OUR VISION IS.

Governance as opposed to management—governance boards do not manage, they maintain policy-focused leadership, which is more efficient.

All Governance meetings are physically accessible.

Our managers have the expertise; it is the governance council's job to guide, to "dream", to have the vision and to enforce it.  
Boards are guardians of core values. When we create policies, we need to ask what values these policies are enforcing.

Budgets are the most important policy statement. Be sure to debate what policies the numbers represent, i.e. what we fund is what we value.

Dangers: getting trapped in minutiae, trapped in reaction only e.g. react only to what the staff brings to the agenda. We need to ask questions!

Categories of Board Policy: Ends to be achieved; ends to be avoided; interface of board and management; practice of governance in itself

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

Kris Knight: she'll have an official subcommittee report for next meeting.  
Informal report today: The subcommittee discussed student population balance and the challenge of COIL getting our view of our strengths communicated to the public—We are not only a last resort for struggling students. While we value our ability to serve them, we want to attract a variety of students. The subcommittee discussed how we could do that. An idea: putting press releases on our websites. Another idea: all governance council members carry brochures about the school so we can share COIL info with those who ask.

Lisa Cole: Fremont Unified is looking for a new superintendent. FUSD hired a surveyor to see what employees and parents think. Lisa encourages all of us to take that survey. Mary will forward the link to us. (We are mentioning alternative education as our "key" word and we're mentioning the need for vision.)

Mary asks: How does the superintendent affect COIL? The superintendent has the power to close us down.

8. Director's Report (20 minutes)

1. Inspiration—Nanette's children are homeschoolers because they are dancers and musicians and need the time for their talents, and because her daughter hated the GATE program in the public school and felt there was too much wasted time there. They are very happy here.

Mary hands out the newspaper article on the baby hats that COIL students knitted.

2. Financial/Budget

- Current Updates—not much changed from last month.  
There has been some money spent on books and materials.

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- Leadership Plan/Stipends—(recall the assistant director position changes proposed last month as well as the additional leadership positions proposed)

Proposed positions (to be paid for by stipends \$39.10/hour): Assistant Director (30 hours); Special Education Advisor (25 hours); Leadership Co-ordinator (30 hours)

Proposed Assignments for staff members: Grades 11&12 Writing Assessment (FTE .1 for a teacher who is currently less than 1.0); Bi-monthly information sessions (part of the FTE .1); Technology Leadership classes (part of the FTE .1); CAHSEE 4 times a year (25 extra duty hours for a clerical employee)

Financially these proposed changes represent a gain—we can pay for all these changes with the income from the additional 3 students allowed from the .1 FTE that will be added PLUS there will be money left over (the 3 extra students will be distributed among the teachers as our policy already allows). Also the assistant director salary that we are currently paying will be eliminated (in the 2010-2011 school year), so that money will return to the budget.

Andrea suggests: when we write policies to reflect these changes we need to make the policy general enough so it will not require changing at every change of leadership. Mary will change some language in the applicable policies and bring them to the governance council for discussion and approval.

Official proposal of this plan: A motion is made by Kris Knight; seconded by Karen Foster; *motion passed*

### 3. Policies (Consider Conflict of Interest possibilities for each)

- Dispute Resolution—a few grammar and spelling changes  
Motion to accept with changes: Domenique Embry; Rhonda Sorenson; *motion passed*
- Extensive Family Trips During School Days—a few grammar changes: Kris Knight motions to accept with changes; Karen Foster seconds, *motion passed*
- Policy Block for review
  1. Facsimile Signature Authorization
  2. Classroom Etiquette Guidelines
  3. Honor Code
  4. Distribution of Medicine
  5. Student Record Keeping
  6. Teacher Purchase/Reimbursement
  7. Student Study Team/504 Plan—Motion to accept all these policies (with proposed spelling and grammatical changes, dated today) by Rhonda Sorenson; Jen Boyden seconds, *motion passed*

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9. Council News

1. Charter Change – Enrollment Preference

Mary reminds us of our previously proposed change regarding number of governance council members.

Lisa proposes another change: Our returning students in good standing should have enrollment preference (as well as siblings of students in good standing, etc). A motion to include this change on our charter is made by Rhonda Sorenson; Karen Foster seconds; *motion passes*

2. Online Policy Update

Mary will send these updated policies to Marilyn for posting on our website. Mary has been updating the table of contents and will bring us a new one next meeting.

- Next Meeting 2/8/2010
- Meeting adjourned at 10:37a.m.

