

COIL GOVERNANCE COUNCIL MEETING MINUTES

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

Date: 1/10/2011

Open Meeting to begin at 9:00 AM: called to order at 9:09a.m.

1. Attendance:

Members: Carol Eshelman (parent/vice president), Domenique Embrey (community member), Sherry Blackman (community member), Linda Bart (teacher member), Jen Boyden (teacher member), Andrea Starkey (teacher member), Rhonda Sorensen (community member), Kris Knight (parent/president), Audrey Adams-Hart (parent/secretary)

Visitors: Lisa Cole (director), Diana Rapposelli (parent club liaison)

2. Approval of Agenda: Rhonda Sorensen motions to accept agenda with the addition to council business of “alternative parent rep”; Sherry Blackman seconds; ***motion carries***
3. Approval of 12/13/2010 Meeting Minutes: Rhonda Sorensen motions to accept minutes; Jen Boyden seconds; ***motion carried***
4. Approval of January & February Calendars: Domenique Embrey motions to approve January and February calendars; Rhonda Sorensen seconds; ***motion carries***
5. Oral Communications (5 minutes total, 2 minutes per each speaker unless arrangements made prior to the meeting):
 - a. Kris Knight asks the board: what’s your purpose here?
 - b. Lisa Cole requests that a teacher member opens the door to the conference room in the morning a few minutes before the meeting begins—Jen Boyden agrees to do this.
6. Parent Club Report: Diana Rapposelli reports
 - a. The 3rd Thursday in February at 1:00p.m. in room 709 will be the parent club’s first meeting.
 - b. They will consider “bunny bingo” for fundraising.

Old Business:

1. Policy Guaranteeing Student Rights to Free Speech and Press (ACTION): Linda Bart motions that we accept the written policy (currently presented) guaranteeing student rights to free speech and press; Carol Eshelman seconds; *motion carries*
 - a. NOTE: This policy was already voted into action in December 2010. This vote is on this particular written version of the policy.
 - b. We have some discussion about “personal expression” and how this code and our policy fit with that.
2. Lisa informs us that she and the staff have worked out application of the “drop” notice policy that we discussed and voted on in December. She has decided to have more interaction with students who may be dropped.

New Business:

A. Director's Report:

1. Budget
 - a. Highlighted items on budget paperwork are incomplete figures. Lisa has no final figures in those areas right now as she is currently in the middle of working on them.
 - b. All figures are NOT projected budget figures, but are ACTUAL budget figures.
 - c. Fundraising account: we discuss how contributions to this account are recorded. FUSD has oversight. This account is hard to spend out of—only purchase orders/requisitions can be used (not personal checks), although it is an account with few “strings attached” as far as what we may spend it on. We discuss this in relation to field trips (planning field trips can be very difficult and require a lot of advance planning). Lisa notes that fees charged to students are no longer allowable by law.
 - d. Certificated Stipends: We will be over budget in this area because of the generous prep time allowance. The board needs to adjust prep time allowance (see item 2 under “Director’s Report” below).
 - e. Classified Stipends: *We have spent beyond the amount allocated* because we have paid for our counselor out of these “classified stipend” funds (as opposed to the “service and operating expenditures”, which is the category the counselor was previously paid from). This position (i.e. counselor) actually belongs in the “classified stipends” category, but had not been planned for in that category before this year. The counselor position will be paid \$11,520.00 total. \$19,470 is what must be allocated to “classified stipends” and will cover the counselor as well as other “classified stipends” expenses. This allocation will be made by our director.

We agree that some “classified stipends” funds spent qualify for SB740, but some do not. Careful accounting is required—if there are separate “clerical” codes and “aide” codes, those should be used to reflect which funds paid out will qualify for SB740 (Lisa will check codes to see if there are codes that make these differences clear).

Lisa proposes: *she'd like to take funds (\$4,753.72) from the “unallocated account” and move them into this “classified stipends” account to eliminate the negative funding and to have a small reserve (about \$1000.00) to pay for classified personnel to administer testing, with the recommendation that Lisa pay close attention to how this effects SB740 compliance.* Audrey Adams-Hart so moves; Sherry Blackman seconds; **motion carries**, teachers abstain from the vote in case of conflict of interest

f. Books and Supplies: (all funds spent qualify for SB740)

g. Services and Operating Expenditures: (most don't qualify for SB740) This amount increases every year and has potential to bring us out of compliance with SB740.

There is another \$68,100.00 within this category that we have committed to pay (both to the school district and to the adult school), but has been omitted from this budget category in past years. The school district has been paid outside of this category (but does belong within this category AND the adult school has not billed us for some expenses in past years, so not been paid. They will bill us this year and so must be paid. We agree that both payees—and the full amount owed—must be included in the official “services and operating expenses” accounting category. Lisa must pay all of these things while keeping a careful eye on SB740.

h. FOLLOWING UP ON OUR QUESTIONS ABOUT AN ACCEPTABLE RESERVE (see December 2010 minutes under “budget”): Our minimum reserve balance should be either 5% of our expenditures or the greater of \$60,000, according to Mark Martinelli, FUSD Director of Budget. This translates to \$79,071 for us. Our current total reserves are much greater than this.

It is in COIL's best interest to use our “extra” funds to make us as self-sufficient as possible. We discuss what this could mean for us. A textbook account? A facilities account? Kris Knight motions that \$79,071 be retained in our “reserve account”, per FUSD's recommendation AND that the remaining amount be moved into a “facilities savings account”; Sherry Blackman seconds; **motion carries**, all teachers abstain from the vote in case of conflict of interest.

2. Stipend Policy (INFORMATION & ACTION)

a. The wording in our policy should be changed regarding teacher preparation time FROM (4th paragraph—after the bullets—about halfway through the paragraph)

“ . . . in case of classes requiring preparation, 1 hour per weekly class hour will be provided at the same rate” TO “ . . . in case of classes requiring preparation, ***up to*** 1 hour per weekly class hour will be provided at the same rate”. Sherry Blackman so moves; Dominique Embrey seconds; ***motion carries***, all teachers abstain from the vote in case of conflict of interest.

b. How this would work: When the stipend proposition is first brought to Lisa for preliminary approval, she and the teacher proposing the stipend class will work together to define the prep time in accordance with this policy (i.e. UP TO one hour prep time), with final approval belonging to the Governance Council.

c. We briefly review all stipends: mock trial, mock trial, algebra, pre-algebra, public speaking, special ed. leadership, CELDT testing, Science-elementary, CAHSEE math tutor, extra duty miscellaneous.

d. Lisa “plants a seed”: She wishes the teachers would choose to spend some of their 60 required service hours serving on committees (e.g. technology committee) to expedite research and planning for various COIL projects, as she just does not have the time to do this all herself.

3. Extra Student Policy (INFORMATION)

a. FUDTA contract says our student/teacher ratio can be 30/1 Charter school law says 25/1. For COIL this translates to 250 students, total. FUDTA contract allows distribution of these students between teachers as long as each teacher has no more than 30 students AND as long as COIL itself carries no more than 250 students (according to the number of teachers currently employed at COIL).

b. We need a policy defining the “extra” pay that a teacher at COIL would receive when asked to carry an “extra” student. Currently the hourly rates paid are inconsistent.

c. **Lisa proposes** that this policy state that if the teacher accepts an “extra” student, COIL will pay \$39.10/per week (as consistent with contracted extra duty pay). This is an increase from the \$39.10 per visit that is currently paid. ***We are asked to consider*** this proposal, for voting at a future date.