Mary Musgrove, Director \_\_\_\_\_

Rhonda Sorenson, President \_\_\_\_\_

Audrey Adams-Hart, Secretary \_\_\_\_\_

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## COIL GOVERNANCE COUNCIL MEETING MINUTES

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Date 2/8/2010

In attendance:

Domenique Embrey

Kris Knight

Jennifer Boyden

Rhonda Sorenson

Karen Foster

Kathleen Smith

Andrea Starkey

Mary Musgrove

Bill Lincoln

Audrey Adams-Hart

1. Open Meeting begins at approximately 9:08am.
2. Approval of Agenda: Kris Knight makes a motion to approve the agenda and the calendars for February and March; Andrea Starkey seconds; motion passes
3. 1/11/2010 Minutes Approval (5 minutes): Domenique Embrey motions to accept the minutes; Kris Knight seconds; motion passes
4. Parent Club Report by Kathleen Smith (5 minutes): \$1906.82 lower grades; \$1679.74 upper grades; the parent club will do the snacks for STAR testing later in the year.  
Suggestion: during STAR testing the parent club should raffle off stuff for the parents?
5. Continuing Governance Education (10 minutes) by Rhonda Sorenson:  
Categories of board policies:
  - 1) The ends/results/impact/goals
  - 2) The meansThe council needs to be sure to address the big picture. We need to make sure our policies are clear and specific while leaving our management and staff free to effectively do their jobs. We need to be sure to have no “unwritten” policies, nor any policies that are written, but unused. All policies must be living—current to immediate situations; they must be changed as needed.
6. Oral Communications (5 minutes, 2 minutes each speaker, unless arranged prior to the meeting)

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Andrea Starkey: requests that we put the director evaluation on the agenda next month. Mary will send us the measureable goals sheet that we asked her to complete last year. We will evaluate it to see if it is usable for the future.

Kris Knight requests that we put the public relations subcommittee report on next month's agenda.

7. Director's Report (20 minutes)—Mary Musgrove

1. Inspiration: homeschoolers open house March 8<sup>th</sup> 1-3p.m. Purpose: to invite current homeschoolers to explore what we have to offer.
  - Mock trial is having a lot of success.
  - Andrea's student: She came to us in September, 9 years old, and never having been to school. She didn't know letters, numbers, etc. Currently she is up to levels 3 and 4 in math, on the AR reading her instructional level is 2<sup>nd</sup> grade. Great progress!

2. Financial/Budget

- Current Budget Update—no significant changes. There's been some conference spending and some materials spending. It doesn't look like we'll get any cuts this year.
  - 2010/11 Budget Predictions:
    - Student Number Projections:  
Current 10.0 FTE: Elementary 106, Jr. High 22, High School 122  
Next Year (possible) 10.0 FTE
    - ADA Funds expected as of 1/2010: Elementary \$551,200; Jr. High \$119,130; High School \$763,598=**\$1,433,928 total**
    - 2009/2010 Revised Estimate: \$1,471,834 (about \$7500 higher than our February budget indicates). **Difference: decrease of \$37,906**
    - This decrease must be considered as we discuss future expenditures, including stipends.
- Question: do we have a recommended/required ratio of elementary to high school students?  
--Answer: the state declines to give us specific numbers, but we must have more high school students because we need to stay in the API high school category.

3. Policies (Consider Conflict of Interest possibilities for each)

- Executive Director Hire and Dismiss Policy:
  - struck on p.1 "Prior to a final Governance choice, all staff members will meet each candidate."
  - struck p. 4 Executive Director Contract because it is not suitable for our school.

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--added: p.3 “Complaint Process during the School Year: When complaints concerning the Executive Director’s performance are brought to the Governance Council, the council will follow the process outlined in the Dispute Resolution Policy”

--added p.3 last bullet “FUSD legal HR policy will be followed in this procedure.”

*--Andrea suggests: we need an “official” governance council calendar to ensure that we remember important things like the director evaluation*

**--Karen Foster moves to accept the Executive Director Hire and Dismiss Policy with the submitted changes; Audrey Adams-Hart seconds, motion carries**

- Assistant Director Policy:
  - most of this policy has been struck.
  - added p.1 “The responsibilities of this office will be established on an annual basis to reflect the current needs of the student body and support required by the COIL Executive Director”
  - p.1 changed “financed by a COIL stipend” to “funded by COIL”
  - Motion to approve this policy as amended by Domenique Embrey; seconded by Deb Bontadelli; motion passed, Andrea abstaining**
  
- Interim Director Policy:
  - added p.1 “Recommendation: The candidate should have an administrative credential to enable the Interim Director to work directly with staff members.”
  - changed p.2 “The Interim Director may not discipline COIL teachers but may request information and support for administration duties and assistance during the interim administrative period *unless he/she has an administrative credential.*” (italicized text added)
  - Motion to accept this policy as changed by Kris Knight; seconded Domenique Embrey; motion passed**
  
- Attendance Clarification Policy – review
  - Changed p.1 “This document will be signed by all new COIL students...” *new* is struck
- Technology Use – review
  - Andrea Starkey moves we accept these policies with the changes; Bill Lincoln seconds; motion passes**

FYI: all current COIL policies are online!

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4. Legislation/Regulations Updates – SB740 Mitigating Factors  
--SB740 council will look at these mitigating factors if we submit a letter. Our letter will ask for a break on the FTE—so our teachers can carry 27 students rather than 25 students. We must also submit a letter to the state.
5. Approval of the Annual Report and Discussion of MOU with FUSD.  
--Please see the COIL Charter Annual Report online.  
--**Motion to approve the COIL Charter Annual Report (with the suggested changes of an addition of a bell graph and the addition of some AR figures) by Andrea Starkey; seconded Karen Foster; motion passed**

#### 8. Council News

1. Report from Closed Meeting 1/27/2010. **The council approved a change in teacher personnel for school year 2010/2011**
2. Stipend Updates—the staff is being given the opportunity to apply for the various administrative positions that have become available as part of our new administrative team plan.
3. Council Members – next year:  
Rhonda will be leaving (her student will graduate). We will need another parent to replace her. Domenique may leave us, Karen may leave us, Bill may leave us. Mary requests our suggestions.

MEETING ADJOURNED 10:54 A.M.

- Next Meeting 3/8/2010
  1. Posting of policies online and distribution of updated Table of Contents
  2. 2010/11 Projected Budget/school leadership stipends.

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## COIL GOVERNANCE COUNCIL MEETING MINUTES

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

Date 3/8/2010

Mary Musgrove  
Andrea Starkey  
Bill Lincoln  
Jennifer Boyden  
Rhonda Sorenson  
Domenique Embrey  
Kris Knight  
Kathleen Smith (presentation)  
Lisa Cole  
Audrey Adams-Hart  
Mary Jo Ip (presentation)

1. Closed Meeting 9:00am – 9:30am

The governance council must send a yearly letter to FUSD HR requesting the director's salary for that year. Kris Knight and Andrea Starkey will be the ad hoc committee to form and send this letter. *This letter will be saved for future use.*

- Stipend Updates

Open Meeting began at approximately 9:50am.

**2. Kris Knight makes a motion to accept the current agenda with suggested changes (no council education, table RP committee report), to accept the minutes with the suggested changes and to accept the calendar as is for March and April; Rhonda Sorenson seconds; Motion passed**

3. Parent Club Report (5 minutes) –preparing for STAR testing social components  
Balances: Lower grades \$2210.55, Upper grades \$2009.09
4. Student Council Report (5 minutes)—Pennies for Patients project is finished; Because of inefficient follow through by students, the earnings for “Pennies” was much lower.  
Some plans for this year were amended according to what the students seem willing to be responsible for.  
During Spring Showcase the student council would like to raffle off a “family fun basket” as a fund raiser for their organization.

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

Mary Jo Ip: Presents some information about Mock Trial. COIL did very well. Several COIL students received awards.

6. Director's Report (20 minutes)

1. Inspiration – Lisa: she read a kind e-mail from a prospective parent who was hopeful of getting into COIL even though we were full (this is in contrast to parents who get angry and can be unpleasant when they find that they cannot get into COIL).
2. Financial/Budget
  - Current Budget Update: We have only spent about \$35K of our carryover (out of the approved \$100K). Many projects that we may be able to limit that spending to \$50K.
  - 2010/11 Projected Budget: Our FTE remains 10.1, which allows us 260 students.
    - New expense: early retiree directors receive extra medical every year until they turn 65. We'll be paying this for the next 4 years. This must be considered when considering new hires in the future.
    - Personnel for 2010/2011 will cost less than 2009/2010
    - This budget is based on all current stipends.
    - This budget is based on all other current expenses.
    - Total expenses for 2010/2011 will exceed revenue for 2010/2011, causing us to spend about \$61K of our carryover.

**Motion by Rhonda Sorenson to maintain current stipend allowances in the 2010/2011 budget; Domenique Embrey seconds; Motion carries; 2 Teachers abstained: Andrea Starkey and Jennifer Boyden**

  - Governance Developed Stipend Programs – Next Year (discussed in closed meeting)  
**Motion made to accept these by Rhonda Sorenson, seconded by Domenique Embrey; motion carries; 2 Teachers Abstained: Andrea Starkey and Jennifer Boyden**
  - COIL Staff Stipend Allowance – Next Year (see motion above to maintain current stipend allowances in the 2010/2011 budget)
  - The council reviewed a proposal made by a COIL teacher and decided not to fund the position. The teacher was notified.

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3. COIL/FUSD MOU Approval: This agreement is reapproved every 5 years. This is an approval year. It won't be sent to FUSD for approval until June. We will approve it now so it can be sent on to them whenever they are ready (which we hope will be earlier). We have made no changes to this agreement and we hope that FUSD will again approve it as is.

**Motion to accept the COIL/FUSD MOU agreement (with minor date and contact information changes) by Andrea Starkey; Bill Lincoln seconds; Motion carries.**

We talked briefly about our MOU with the adult school which is not changing right now. The FUSD/COIL MOU can potentially protect us if we were to have conflicts with the adult school.