4. Special Services Update: Addendum to Written Agreement to automatically include IEP service providers when “detailing the distribution of responsibilities for the provision of instruction” (INFORMATION)

[NOTE: Dominique requests that this item be moved up on future agendas. Kris decides to move it to “Old Business” so that our discussions will be earlier in the meeting]

a. See policy titled: COIL ADMISSIONS AND DISMISSAL PROCEDURE AND NOTIFICATION OF HOME SCHOOL DISTRICTS/SCHOOL SITES

On current admissions paperwork, ALL service providers for each student are “required” to sign the paperwork. This is difficult to accomplish. **Lisa proposes** that we add this language in the abovementioned policy: “Service providers listed in a student’s IEP will be automatically considered included in the Written Agreement.”

We will vote on this (or alternative wording suggestions) at the next meeting.

b. A potential problem: Split day classes are not part of an IEP, but are an additional “service provider”. How do we account for these?

c. We have a new speech and language therapist here at COIL.

d. Our counselor has resigned and Lisa is currently looking for a new counselor.

Council Business:

1. WASC Accreditation Renewal Process

a. COIL has been accredited until June 2012. However, the renewal process starts 18 months in advance of this date. Therefore, we have begun the process here at COIL (as of November).

2. Deb Bontadelli (parent member/alternate) has resigned from the board. We are requested to submit names for her replacement.

Meeting adjourned at 11:17 a.m.

Next Council Meeting: February 14th

Governance Council Meetings are physically accessible

Lisa Cole, director _____

Kris Knight, president _____

Audrey Adams-Hart, secretary _____

COIL GOVERNANCE COUNCIL MEETING MINUTES

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

Date: 2/14/2011

Open Meeting to begin at 9:00 AM

- Attendance:

Members: Carol Eshelman (parent/vice president), Domenique Embrey (community member), Audrey Adams-Hart (parent/secretary), Kris Knight (parent/president), Rhonda Sorensen (community member), Andrea Starkey (teacher member), Jen Boyden (teacher member), Linda Bart (teacher member), Sherry Blackman (community member)

Visitors: Lisa Cole (director), Diana Rapposelli (parent club liaison)

- Approval of Agenda: *motion to approve minutes by Andrea Starkey; seconded by Rhonda Sorenson; motion carried*
- Approval of 1/10/2011 Meeting Minutes: *motion to approve minutes by Jennifer Boyden; seconded by Carol Eshelman; motion carried*
- Approval of February & March Calendars: *motion to approve these calendars with one change (some Scantron testing dates are missing) by Sherry Blackman; seconded by Domenique Embrey; motion carried*
- Oral Communications (5 minutes total, 2 minutes per each speaker unless arrangements made prior to the meeting)
 - Kris Knight: Proposed Governance council calendar for council consideration (discussion to follow later)
 - Next month a committee will be called to discuss director goals and measurability.
 - New parent alternate: suggestion: Diana Rapposelli. Next month we will formalize this (according to our governance council policy)
- Parent Club Report: (Diana Rapposelli)
 - first meeting this week on Thursday.

Old Business:

- Special Services Report: ACSA Special Education Symposium, Speech Pathologist, COIL Counselor, GATE
 1. Lisa attended the ACSA Symposium (traditional schooling group). Lisa summarized her thoughts from this symposium for us (see paper attached to hard copy titled "2011 ACSA Every Child Counts Symposium: Celebrate Success")
 2. She feels our relationship with FUSD was improved by attending this conference.
 3. Our speech therapist has changed. Christina O'Reilly is employed by The Speech Pathology Group NPS (the organization that the district

contracted with). She's here only for our out-of-district students that have speech services in their IEP (that's 4 students for COIL, only 1 or 2 of whom want this service).

4. COIL counselor: New counselor was interviewed and engaged. Our previous counselor was being paid (by us) for 8 hours a week (whether she saw anyone or not). Our new counselor's hours have not been pre-set, Lisa will observe what is needed (up to 8 hours a week) before hours are set.

5. GATE: GATE parents really want advanced AP classes. Since we don't meet minimums for most AP classes, we prefer to refer these students to Ohlone to take advanced classes. But this doesn't fit many families. And split classes are not always possible since some high schools don't have a lot of AP classes to offer and since students can only attend split day in their "home" high school, this is not an option for many (i.e. not all high schools have AP classes). Lisa will pursue other opportunities.

New Business:

- **Director's Report:**

1. Budget (yes, separate codes for para-educators (instructional aids) & clerical)

A. SB740 is looking good. We need to spend \$303,905.40 this year on instructional expenses. We've budgeted most of this (see paper attached to hard copy titled "Budget Report"), but \$17,188.71 still needs to be allocated. **Lisa requests that we allocate \$2000 to "certificated stipends", \$10,188.71 to "books and reference", and \$5000 to "conferences"**

B. If we accept her recommendations, the result will be that out of our total budget (including SB740), we will be left with \$102,811.29 unallocated. **She further recommends that we pay for our district indirect costs (3%), our split day and our adult school expenses out of these funds (about \$65000).**

C. If we accept these further recommendations, the result will be that out of our total budget, we will have \$37,811.29 unallocated. We will address that money at our next meeting.

D. VOTE on "1A": We will move the SB740 money to the requested categories (i.e. "certificated stipends", "books and reference" and "conferences"). *Kris Knight so moves; Rhonda Sorensen seconds; motion carries with all teachers abstaining from the vote*

E. VOTE on "1B": We will move the other money to the recommended categories (i.e. district indirect costs, split day costs and adult school expenses--not to exceed \$65,000). *Kris Knight so moves; Rhonda Sorensen seconds; motion carries*

2. Extra Student Policy (ACTION-Vote)

A. VOTE: *Audrey Adams-Hart makes a motion to accept this written policy titled "COIL Extra Student Policy"; Dominique Embrey seconds; motion carries with all teachers abstaining from the vote*

3. Special Services Update: Addendum to Written Agreement to automatically include IEP service providers when “detailing the distribution of responsibilities for the provision of instruction” (VOTE)
 - A. The phrase “A student’s IEP will be designated as support documentation of the Written Agreement” added to our policy titled “COIL Admissions and Dismissal Procedure and Notification of Home school Districts/School Sites” *Sherry Blackman motions to add this phrase to the policy; Rhonda Sorensen seconds; motion carries with Dominique Embrey abstaining from the vote.*
4. Split Day Classes Concern Follow-up (INFORMATION)
 - A. Since these classes are not generated or graded by COIL, we must make sure that 4 classes are taught through COIL (only 2 classes per student may be vendored out of COIL)
5. COIL Memorandum of Understandings: FUSD, Adult School, MetroEd (INFORMATION)
 - A. These MOUs are for our review and **the council is requested to do so.**
 - B. MetroEd is Santa Clara’s ROP. We have this MOU with them for our out-of-district students. Next time: we will vote on the acceptance of this.
 - C. FUSD voted and approved our MOU with them in May 2010 for another 5 years (until May 2015).
 1. It does include oversight of our: funding, budgeting and accounting, payroll, property and liability insurance, student attendance, health benefits, audits, custodial services, utilities, telephone, maintenance and repairs, split day attendance, special education and other not identified services (that may be contracted for a fee).
 2. All rates are subject to annual review.
 3. We are presented with a “bill of encroachment” if our costs overflow expected expenses.