## 7. Council News

1. Nomination of new parent and community members:
  - Bill Lincoln will let us know in April if he can continue as a community member.
  - Karen Foster must leave next year, so we must replace her.
  - Domenique Embrey will know in July if she can return as a community member. For now she plans to return.
  - We must nominate another parent member at this meeting or at our April meeting to be confirmed by the COIL population at the COIL Spring Showcase meeting on June 15.
  - Rhonda will contact our chosen candidate(s) this month.
  - We will include on our website governance council section the reminder to parents that governance council parent members are chosen from parents who attend one (or more) council meetings. We invite and encourage parents to come!
2. Update – Director Evaluation Procedure/Calendar
  - Andrea proposes that the director brings to the governance council in September his/her vision/goals for the school year. She proposes that these goals be based on categories which she has listed. She will make some recommendations and report to us next meeting. Andrea will also put together a calendar for the director evaluation process.
  - Rhonda and Audrey will be the ad hoc committee to make a calendar for governance council responsibilities. Mary will provide us a list of what needs to go on that calendar.
3. Update – PR Committee: TABLED until next meeting

- Next Meeting 4/12/2010

Mary Musgrove, Director: \_\_\_\_\_

Rhonda Sorenson, President: \_\_\_\_\_

Audrey Adams-Hart, Secretary: \_\_\_\_\_

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## COIL GOVERNANCE COUNCIL MEETING MINUTES

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Members in attendance at the closed meeting:           Members in attendance at the open meeting:

Mary Musgrove

Mary Musgrove

Lisa Cole

Lisa Cole

Karen Foster

Karen Foster

Jennifer Boyden

Jennifer Boyden

Audrey Adams-Hart

Audrey Adams-Hart

Bill Lincoln

Bill Lincoln

Andrea Starkey

Andrea Starkey

Domenique Embrey

Domenique Embrey

Deb Bontadelli

Rhonda Sorensen

Rhonda Sorensen

Diane Rapposelli

Deb Bontadelli

Nanette Kautz

Carol Eshelman

Cheri Blackman (towards the end of the meeting)

Date 6/7/2010

1. Closed Meeting 9:00am – 9:30am : Closed meeting begins at 9:12a.m.

. New Teacher Hire Decision : Lisa Cole made a motion to hire Genny Wu for 1.0 FTE, Bill Lincoln seconds.

\*Genny Wu will join COIL as a new teacher, beginning 2010-2011 school year.\*

- . New Governance Council Parent Member Confirmation : Andrea Starkey moves that we invite and confirm Carol Eschelma  
to join the governance council as a parent member, Karen Foster seconds. The motion carries.  
\*Carol Eshelman will join the governance council as a parent member\*

2. Open Meeting begins at approximately 9:30am. --meeting called to order at 9:37 a.m.

**PUBLIC HEARING:** Regarding COIL's waiver submission for a change in the teacher/pupil ratio

One member of the COIL community present (apart from the governance council and parent council member Diane Rapposelli).  
No opposition was expressed.

3. Approval of Agenda and all planned school events (calendars): Andrea Starkey moves that we approve the May 2010 agenda and the calendar  
for the rest of the school year and next September, seconded by Karen Foster. Motion carries.  
\*Agenda and calendar are approved.\*

4. 5/11/2010 Minutes approval:

Karen Foster motions to approve the amended minutes (a date under #7 changed), Bill Lincoln seconded. Motion carries  
\*Minutes are approved\*

5. Parent Club Report (5 minutes)

Yearly meeting today. They are looking for volunteers to fill positions. The parent club will vote about future (additional)  
funding for the Mock Trial program.

## 6. Continuing Governance Education (10 minutes) --tabled

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

Karen Foster: has enjoyed working with the council, is sad to leave.

Mary Musgrove: appreciation for Bill, Karen and Rhonda, who will all retire from the board this year.

We likely need one more community member. Members will pursue that this summer.

## 8. Director's Report (20 minutes)

Closed meeting report: Genny Wu to join us as a new teacher. She was chosen from the 4 candidates interviewed.

Carol Eshelman's membership on the council was confirmed by the COIL population in general (at an earlier activity) and was confirmed by the governance council this morning.

1. Inspiration : Mary talks about the approval of our waiver by the teachers' union. She gives credit to the staff for their active support of this waiver. Our staff met personally with the union to express support for our waiver. Their support changed the position of the teachers' union. Thank you COIL staff!

### 2. Financial/Budget

Over the last 3 years (2007-2010) the state made some cuts in our funds that weren't communicated to us by the school district and so therefore haven't been included in our budget. These cuts have now been included our budget, resulting in a \$100,000 loss for us.

Discussion: It is suggested that we prioritize expenses as preparation for further cuts.

We discuss future curriculum expenses. We discuss the importance of our library. It is suggested that our material funds are very important to maintain since our materials are very important to the parents. Consumables, in particular



are particularly expensive.

We are reminded that our philosophy is to maintain services--to "say yes", to be creative with the funds that we have.

## . Current Budget Update

### . 2010/11 Budget Predictions, Approval

Audrey Adams-Hart makes a motion to re-approve the budget with the changes we've talked about, Karen Foster seconds. Andrea Starkey abstains. The motion carries.

\*The budget is approved.\*

3. Legislation/Regulations Updates – SB740 Mitigating Factors : our waiver paperwork will be submitted and will hopefully be passed by the end of the summer

4. Governance Council Liability : The district has "errs and omissions" insurance coverage that covers COIL board members, committee members and volunteers. (see link: [http://en.wikipedia.org/wiki/Errors and omissions insurance](http://en.wikipedia.org/wiki/Errors_and_omissions_insurance))

## 9. Council News

1. Announcement of New COIL Teacher (see above)

2. 2010/11 Governance Council Teacher Members: Andrea Starkey (elementary), Linda Bart (Junior High) and Jen Boyden (High school)

3. Student Numbers/2010-2011 : We are currently 4 over registration. We will "keep the door open" for the next 2 weeks until school is over. The maximum that we can enroll is 255--this allows us a 2% loss in ADA to get down to 250. We have 32 graduating seniors this year (This Friday 7 p.m., outside). 20 8th graders will be promoted this year. Their ceremony is at 4 p.m. Friday.

4. New Governance Council Parent Member : (see above)

. Next Meeting 9/13/2010 9:00a.m.: We discussed the future of our binders. We discussed how policies will be presented in meeting in the future. We decided that the website link of the policy will be included in e-mails to council and council members will be required to view the policy in preparation for meetings. Lisa suggests preparing small folders of governance council information for council members, making it a handbook. This handbook should include all things that cannot be accessed online.

For September: a subcommittee should be formed to put together governance council handbooks.

We close with a formal commendation to Mary Musgrove, our director and one of our founders. She has vision, committment, compassion and has worked tirelessly to make COIL into the strong, service-oriented school that it is. Thank you Mary Musgrove. We will miss you.

Meeting formally adjourned at 10:40 a.m.

Mary Musgrove, Director \_\_\_\_\_

Rhonda Sorenson, President \_\_\_\_\_

Audrey Adams-Hart, Secretary \_\_\_\_\_

All Governance meetings are physically assessable.



**COIL Governance Council Meeting MINUTES**  
**September 13, 2010**  
**Conference Room 709\***

**VISION:**

The Circle of Independent Learning is designed to reach the unique bent of genius in each of its students through personalized learning.

**MISSION:**

Our "circle of learning"-- student, parent and advisory teacher-- works together to develop a personalized plan that best enables the student to discover his or her unique learning style and mature into an independent, life long learner. Within this approach, students are provided with opportunities to grow through a variety of classes, activities and field trips.

**AGENDA:**

9:10 - 9:37 AM: Closed Meeting- Director goals for 2010-11 school year

Closed meeting minutes are held by the president of the governance council and are not to be published.

(See closed meeting report below)

9:38 AM: Open Meeting- Call to Order

- Roll Call & **Introduction of New Council Members**: Rhonda Sorensen, Audrey Adams-Hart, Kris Knight, Deb Bontadelli, **Carol Eshelman**, Dominique Embrey, **Sherry Blackman**, Andrea Starkey, Jen Boyden, **Linda Bart**
- Non-council attendees: Lisa Cole (director), Diana Rapposelli (parent club member)
- Approval of Agenda (we have this process because you CAN make minor changes in the agenda and this is our opportunity to do so): ***We will add to #9: Technology Plan/Spending AND we will add a #10: Enrollment and Waiver Jen Boyden moves to accept the agenda with proposed changes, Deb Bontadelli seconds; motion carries***
- Approval of 6/7/10 Minutes: ***motion to accept the minutes with the changes to the roll call of closed meetings by Domenique Embrey, seconded by Kris Knight; motion carries***
- Calendar approval discussion. Question: do we really need to approve the calendar every month? The suggestion is made that perhaps we only need to approve field trips. The suggestion is made that having the council's approval for calendar items gives the director structure and keeps the COIL community safer. Conclusion: ***we will continue to approve the calendar --Kris Knight motions to accept the calendar, Sherry Blackman seconds, motion carries (Domenique Embrey doesn't vote because she stepped out for a moment)***
- Report out actions of Closed Meeting: Director goals presented, the council requests further details to be discussed in October in a closed meeting.
- Director's Report:
  1. "Sole Sisters": Lisa presents the idea that she asks for our help to "fill Mary's shoes" (great visual!) She considers the governance council and the parents as the "soul of the school"

2. COIL Beginning of the Year Picnic: One of the best attended picnics we've had.
3. COIL Facility "Face Lift": We have a new waiting area lobby (the counter gifted to us by the Hernandez family, another family gifted us the furniture). We have a teacher supply area ("teacher central"), the kitchen is being organized and will house our first aid in the future. Additional improvements will continue slowly.
4. COIL 101: Vision, Mission, Values & Goals: Lisa shares some of Richard DuFour's ideas from Professional Learning Communities at Work:

**We have a vision** "To reach the unique bent of genius" in each student.

**We now have a mission statement:** "Our 'circle of learning'—student, parent and advisory teacher—works together to develop a personalized plan that best enables the student to discover his or her unique learning style and mature into an independent, lifelong learner. Within this approach, students are provided with opportunities to grow through a variety of classes, activities, and field trips.

**Our values** (defined by staff at staff meeting): parent and student choice; flexibility; personal responsibility; making a difference in students' and families' lives; structure and accountability; empowering and challenging students; fostering students' personal journeys through teachers' own life experiences; honoring the individual (respect, empathy, listening, etc); creativity; ownership.

**COIL staff goals:** meeting individual student and family needs

—COIL teacher training

—COIL parent education

—curriculum (differentiated)

---COIL classes for students: 1. Supplies 2. Technology (document, cameras and projects)

---communication (goal to increase general use of website)

The suggestion is made that more connections need to be made between families. Should the parent club spearhead some of this?