Council Business:

- WASC Accreditation Renewal Process- do we need a separate committee?
 1. Our WASC accreditation will be renewed in 2012
 2. Discussion regarding procedure:
 - A. Lisa is the WASC driver
 - B. The faculty has a WASC committee of teachers (already in place).
 - C. We need to set up a subcommittee from governance council OR the council itself needs to be the committee.
 3. **We decide:** from 10:30-11:00 at all governance council meetings will be set aside as WASC work. Teachers and parents will join us there at 10:30 for WASC discussion. If no consensus is reached by 11:00, the council will be released and the subcommittee will remain to finish the discussion and reach consensus. This subcommittee will be chosen later IF NEEDED.--> **Lisa distributes our first WASC packet to review for our first discussion at 10:30 at our next meeting.**

4. Student/Community Profile: Lisa completed this (WASC always requests this, so it is ready for their review)

5. Student Performance Data: March

The teachers will be asked to assemble this.

6. Perception Data: March (Parent Survey regarding Curriculum, Instruction, Assessment & Accountability, School Culture & Support for Student Personal and Academic Growth)

A. Lisa suggests that this be a council responsibility.

7. Review of School-wide Student Goals: in process (this is the packet that Lisa distributed for WASC review).

Adjourned 10:55 a.m.

Next Council Meeting: March 14th

Governance Council Meetings are physically accessible

COIL GOVERNANCE COUNCIL MEETING MINUTES

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Date: 3/7/2011

Closed Meeting to begin at 9:00 AM: begun at 9:02 a.m.

Regarding 2 classified employees:

Policy to align COIL Classified Status with CSEA/FUSD (INFORMATION & ACTION)

A motion was passed: *the council instructs the director to pursue a separate line item code for each of these employees.*

Open Meeting to begin at 9:30 AM: begun at 9:32 a.m.

- Attendance/Quorum Notation:

Members: Carol Eshelman (parent/vice-president), Audrey Adams-Hart (parent/secretary), Kris Knight (parent/president), Rhonda Sorenson (community member), Andrea Starkey (teacher member), Jen Boyden (teacher member), Linda Bart (teacher member), Dominique Embrey (community member)

Visitors: Lisa Cole (director), Kong (Alex) Wang (parent), Gino Barichelli (COIL teacher), Tong Yu (parent)

- Approval of Agenda: To council business was added: teacher survey (after council commitments and before WASC) AND Calendar approval dates changed (from Feb/March to March/April)—*Rhonda Sorenson motions acceptance with these changes, Andrea Starkey seconds, motion carries*
- Approval of 2/14/2011 Meeting Minutes: *Carol Eshelman motions to approve minutes, Linda Bart seconds, motion carries*
- Approval of March and April Calendars: possible corrections needed: WWII classes, poetry café in April both missing on the calendar. *Rhonda Sorenson motions to accept the calendars with these recommendations for change, Dominique Embrey seconds, motion carries*
- Oral Communications (5 minutes total, 2 minutes per each speaker unless arrangements made prior to the meeting)

Tong Yu: Kevin Yu's father missed the mandatory split day meeting because he was traveling (and Kevin and his mother were both ill) and he would like Kevin to attend the art class at Hopkins next school year. He would like an exception to the mandatory meeting.

Alex Wang: Jason Wang's father—their family missed the split meeting also. He is looking for further help for teaching Jason in 10th grade. He hopes to have Jason in some classes at Irvington high school next year. He would like an exception to the mandatory meeting.

Gino Barichello: teacher coach for the mock trial team. He announces that Monica Thompson took first place for bailiff, Brendan Cowing also took first place for court clerk, Kyle Weaver took 2nd place, Honorable mention was awarded to: Isaak Arias, Josh Maldonado, Kate Price, Kyle Weaver (again), Lucas Aramburu

- Parent Club Report:
 - Parent club will contribute money to the beginning picnic for next year (\$350)
 - Parent club has requested participation from parents for WASC
 - Possible dates for Spring bingo: April 15th or 21st
 - Parent club contributed \$547.50 to the yearbook
 - Next meeting March 17, 2011
- Report Action of Closed Session: A motion was passed: the council instructs the director to pursue a separate line item code for each of these classified/clerical employees.

Old Business:

- MetroEd MOU (VOTE)—see discussion notes in February minutes

Kris Knight motions to accept the Metropolitan Education District MOU as written, Rhonda Sorenson seconds, motion carries

Director's Report:

1. Special Services:
 - Resource set up, speech pathology set up...now our accelerated students (GATE 99.9% quartile scorers) needs must be addressed.
 - Lisa is currently working with the Mission High School principal to accept some of our students to some of their classes.
 - There is also a possibility of buying AP curriculum that parents and students could use at home, parents paying the test fees as the tests are offered at school sites.
2. Budget (see report in 2010-2011 minutes binder)
 - All SB740 money has been allocated, now it needs to be spent
 - Last month's voted funds to allocate to service and operations have been allocated.
 - \$40,911.29 is not yet allocated
 - A+ dues have not been paid yet but are due April 15 (\$4000). Lisa would like to take this money out of the "not yet allocated" amount. Half of this would be acceptable for SB740

Kris Knight motions that Lisa pay the A+ dues (no more than \$6000) when they come due, Linda Bart seconds, motion carries

--Lisa mentions that WASC has always suggested we have a "textbook fund". We agree that because SB740 requires us to spend most of our money on teaching costs, a "textbook fund" is not necessary for COIL

--Andrea asks about WASC expenses. Lisa reports that we will discuss that when we discuss next year's budget.

Council Business:

- Policy Review: Split Day/Governance Council Policy/Graduation Requirements
 - The policy in our binder is inconsistent with the online policy. The online policy is the one we follow.
Andrea Starkey notes that the "COIL Split Day Policy" found online is confirmed as our current policy. The outdated policies found in the binders must be updated.
 - We ask Carol Eshelman to compare the policies online and the policies in the binder to see if there are any discrepancies. She will please bring discrepancies to the council. We acknowledge that this is a large project and encourage Carol to request help as needed. Rhonda Sorenson would be glad to help.
- Graduation Requirements: It is asked: #6 ("All COIL high school students will exhibit basic technological skills) seems a foregone conclusion and is difficult to collect samples of (as is required by the asterisks: "word processing, internet use, email and spreadsheet samples will be kept in the student file"). Is this still relevant to our graduation policy?
 - The teachers will decide how to define "basic technological skills" and will add appropriate language for graduation requirements. They will return and report to the council.
- Governance Council policy
 - A suggested addition to our second paragraph could be something like: This governing body serves to develop school policies and procedures, instructing the director to implement those policies in the best interests of each student." This could be added to show that our policies are meant to be applied individually as suits each student.
 - We decide that our policy already covers this idea.
 - A question is asked: Do we have a proxy voting policy? Do we need one?
 - We don't have one and decide that we don't need one. For now.
- New Member Nomination: We officially nominate Diana Rapposelli as our new parent member. We appoint Diana Rapposelli as our new member alternate, contingent on her confirmation by the body of the COIL population
- Council Calendar:
 - Kris suggests that council officer voting be moved to June (rather than October of the next school year)
 - Kris suggests that the February nomination of new council members for April OH (which we have labeled "spring showcase" is not necessary since we have been confirming members by e-mail)
 - Is it more appropriate for these confirmations to be sought at the end of the year

- meeting or the opening of the year meeting when more parents are in attendance?
 --We decide that confirmations will continue to be sought through e-mail since it is the most effective way to communicate with the WHOLE body of the COIL population.
 --We **TABLE** the decision on whether or not to move officer voting to June from October of the following school year.
- Council Commitments for 2011-12
 - The April teacher staff meeting will be the meeting when the teacher members of the council choose their representative.
 - We will need to replace at least 2 members of our council next year. Kris Knight will leave.
 - An email calling for nominations for council positions will be sent with the confirmation email for Diana Rapposelli.
 - Interested parents should come to governance council meetings AND talk to their teachers. Teachers are asked to recommend parents for nomination.
 - Kris presents a teacher survey. Is this necessary? Should it be part of the director evaluation? How can the teachers communicate, if necessary, directly with the board? Do we need MORE than a grievance policy? **TABLED** for now.
 - Kris wants to form a committee to form a more structured director evaluation process that can measure all aspects of our director's performance that are specifically suited to COIL.
 - This committee would meet on Wednesdays 1:30 in this room, starting Wednesday, March 16
 - WASC Accreditation Renewal Process: School-wide Goals
 - Andrea proposes a leadership team for WASC rather than the governance board being the team. The governance board as the driving team is unwieldy.
 - The WASC leadership team right now is: Andrea Starkey, Trish Murray, Wayne Lindeman, Gino Barichelli and Lisa Cole.
 - We decide that this leadership team needs no additions at this time, but that they will report to and seek input from the governance council at our monthly meetings.
 - Parent and community member input will be given in discussion in governance council meetings when this WASC leadership team reports to the council.
 - More parents and community members will be involved as needed. Lisa will report needs as they come up.

Adjourned: at 11:38 a.m.

Closed meeting opened at 11:38 a.m.

--Closed meeting report: We support our stated policy which mandates attendance at the split day information meeting for split day participation. No exceptions will be made. Our president, Kris Knight, will inform Mr. Yu and Mr. Wang.

Closed meeting adjourned at 11:54 a. m.

Next Council Meeting: April 11th

Governance Council Meetings are physically accessible

Lisa Cole, Director _____

Kris Knight, President _____

Audrey Adams-Hart, Secretary _____

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: 4/11/2011

Open Meeting to begin at 9:00 AM: meeting called to order 9:09a.m.

- Attendance/Quorum Notation:

Members: Carol Eshelman (parent member/VP), Diana Rapposelli (parent member), Sherry Blackman (community member), Linda Bart (teacher member), Andrea Starkey (teacher member), Dominique Embrey (community member), Rhonda Sorenson (community member), Audrey Adams-Hart (parent member/Secretary), Kris Knight (parent member/President)

Nonmembers: Lisa Cole (director), Theresa DeAnda-Price (parent)

- Approval of Agenda—Kris would like to add under “council business” a report on the director evaluation subcommittee. *Sherry Blackman motions to accept the agenda with this addition; Linda Bart seconds; motion passes*
- Approval of 3/7/2011 Meeting Minutes—*Carol Eshelman motions to accept these minutes; Sherry Blackman seconds; motion carries*
- Approval of April & May Calendars: all classes scheduled during STAR testing need to be taken off of the calendar. *Linda Bart motions to accept the calendar with the adjustments to the STAR testing week; Kris Knight seconds; motion carries*
 - for June calendar: we have had a request for Saturday June 4 to administer an individual SAT test. It involves only the time of a teacher (his/her time not paid for by COIL) and the use of our building on a Saturday. We approve the request.
- Oral Communications (5 minutes total, 2 minutes per each speaker unless arrangements made prior to the meeting)
 - Theresa DeAnda-Price presents: Her question: If there is an agreement between the adult school and COIL that our students will not loiter on the campus, then why are there breaks between COIL classes? Several children are dropped off and have about 40 minutes or so between classes on our site and have nowhere to go. Is there a solution for this? (This happens for this parent’s child about once a month, sometimes twice). If the classes can’t be consecutive, can there be some sort of social activity to take up this time?
- Parent Club Report:
 - Bunny bingo on April 21 from 10-12
 - They would like to invite more parents to join the parent club

Old Business:

- New Parent Member Confirmation
 - All e-mail responses were positive. The confirmation is unanimous. Diana Rapposelli joins us as our newest parent member.

Director's Report:

1. Special Services: 2011-12 Full Services at COIL: Resource, Speech & Language
 - Lisa has asked for an attorney so that our agreement with FUSD can be in writing so we don't have to re-negotiate the agreement with every change of leadership. Students will have onsite (here at COIL) resource, speech and language services beginning with the 2011-2012 school year. OT (occupational therapy) is the only exception—these services will continue to be offered by the student's "home" school.
 - Domenique suggests that we have a 3rd party, non-profit attorney look at the agreement before we sign to make sure that our rights are properly protected.
2. Budget
 - The FUSD audit went without a hitch. There was one suggestion: they request 2 signatures for the monthly budget balance (the cash account).
 - In March we received an additional \$15,000.00 ARRA money.
 - We also have an additional bill (last year's) for our 3% indirect costs to pay to FUSD--\$38,436.41
 - Lisa used the leftover allocated funds money (\$34,911.29 minus the \$6000 we voted last month to be spent on memberships) and unspent technology money (we voted that \$15,000 be put aside for this) to pay this. She'll roll the ARRA money back into the technology fund, exactly replacing the \$15,000 used for last year's 3% bill.
 - The money budgeted for *this* year's 3% indirect costs will cover this bill AND leave us a buffer of about \$10,000. Lisa suggests that this "buffer" money remain unallocated to be used for any additional costs to close out the year.
 - Lisa will work on the proposed budget for next year, to be presented to us at the next few meetings

Council Business:

- Policy Review: Governance Council Policy/Graduation Requirements
 - Graduation Requirements TABLED
 - Governance Council Policy: do we need a specific definition of "community member"? We suggest not.
 - We DO, however, need to discuss our policy regarding community members ("Community members are appointed and serve for an indefinite term and fulfill the membership requirements"). **Governance council assignment:** *members will please review our Governance Council Policy description of community members (term of office, release from service, etc) for discussion in the next few months.*
 - suggestion for paragraph 3: replace "faction" with "stakeholder group", add FUSD to "Board of Education"*
 - suggestion for paragraph 5: change "the three grade level factions" to be less definite since our student population changes so much from year to year. Add "when possible" to that language.*
 - "Council decisions will only be made within the council meetings" to replace both "COIL council business will be discussed only within the open council meetings, or closed meetings, if warranted" AND "Only personal communications are permissible between council members outside of open*

meetings. No discussion of policies or procedures is permissible.”

--This policy must be completed and voted on before June.