5. Policy Review:
 

COIL Governance Council Policy: [we have some discussion about e-mail communication frequency—the decision is made to e-mail a weekly "website wake-up" with calendar items AND a link to the website AND an additional e-mail will be sent out monthly to the COIL community with governance council meeting information] *No changes proposed.*

COIL Governance Council Officer Election Procedure: *Changes proposed and will be discussed and voted on at our next governance council meeting*

Child Abuse Incident Process: This policy is incorrect—we will update this with the correct procedure, already existing and dictated by law. Lisa will update this online. The VPs will be responsible for checking to make sure this is done.
6. Conflict of Interest: discussion of #2: what's appropriate to discuss outside of meeting. *Decision: we will sign these but will sign new ones next month after #2 and #4 are altered to something like "following the Brown Act in good faith"*
7. Charter Review: Changes? :**TABLED**

8. MOU Review: FUSD, Adult School: **TABLED**
9. Budget [Suggestion: budget to be the first item under director report from now on]

--Review: To discuss at our next meeting: where do our reimbursement funds go?? AND Should we continue charging for consumables? The ed. code says it's okay to charge for science labs and art. We must discuss this in future.

--Staff Safety Training: Director asks to approve funding for safety "kits" for each classroom AND approve funding for CPR, first aid and abdominal thrust training (\$600) *Motion made to pay for CPR, first aid and abdominal thrust training by Carol Eshelman, second by Sherry Blackman, motion passed*  
We conclude that since the safety "kits" don't require any \$500 individual item purchase, no formal approval for funding is needed from the governance council.

--Elementary Science Class Stipend: Twice monthly for primary/elementary science activities \$1600 stipend amount *Motion made to approve this statement by Kris Knight, seconded by Jen Boyden, motion passed*

-- P.E. Home School Program: **TABLED**

- Parent Club Report: **TABLED**
- Council Member Report: **TABLED**
- 1. Officer Elections: According to our policy we must do this next month
- 2. Meeting Dates: 9/13, 10/11, 11/8, 12/13, 1/10, 2/14, 3/7, 4/11, 5/9, 6/13
- 3. Governance Council Calendar: Rhonda distributed copies for perusal during this month for discussion next month
- Oral Communications (5 minutes: 2 minutes each speaker unless arrangements made for longer time prior to meeting): **TABLED**
- Next Meeting: Monday, October 11<sup>th</sup> : This meeting must end at 11:00
- Adjourn: **11:45 A.M.**

\*Governance Council Meetings are physically accessible



## 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 -COIL Vision*

Attending members for closed meeting:

Rhonda Sorenson (non-voting)

Audrey Adams-Hart

Kris Knight

Lisa Cole (non-member)

Carol Eshelman

Deb Bontadelli (alternate)

Sherry Blackman (non-voting)

Linda Bart (non-voting)

Jen Boyden (non-voting)

Andrea Starkey (non-voting)

Attending members for open meeting:

Rhonda Sorenson (non-voting)

Audrey Adams-Hart

Kris Knight

Lisa Cole (non member)

Carol Eshelman

Deb Bontadelli (alternate)

Sherry Blackman

Linda Bart

Jen Boyden

Andrea Starkey

Diana Rapposelli (non-member)

\*note: Deb Bontadelli voted as a full member on the last vote of the day (new council member) because Carol Eshelman had to leave.

Date: 10/11/2010

**Closed Meeting 9:00 - 9:30 AM:** called to order at 9:06 a.m.

- Director Goals for School Year 2010-2011

**Open Meeting to begin at approximately 9:30 AM**

- Approval of Agenda (5 minutes to approve items listed):

Kris Knight makes a motion to accept the agenda with one amendment (add closed meeting report), Jen Boyden seconds; ***motion carries***

- Approval of 9/13/2010 Meeting Minutes:

Sherry Blackman motioned to accept the minutes; Linda Bart seconded; ***motion carries***

- Approval of October & November Calendars:

-- Trish Murray needs to fix the times of her classes; mock trial dates need to be clarified.

Audrey Adams-Hart motions to approve the calendar with the suggested changes in place; Carol Eshelman seconds; ***motion carries***

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

--Andrea Starkey clarifies her concerns with calendars. We have a short discussion on this.

- Parent Club Report (5 minutes):

--Diana Rapposelli reports. They will increase meetings to once a month. The last

meeting was successful—quite a few new parents attended. They approved the \$500 for the COIL yearbook. They agreed to set up the bingo activity on November 9<sup>th</sup> 10-11:30a.m. in the multi-purpose room. They volunteered to take over the box top project (Diana will do this). Next meeting: October 21<sup>st</sup> 10-11:30 a.m. in room 709)

- Closed meeting report: The council reviewed and approved Lisa's goals.

### Old Business:

- Conflict of Interest Policy Revision & Signatures (ACTION- vote):

Motion to accept the policy (with minor spelling revisions and the inclusion of a revision date) by Kris Knight; seconded by Sherry Blackman; *motion carries*

- Governance Council Officer Election Policy Revision (ACTION- vote):  
--**amendments**: add to president's responsibilities "maintains executive director file" and "maintains council calendar"  
--Amends secretary's responsibilities to: "records the minutes and provides draft copy to each council member and the director for review within 10 days of the meeting". It was also added that the secretary will print out minutes for discussion and approval for the next meeting. The secretary will obtain signatures and add the document to the governance file AND send a "clean copy" to the director for public posting. A revision date will be included on the amended policy.