- Council Calendar: Add Yearly Components—that which must happen in the next few years (funding determination, charter renewal, etc—see calendar attached to the hard copy of these minutes)
- Director evaluation subcommittee report
 - they have created an anonymous staff survey as part of the director evaluation process. Kris shares the proposed staff survey with the council. We unanimously approve it.
 - our process needs to be structured so it can be consistent from year to year; we need an established protocol
 - we discuss where and when and with which council members the director evaluation is discussed. We decide the subcommittee presents the reports from all surveys to the council at a closed governance council meeting. Then a delegate from the council will present the report to our director. This delegate should NOT be a teacher, but we are not sure who the delegate should be. Perhaps a community member?
 - Our committee would also like to request a written report from the director each year to, reflecting his/her perspective of the job so that the governance council has a clear idea of how the job changes over time.
 - the parent survey has already gone out to the COIL population (they went out at the end of March)
 - proposed timeline: This year the subcommittee will report to the council with the director evaluation report in a closed meeting (without our director) on May 9. This gives the subcommittee over a month in which to meet with the director to share council conclusions.
- WASC Leadership Team:
 - Domenique reports: 6 year accreditations are not as common as they were. Many WASC committees prefer to give out 1 and 2 year accreditations.
 - Lisa attended her WASC training meeting and came away with 5 specific goals that we are actively reaching for in seeking for our accreditation—our goal is to get a 6 year accreditation:
 1. The involvement and collaboration of all staff and other shareholders to support student achievement
 2. The clarification and measurement of what all students should know, understand, and be able to do through expected schoolwide learning results and academic standards (grade-level goals)
 3. The gathering and analyzing of data about students and student achievement
 4. The assessment of the entire school program and its impact on student learning in relation to expected schoolwide learning results, academic standards, and WASC/CDE criteria
 5. The alignment of a long-range action plan to the school’s areas of need; the development and implementation of an accountability system for monitoring the accomplishment of the plan.
 - She notes that we have the right to request a different WASC committee if the committee we’re sent is out of tune with COIL and our vision.
 - She’s excited to show what we’re about and to make the WASC evaluation process an authentic tool for our accountability and our school’s progress.

--components of our WASC preparations:

1. Community Profile

2. Clarified School-wide Student Goals & Artifacts (Evidence) for Measurement

--Governance council assignment: *all council members—especially PARENTS—will review these and give any suggestions to Lisa by e-mail ASAP*

3. Analysis COIL Program based on WASC/CDE Criteria:

--Governance council assignment: *members will please review the WASC/CDE Criteria packet and decide which questions YOU (or others) are best suited to answer. E-mail Kris Knight with all suggestions before our May council meeting. Any questions that are left over will be assigned by Kris at our May meeting. First draft answers should be written before school is out this year so any reference materials can be accessed before school is out. Final draft answers will be sent to our delegate (probably Kris Knight, our president) by September 1. A delegate of our council (Kris Knight) will, next Fall, synthesize our answers in “one voice” and will add the artifacts (e.g. policies, MOUs, etc) to complete this portion of our WASC preparations.*

4. Next Steps: Review Parent & Student Surveys

Focus Group to share student achievement data with Home Group

Home Group to determine two areas of “Critical Academic Needs”

All: Revise COIL School-wide Action Plan

Adjourned—11:48a.m.

Next Council Meeting: May 9th

Governance Council Meetings are physically accessible

Lisa Cole, director _____

Kris Knight, president _____

Audrey Adams-Hart, secretary _____

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: 5/9/2011

Closed Meeting to begin at 9:00 AM—called to order at 9:03 a.m.

In Attendance: Rhonda Sorenson (community member), Carol Eshelman (parent/vice-president), Jennifer Boyden (teacher), Andrea Starkey (teacher), Diana Raposelli (parent alternate), Dominique Embrey (community member), Audrey Adams-Hart (parent/secretary), Kris Knight (parent/president)

- Director Evaluation Review- Report of Adhoc Committee

Open Meeting to begin at 9:30 AM—called to order at 10:07 a.m.

- Attendance/Quorum Notation
Members in attendance: Rhonda Sorenson (community member), Carol Eshelman (parent/vice president), Jennifer Boyden (teacher), Andrea Starkey (teacher), Diana Raposelli (parent alternate), Dominique Embrey (community member), Audrey Adams-Hart (parent/secretary), Kris Knight (parent/president)

Non-member guests in attendance: Lisa Cole (COIL director)

- Approval of Agenda—*Dominique Embrey moves to accept agenda, Jen Boyden seconds, motion carries*
- Approval of 4/11/2011 Meeting Minutes—*Carol Eshelman moves to accept minutes, Rhonda Sorenson seconds, motion carries*
- Approval of May & June Calendars—*Kris Knight motions to approve calendars, Carol Eshelman seconds, motion carries*
- Oral Communications (5 minutes total, 2 minutes per each speaker unless arrangements made prior to the meeting)—none today
- Parent Club Report—Diana Rasposelli reports
 - Bunny bingo went fine, they earned a little over \$100 to send to Japan
 - parent club will donate \$800 for the bus to the end of year visit to Roaring Camp. The parent club is arranging the bus service

Old Business:

- Governance Council Policy
 - Community member requirement: it is suggested that we should seek our members from local population (part of our service area) to facilitate prompt and (possibly) frequent council meetings. We will not include this in our formal policy.
 - in paragraph 3: change “FUSD” to “sponsoring”—this gives us flexibility should we ever need to seek an alternative sponsor
 - bottom of page one: Change “The school director will be a nonvoting member” to “The school director is a nonvoting member.”
 - Rather than include language about where and when the council will discuss and make decisions, we will include a sentence that states that our board follows the

Brown act. This statement covers all procedures. [This is a change from what we decided at our April meeting] →It is suggested that we DO include some explicit instruction here such as suggested in April “**Council decisions will only be made within the governance council meetings as per the Brown Act.**” This allows discussion outside of meeting as long as NO DECISIONS are taken.

--Under “officers” we clarify vice president responsibility: “maintains policy consistency” AND to secretary responsibility we add “in a timely manner” as regards distribution of the minutes.

Domenique Embrey motions to accept the Governance council policy with suggested changes, Rhonda Sorenson seconds; motion carries

--NOTE: Suggestion is made to have Brown Act inservice next year in council meetings.

- Graduation Requirements—committee report TABLED until next meeting

Director's Report:

--We discuss the district letter about state finances that has been produced and handed to our director for distribution to the COIL population. We discuss distribution. *Domenique Embrey motions that COIL abstains from distribution of this rally flyer dated May 12, 2011, seconded by Rhonda Sorenson; motion carries*

--Lisa shows us an expenditure entry form in response to a question from Andrea about the budget (last month).

1. Budget Proposal 2011-12—this budget is geared to the “worst case scenario” i.e. taking \$1K per ADA away (for a total of \$250K possible loss for us).
 - Lisa re-explains that all schools spend next year’s money before next year’s money comes in. So currently we are most likely spending our reserves as we wait to get our funds in (scheduled some time next fall)
 - Next year’s budget spending (see paperwork accompanying hard copy of minutes in 2010-2011 minutes binder) is based on this year’s spending.
 - “Non-Capitalized Equipment” is generally technology
 - Lisa wishes to maintain or increase budget for “Travel and Conferences” in order to keep our teachers strong
 - “Dues and Memberships” has increased in order to even out expenses that are paid at uneven dates
 - “Consulting and Online Service Providers” has gone up a little bit because we have more students taking advantage of these programs. This budget category includes WASC dues.
 - In the worst case scenario we would be in deficit \$91,014.11. This money would come out of our reserve. This is not a new thing—we have voted to use reserve monies before (Last year we voted to use up to \$100,000 out of our reserves. We didn’t end up needing it).
 - For NOW: Lisa requests extra funds for: a WASC focus group (\$1,100), a light maintenance person/handyman (\$1,000), and summer cleaning (\$1,500) →Andrea thinks teachers should be paid more for the WASC focus group. We raise summer cleaning to \$5500
 - We discuss stipends.
 - New certificated stipends suggested are: 21st Century Project Class (\$3,000); Data (for school wide data processing for \$500); Online Curriculum Professional Development (\$1,000) to train 5 teachers to learn how to use the online

curriculum for students; Special Education Admin Designee (\$1,368 for about 35 hours of help) to attend SST meetings (Lisa will continue to attend the IEPs). → We question if this is enough money to be set aside for a Special Ed Admin Designee—it seems like more hours will be required. Lisa will double the hours and double the amount budgeted for this—to \$2736; she will raise Data to \$1000 and she will raise 21st Century Project Class to \$5000.