Kris Knight makes a motion to accept this policy revision; Linda Bart seconds; *motion carries*

- Maintenance of 2 Policy Binders (Front Office & Gov Council cabinet)--Who? (ACTION)  
—*this action was taken within the motion above (see policy): the vice president will maintain these*

### New Business:

- Election of Officers: President, Vice President, Secretary (ACTION- vote):  
--discussion about who can hold office—our policy says that only parent and community members may run for officer positions.

Motion by Sherry Blackman that Kris Knight be President, that Carol Eshelman be vice president, and that Audrey Adams-Hart be secretary; motion seconded by Linda Bart; *motion carries*

- **Director's Report: (30 minutes)**
- Budget (ACTION- vote)  
—the question was asked last month: where do all the reimbursements go (from workbooks, planners, yearbooks, field trips, fund raising, etc)? We have about a \$50K fundraising account that has never been spent from (save for a few coding mistakes). There are no restrictions to this money.  
--Discussion of material budget: it was noted last month that because of

miscoding, much of this year's budget was already spent. Additionally, each code within the "materials" budget is allocated to specific *types* of materials.

--The point: the money in each budget category is rather restricted because each code is specific for a particular type of expenditure.

--We agree that since we have already approved the budget generally, Lisa (our director) is free to recode and move amounts of money around within the approved budget.

Budget update:

--Lisa has removed lottery funds from the budgeted total revenue since we do not currently have these funds and she doesn't want to count on funds that aren't actually *present*. Our current total revenue: \$1,321,106.00

--SB740 target (80%): 1,056,884.80 → we *need to spend* \$123,383.47 (already \$63,876.57 is spent on 4000&5000 and \$869,584.83 is spent on personnel)

--So this unrestricted \$50K account can be spent on materials, as needed.

--Lisa would like our permission to spend some of this "we need to spend" on technology—she requests \$20,000.

Sherry Blackman motions; Jen Boyden seconds the motion to allocate \$20,000 out of the "need to spend" money for technology; **motion carries**

- Safety Plan & Training (INFORMATION):
  - Jen Boyden reports on the CPR training for the staff, certified for all ages
  - Some amendments: emergency cards will be in each classroom emergency kit
- Enrollment Waiver (INFORMATION)
  - Last year we applied for a student/teacher ratio waiver. This waiver was APPROVED by the CA dept of Ed., based on our STAR scores (our API). This waiver is granted for 2 years less one day, beginning this September. \*We will only use this waiver if we need it.
- Charter Review (INFORMATION) **TABLED**
  - All council members (from the website) must read the charter this month to prepare for discussion

### **Council Business:**

- Special Education--Andrea (INFORMATION)
  - rather than our students going off campus, we are having resources for them here (this is a big change!)
  - next month she'll have a report on special day ed.
- Curriculum Replacement--Rhonda (INFORMATION)
  - \$10K worth of curriculum has been lost by parents. Most of this is lost because it's checked out by families over the summer and/or checked out by families who later leave COIL and the materials are never returned. We must talk about a textbook replacement plan (or some such plan) that we attach money to.
- Council Activities Calendar--Rhonda (INFORMATION) **TABLED**
- Council Minutes--change procedure—Rhonda
  - discussed above (under "Governance Council Officer Election Policy")
- New Community Member—Lisa (ACTION-vote)
  - Lisa suggests Rhonda Sorenson as a new community member. Audrey Adams-

Hart nominates Rhonda Sorenson to be out new community member; Sherry Blackman seconds; *motion carries*

Adjourned: 11:22 a.m.

Next Council Meeting: November 8th

Governance Council Meetings are physically accessible

## **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: 11/8/2010

### **Open Meeting to begin at 9:00 AM—meeting begun at 9:07 a.m.**

- Attendance

Members: Kris Knight, Rhonda Sorenson, Jen Boyden, Linda Bart, Domenique Embrey, Sherry Blackman, Andrea Starkey, Carol Eshelman, Audrey Adams-Hart

Visitors: Lisa Cole (director), Diana Rapposelli (arrived after roll call)

- Approval of Agenda—*motion to approve the agenda and minutes by Rhonda Sorenson, seconded by Andrea Starkey; **motion carries***
- Approval of 10/11/2010 Meeting Minutes (see above for motion)
- Approval of November & December Calendars—December dates need to be corrected (“Elements” scheduled during vacation)—*motion to improve the calendars with the changes suggested by Carol Eshelman; seconded by Sherry Blackman; **motion carries***
- Oral Communications (5 minutes total, 2 minutes per each speaker unless arrangements made prior to the meeting):

Thank-you card received from mock trial students.

- Parent Club Report by Diana Rapposelli

--tomorrow is the Bingo activity in room 710

### **Old Business:**

- Charter Review (INFORMATION)

--The whole document will be proofread for consistent bolding and italicizing throughout the document AND proofread for grammar and spelling.