--New Classified stipends are: Testing Coordinator (\$2,500)

--We discuss our facilities savings account and how this affects our financial future.

--Rhonda Sorenson motions to accept this projected budget with our deficit NOT TO EXCEED \$100,000; Jen Sorenson seconds the motion, motion carries with Andrea Starkey abstaining from the vote

Council Business:

- High School Class Scheduling—Andrea suggests that this is a staff issue. The staff can pay more attention to scheduling classes and events so that participating students will not have large gaps of time in between classes. Lisa will mention this in staff meeting. We need to keep in mind that this is a homeschooling charter school and parents are responsible for their student. Having acknowledged this, we also would like to attempt closer class timing to make scheduling a little easier for students.
- Communication of dropping off/picking up students in a timely manner—add this language to the classroom etiquette document
 - Do parents understand that they are ultimately responsible for ALL of their children's education? Even when another teacher is instructing a parent's child, the parent retains the ultimate responsibility for that child
- WASC Leadership Team (10:30 AM):

1. "Analysis of COIL's program in relation to the WASC/CDE criteria with emphasis on the identified critical academic needs; synthesize the information, determine strengths and growth needs and identify potential action steps"- Criteria A: Organization: Vision and Purpose, Governance, Leadership and Staff, and Resources

WASC questions assigned: Criterion A-1 will be answered by Carol; Criterion A-2 will be answered by Rhonda; Criterion A-3 will be answered by Sherry and Linda; Criterion A-4 will be answered by Jen; Criterion A-5 will be answered by Andrea; Criterion A-6 will be answered by Diana; Criterion A-7 and Criterion A-8 will be answered by Audrey.

All council members will please spend the next month gathering information and talking to the people at COIL (and elsewhere) needed to gather this information. The questions can be answered in writing (or bullet points even) during the summer and will be returned to Kris Knight in the fall when she will synthesize them into a whole.

2. Review Perception Data: Parent Survey

- Very positive feedback from parents
- Some very good additional suggestions from parents including: presentations from COIL graduates, evening classes for teaching training, gatherings to discuss all educational options (e.g. places to go, other educational programs, etc)
- Should we set up a parent mentor program?
- At the beginning picnic next fall we will share a summary of these results.
- The teachers would like a summary of these results also. Kris will produce a summary for them and Kris and Carol will present the summary at June's staff meeting.

Next Steps: Revise COIL School-wide Action Plan—we will discuss this next at next month's meeting; we'll compare our current school-wide action plan to consider over the summer and to discuss any revisions when we reconvene next fall.

Adjourned at 12:06

Next Council Meeting: June 13th

Governance Council Meetings are physically accessible

Lisa Cole, Director _____

Kris Knight, President _____

Audrey Adams-Hart, secretary _____

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: 6/13/2011

Closed Meeting called to order at 9:00 AM

--In attendance: Audrey Adams-Hart (parent/secretary), Rhonda Sorensen (community), Jennifer Boyden (teacher), Linda Bart (teacher), Sherry Blackman (community), Diana Raposelli (parent alternate), Domenique Embrey (community), Carol Eshelman (parent), Kris Knight (parent)

Open Meeting to begin at 9:33 AM

- Attendance/Quorum Notation

Members in attendance: Rhonda Sorensen (community), Jennifer Boyden (teacher), Linda Bart (teacher), Sherry Blackman (community), Diana Raposelli (parent alternate), Domenique Embrey (community), Carol Eshelman (parent/VP), Kris Knight (parent/President), Audrey Adams-Hart (parent/secretary)

Non-members in attendance: Lisa Cole (COIL director), Pramila Srinivasan (parent)

- Approval of Agenda—add closed meeting report to “Council Business” AND add under “Old Business” that Jen Boyden will report on senior graduation requirements. *Sherry Blackman moves to accept agenda with these changes, Kris Knight seconds, motion carries*
- Approval of 5/9/2011 Meeting Minutes—*Sherry Blackman motions to accept the minutes with corrections (a name on page 3), Carol Eshelman seconds, motion carries*
- Approval of June, August & September Calendars—*Jen Boyden motions to approve the calendars, Kris Knight seconds, motion carries*
- Oral Communications (5 minutes total, 2 minutes per each speaker unless arrangements made prior to the meeting)
- Parent Club Report—Diana Raposelli reports
 - parent club had its last meeting
 - they still have a positive bank balance even after all they funded this year
 - they are planning a presentation for the beginning of the year picnic next September (including a slide show from the Roaring Camp field trip)

Old Business:

- WASC Leadership Team: Criteria A: Kris

- We discuss WASC questions that have been assigned to governance council members. Some council members express concern about writing these answers effectively.
- The teachers have scheduled a meeting to discuss their questions.
- It is suggested that the other council members get together to discuss their WASC questions. We schedule a meeting for Wednesday at 10:00 in this room
- Graduation Requirements—Jen Boyden reports
 - The teachers decide that requirement #6 “All COIL high school students will exhibit basic technological skill.** **Word Processing, Internet Use, Email and Spreadsheet samples will be kept in the student files” is outdated.
 - It has been changed to “Technology proficiency will be incorporated into course objectives.”
 - Kris Knight moves that we accept these changes, Sherry Blackman seconds, motion carries***

Director's Report:

1. Gratitude—Lisa expresses her appreciation for the council. She shares some student reflections with council members (a folder full of them for each member to take home and read)—the children’s appreciation is the most meaningful to all of us. Lisa shares an e-mail from Andrea about COIL’s great graduation and all the work teachers put into this graduation AND into COIL in general.
2. Parent Club—Lisa thanks the parent club for all its work
3. Summer Materials Check Out—since our policy allows summer materials check out, materials were allowed to be checked out as needed by families after family members discussed summer needs with their teachers. The teachers facilitate these summer check-outs in an attempt to check out materials to only those who *need* them and will *use* them.
4. Budget Proposal 2011-12
 - We have a flat funded budget scenario (assuming that next year’s funding would be the same as this year’s funding): \$1,167,425.77 for personnel is our biggest expense and includes worker’s compensation that we may or may not have to pay (FUSD may pay it); lottery money is included in some budget categories, but we cannot count on it.
 - We add the category “3% Indirect Services \$38,436.00”
 - To consider: Pearson online learning is being investigated—they offer some advanced classes. This service along with several others is being investigated. Lisa expects this to be an additional expense of not more than \$10,000. This money would come out of our reserve (which is currently \$105, 414.23) She asks if we want to vote to add this money to the budget at this time or later, after she finds out more details. ***Kris Knight motions to take \$10,000 from our reserve to be allocated for these services, Linda Bart seconds, motion carries.***
 - To consider: Another item to add and consider: substitutes for long term teacher absences. Any substitute would have to be especially trained OR it is possible that we could have a substitute pool from COIL’s part-time teachers. This would need to be added to the budget and the money would come out of our reserve.
 - There is an additional \$5000 that we have previously approved for summer

cleaning, but Lisa hasn't put it in this budget yet because she is not sure from which category this money will be taken. This amount will be taken from our reserve.

-- Rhonda Sorensen motions to accept this flat funding budget, Dominique Embrey seconds, motion carries

Council Business:

- Meeting Schedule for 2011-12 School Year: Council
 - Kris suggests we don't start at 9:00 because there is no time to make copies in the office beforehand. She also suggests that we consider having some evening meetings.
 - Colleen Trinko and Trish Murray and Andrea Starkey are our teacher members for next year. They prefer Mondays and would like morning meetings OR evening meetings (after dinner).
 - We decide that we will keep Monday meetings—the second Monday of each month--and move the time to 9:30a.m. Our next meeting is September 12. It will be at COIL, but we don't yet know which room we will meet in.

- Assistant Director Position for 2011-12
 - Lisa's suggestions: staff members who have been interested in this position in the past have been unwilling to do it for the stipend hourly amount (\$39.10) since their salary hourly amounts are significantly greater than this amount, meaning that the assistant director responsibilities would be more time spent for less pay. Andrea suggests that we pay from \$50-\$90/hour extra duty for the assistant director.
 - Some potential Assistant Director responsibilities:
 - *Parent Info Meetings (about 3 hours a month or 30 hours total)
 - *Split Day (about 6 hours total)
 - *CAHSEE coordinator—Lisa will administer the tests (about 8) COIL Survey preparation and distribution only (about 8) COIL Public Relations (about ½ hour a month or 5 total) Student Achievement Data Manager—including Scantron (about 2 hours training and then 2 hours each month OR 24 hours total) *Domenique points out that Scantron is only useful to our school--FUSD won't accept Scantron results for placement of any kind. Therefore we need to consider if it's worth the hours Lisa has indicated it would take.*
 - UC a-g list management, including honors courses (about 20 hours—can be done online from home during the summer)
 - +Admin Designee for SST, 504 and IEP (about 40 hours)
 - Facilities (not sure how many hours for this)
 - Governance council meeting attendance (and policy updates?)

 - *already assigned to a COIL certificated employee and paid for
 - +money already approved and set aside, but the position not assigned yet

 - “as needed” responsibilities will be added according to Lisa's needs

--Currently there is a person who has been approved for 0.1/ 3 hours a week / 12 hours a month / 120 hours a year. For the 2011-2012 school year, this person will do: Parent Info Meetings, Split Day and CAHSEE. (the starred items on the above list)

--We also have funds already set aside and approved for the Admin designee (the item on the above list marked with a +)

So if we hire an assistant director right away, Lisa would have to sort out all these responsibilities for next year.

--Jen asks: are there more responsibilities that Lisa can give up? Keeping in mind that the purpose of this assistant director position is to free Lisa up to do other important things, we need to make sure that she will give up as much as she can → Lisa would like to add to “parent info meetings” ALL parent investigations into COIL. An assistant director would take on all investigative parent interactions.

--This adds up to a director’s position of about 5 hours a week OR 200 hours total. Without the starred responsibilities, this hourly amount would be lower for the first year. The position will start at \$50/hour. We will budget \$10,000.

--It is suggested that the director position include the above list of responsibilities BUT start out smaller (with a smaller salary) for the first year since some of the above responsibilities (the ones marked with asterisks) have already been assigned to others for additional pay.

--FOR NEXT YEAR, the position will likely be only about 150 hours (for around \$7500), but the year after that it will most likely be the full 200 hours. ***Kris Knight motions that we approve the assistant director position as a line item in the budget, not to exceed \$10,000; Audrey Adams-Hart seconds, motion carries.***

--If more than one person wants to interview for this position, the governance council needs to be involved with the interviews.

--Lisa will immediately open the position to current COIL teachers. The council would like to know by Wednesday by 10:00a.m. if anyone in-house is interested in the position so we can talk about putting out a call to other FUSD teachers, if necessary. If there is in-house interest, we will conduct interviews within the next few weeks.

--the Assistant Director policy needs to be changed: only a certificated teacher can hold the position (as opposed to “the COIL staff” which is in the current policy); In the phrase “The assistant director of the charter school will be a one-year, Governance Council position financed by a COIL stipend”, “one-year” will be struck and “financed by a COIL stipend” will be struck. We will add “This position will be evaluated by a performance review to be conducted yearly” (or something phrased like that). ***Rhonda Sorensen moves that we accept these changes as part of our assistant director policy. We will vote again in September***

when we will have a chance to review the policy for accuracy; Carol Eshelman seconds, motion carries

- Policy “Status”: Carol
 - Carol compared her VP binder AND Lisa’s binder to the policies that are posted online.
 - In Lisa’s binder: most policies online are more up-to-date than Lisa’s binder is. A few are in the binder but not online. There are other inconsistencies.

 - In the VP binder (for council reference), most policies need to be updated from online as well. A few are on the binder but not online. There are other inconsistencies.

 - It is suggested that we take all policies from online and print them out for the binder. Dominique suggests that the minutes regularly include a list of changes that need to be made and that our admin (Becky) should change the policies accordingly.

 - We need a record of what we have changed in our policies. The secretary will keep all paperwork from all governance council meetings in a binder which will be kept in the governance council cabinet. This paperwork will include all policies that we have discussed and changed so we can always reference “old” copies of policies.

- Beginning Picnic: Wednesday, August 31st 11-1 PM Swiss Park: Lisa
 - Lisa requests that governance council members attend so she can introduce us. We will be introduced at 11:45. This “counts” as one of the school wide meetings that governance council members are required to attend.
- Closed meeting report: Our council voted to move the director to step 4 on the Certificated Management Salary Schedule salary scale with the intention that she’ll stay at that level for two years.

WASC Next Steps: Revise COIL School-wide Action Plan—TABLED until September

Adjourned at 11:38 a.m.

Next Council Meeting: September 12, 2011 at 9:30 a.m. location to be determined

Lisa Cole, Director _____

Kris Knight, President _____

Audrey Adams-Hart, secretary _____

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: 9/12/11

Closed Meeting to begin at 9:30 AM—called to order at 9:36 a.m.

Members in attendance: Rhonda Sorensen (community member), Carol Eshelman (parent/vice-president), Trish Harman-Murray (teacher member), Andrea Starkey (teacher member), Colleen Trinko (teacher member), Audrey Adams-Hart (parent/secretary)

Non-members in attendance: Lisa Cole (director)

Open Meeting to begin at 10:00 AM—called to order 10:21

Members in attendance: Rhonda Sorensen (community member), Carol Eshelman (parent/vice-president), Trish Harman-Murray (teacher member), Andrea Starkey (teacher member), Colleen Trinko (teacher member), Audrey Adams-Hart (parent/secretary), Kris Knight (parent/president)

Non-members in attendance: Lisa Cole (director)

- Approval of Agenda—*motion made to accept by Rhonda Sorensen, seconded by Trish Harman-Murray, motion carries*
- Approval of 6/13/2011 Meeting Minutes—*motion made to accept minutes by Rhonda Sorensen, seconded by Carol Eshelman, motion carried*
- Approval of September & October Calendars—some Tuesdays are missing staff meetings—*Carol Eshelman motions to approve the calendar with the recommendation that the Tuesdays in Octobers need to be updated (staff meetings are missing on some Tuesdays), Trish Harman-Murray seconds, motion carries*
- Oral Communications (5 minutes total, 2 minutes per each speaker unless arrangements made prior to the meeting)—Kris Knight would like to teach a series of math classes for a fee. She presents her plan.
- Parent Club Report—Diana Raposelli reports by e-mail: “Our meeting schedule is the first Friday of each month at 11am until 11:45am in room 710 (or where ever there is an open space). The first meeting is October 7th. We welcome the addition of a teacher joining us, but we would like that teacher to join us at 11:15 *we like to have time to speak off the record with parents at the beginning of the meetings and then handle business items.