--Page numbers need to be included on every page and headings for each topic need to be clarified

--Page 1: the words “individual” or “independent” when used to describe our learning plans needs to be changed in every case to “personalized”.

--Page 1: “Approved by FUSD” date needs to be filled in.

--Page 4: question regarding “Parents are trained on strategies and methods...” Does COIL do this? It is agreed that we do this, but we could do better.

--page 5: Under “Racial and Ethnic balance”, “Weekly information sessions...” The word “weekly” needs to be struck.

--page 5: Separate heading titled “Outreach” from the heading “Racial and Ethnic

Balance”. Other headings need to be better organized (as noted above).  
--page 6: “Distribution of car school decals to COIL families....” We haven’t done this for the current year. The council agrees that this is something we need to continue.  
--page 6: heading “Special note” needs to be added before the paragraph beginning “A counselor’s recommendation...”  
--page 6: bottom “Procedures for Suspension...” needs to be moved to the top of page 7 and needs to be changed to be consistent with other headings.  
--page 8: under the heading “Inability to meet Parental Requirements”... the second bullet, “Following three missed appointments” the word “three” needs to be struck.  
--page 13: paragraph 2, “candidates for the COIL positions will be interviewed by a team of COIL staff members” add “and governance council”  
--page 13: paragraph 3, “Should circumstance arise that require a cut in credentialed staff, dates of hire will determine....” Our policy says “COIL dates of hire”. Should we include “COIL” in this sentence as well? The council suggests that our charter should be consistent with our policy BUT that we need to do some background work before we make such an important change. This policy needs to be clarified—we need to find the documentation that FUDTA agreed to allow us choice of teachers, etc. Lisa will follow up on this.  
--page 15: bullet 10 “collaborative” cannot be used as a noun, should be changed to “collaboration”

- Enrollment Waiver (INFORMATION)

--Our charter school advisor (Eric Premack) notes that we must get this waiver approved by independent study law as well as the state. Lisa will seek approval at the independent study conference she’s attending on November 19<sup>th</sup> (CCIS).

## **New Business:**

- **Director's Report:**

1. Budget

--Lottery money has been released and has been included in our budget in several categories (the law requires we spend a percentage of this money on instructional materials)

--CAHSEE money figure is a bit larger than expected

--ARRA State Fiscal Stabilization money available to us (with strings attached, of course—it must be spent on jobs creations)

--Fundraising account: a little of this is labeled as income, the rest is considered “accrued” and we aren’t forced to spend 80% of that. Lisa has some more investigating to do about how much of this money is considered income.

--Total “reserves”: \$1,127,927.23. This money is set aside as a facilities fund. A small percentage only will be set aside as our reserve. Lisa will research what is an appropriate reserve percentage.

--Lisa has got the coding organized and all funding amounts categorized appropriately. She will continue working on the budget and will soon be able to make a regular monthly report on what amounts remain in each category. At that time the governance council will probably resume voting on monthly budgets.

2. Enrollment Status: November

--The board reviews current enrollment AND waiting list statistics. We would like to be included on this update our total student capacity. We would like our middle school group stats separated from elementary school stats. NOTE: The board needs to discuss a possible policy change dividing our student body into 3 parts: elementary, middle and high school.

3. Conference Updates: CSDC Fall Institute, Ohlone Partnership Meeting, APLUS Conference, ACSA Leadership Summit (See flyer attached to hard copy in file for further information)

--CSDC (Charter School Development Center—Eric Premack):

-Education budget is still very uncertain for many reasons. Midyear cuts are possible. It is recommended that we “beef-up” our cash reserves.

-Waiver for Increasing Students must be approved by Independent Study “people” as well as State Board of Education (the latter approval we currently have)

-“Legislation remains generally hostile to charter schools.” Recommendations were made to ensure our school’s viability in this climate.

--Ohlone Partnership Meeting:

-They discussed creating pathways for COIL students to utilize community college coursework

--APLUS Conference: Special education, testing plans, finances all discussed.

--ACSA Leadership Summit (Association of California School Administrators): Not traditionally charter friendly. A new conference to us. A very good conference for Lisa. She found sociologist Pedro Noguera’s presentation about serving the “whole child” particularly valuable.

4. Special Services Update

--Special Education services now obtained for students with an SDC placement.

--Testing implications: STAR test alternatives available for SDC students. Non-special education students slated to take STAR tests normally, but some non-special education students do not want to take the STAR. This conflicts with the 90% STAR test taking students that we must have by law. A temporary solution: one bubble filled on the STAR test counts as the STAR test taken and therefore will contribute to our 90% mandate.

--Special education resource teacher: we have some time constraints that we need to work out

--Special education at COIL is still a work in progress with the district

--Special Ed committee appointed: Lisa Cole, Domenique Embrey and Andrea Starkey will discuss special education and report to the council next month.

**Council Business:**

- Council Calendar: add Curriculum Replacement & Student Fees discussions to March/April. These discussions and any decisions will be effective next school year (2011-2012)

Meeting adjourned at 10:58 a.m.

**Next Council Meeting: December 13th**

Governance Council Meetings are physically accessible