We do have about \$4800 to spend this year, which is more than we usually start out with, so we can provide more financial support this year.

Our President, Teri Douglas will be leaving in January, her daughter is graduating early, so we will be down to three members. This year is also the 3 year max service limit for the rest of us so anything you can do to encourage parents to join is appreciated.

We are not able to do “Turkey Bingo” this year. All of our schedules conflict with the time and effort it takes to manage the event this November (sorry about that.)”

Closed Session: Report

-- Director Goals—*Rhonda Sorensen motions to approve goals, Andrea Starkey*

seconds, motion carries.

-- the union employees got a stipend of \$750 this summer. If our clerical staff is to be paid this stipend, the council must give permission. *Andrea Starkey motions for COIL to make this one-time payment based on FUSD contract negotiations made this summer, Trish Harman-Murray seconds; motion carries.*

----We wish to hire a lead teacher as a pilot position for the 2011-2012 school year. \$2200 would pay for 6 hours a month this year. *Andrea Starkey moves that we create this lead teacher position and set this money aside for this—with the proviso that the lead teacher brings some goals to the council for review; Rhonda Sorensen seconds, motion carries*

Old Business:

- Governance Council Officers: Appointed: Carol Eshelman as president, Rhonda Sorensen as vice-president, Audrey Adams-Hart as secretary
--We discuss the vice-president's responsibilities to update policies (see June minutes for details). *Audrey Adams-Hart motions to accept these officers as appointed, Collen Trinko seconds, motion carried*
- WASC Criteria A: Update (INFORMATION)—If council members have not submitted their material, it must be submitted asap. Kris will finish her part by the end of the month, Lisa will finish in December.

Policy Review:

- Student Fees: Summer Materials Check Out Policy, etc. (INFORMATION)—we can charge for items/materials that produce an item of value (e.g. something that could be sold).
--we cannot collect a check as a deposit on summer materials according to law, because education is free, therefore, **no deposits can be collected**
--do we want to continue to check out materials over the summer?
--suggestion: limit what materials can be checked out so we can limit our financial liability
--this discussion TABLED until March, to be approved in April and in place in May

New Business:

- **Director's Report:**
 1. Budget (ACTION: Vote to approve)—our flat budgeted revenue is based on last year's P2 figures—taken during February and March which are typically our lowest ADA reporting months.
--personnel numbers are higher because we have more personnel (40% of our income must be spent on personnel—no problem for us)
--lottery money is not always rolled into total figures because the money cannot be carried over. Lisa plans to spend lottery money first because of this.
--CHANGES: Lisa proposes that we hire a 0.2 FTE Technology Advisory Teacher for \$13,200.00→this is connected to another CHANGE: if we hire this teacher, we can eliminate the budgeted amount for \$5000.00 since this job would be done by our Technology Advisory Teacher.
--CHANGE: Since we now have an assistant director, we can eliminate the

Admin Designee stipend of \$2,000

--It is proposed that we vote for a robotic class instructor at \$3,000 for the year.

--**Andrea Starkey moves that we budget the above mentioned money for a Technology Advisory Teacher AND a robotic class instructor, Rhonda Sorensen seconds, motion carries**

--**Carol Eshelman motions to remove the budget items “21st Century Project Class” and “Special Education Admin Designee” AND their accompanying fees because neither items are needed (see above minutes), Trish Harman-Murray seconds, motion carries**

--Mentor Teacher: Art—our parent volunteer teacher can no longer teach this class, Lisa has found a credentialed teacher to replace her (on the budget this item will be moved to the certificated section) and asks that we increase the money allotted for our art classes in order to pay this teacher. She will be here every week and will add an art history component to the class—she will be paid for 3.5 hours every week. It is proposed that we set aside up to \$5300.00 for the year to pay for this.

--Mentor Teacher: Art Therapy—this class is very popular and needs to be scheduled for 2 times a week as opposed to the previous 1 hour a week. This would require up to \$3600.00 for the year.

-- **Andrea Starkey moves that we approve the \$5300 for the art teacher and the \$3600 for the art therapy for this year, Rhonda Sorensen seconds, motion carries**

--Summer cleaning: \$5000 was budgeted, only \$1,140.00 was needed. This money will be reabsorbed into other needed areas of the budget.

--Light maintenance: we must remove this budget category since FUSD will not allow us to hire non-union personnel. (\$1000.00)

--The proposed remedial math class that will teach fractions and multiplication facts will cost about \$1700. We discuss the hourly rate we'll pay for this class. It is clear that a math class like this is necessary. **Andrea Starkey motions to pay for these (fraction and multiplication) classes for 24 hours and 10 hours respectively at \$50 an hour. These classes must carry at least 6 students each. Rhonda Sorensen seconds, motion carries.**

--Do we have a policy that specifies that classes can only be continued if there are at least 6 students? If not, we need to make one.

--It is suggested that a method is needed to measure whether or not these classes that we pay for are actually *effective*. This will help us to decide whether or not we will continue to fund the classes that we offer.

--Our Physics lab teacher has requested that her class be limited to 12 teacher-recommended students only (because of space limitations). Physics is only offered every other year (the opposite year is Chemistry), so only students that MUST have it or are ABLE to do it (basic levels of math are required) can be admitted. →It is suggested that we offer both Physics AND Chemistry as well as our yearly Biology every year in the future

→for now, our teacher has offered to teach the Physics class twice this year in order to accommodate all the students that will be taking it this year. This will require more money to be budgeted to pay for this--\$600 must be added to her stipend total. **Carol Eshelman motions to approve the additional physics lab for the addition of 15 hours total, Rhonda Sorensen seconds, motion carries.**

--**Andrea Starkey moves that we approve all the above-mentioned changes and updates to the budget (excepting those we've already voted on), Trish Harman-Murray seconds; motion carries.**

2. MOU with Kidango (INFORMATION)—they asked to put a small shed on our patio and in return they built us a new shed. We agreed. They also agreed to our children using their play structure during Star testing.
3. API Score (INFORMATION)—results were released. We made our AYP (but we don't know yet if we met all 10 out of 10 criteria). Our API grew. Our graduation rate is 90.32—just adequate. We don't have a lot of control over this.
--API (state): We show school-wide growth, but NO growth in subgroups—because we are categorized as mostly “white” and so are then compared to other “white” schools—those in Atherton or Hillsborough (very well performing schools). We don't compare favorably because of who we are compared to.
4. Special Services Update (INFORMATION)—we have a resource teacher 5 days a week. We have a speech pathologist 2 days a week. We have a school psychologist 2 days a week (to be used only for special education assessment).

Council Business:

- WASC: 2006-Present Action Plan:
 1. WASC reporting: review of the technology section
 - Trish reports on the updating technology committee. They've made great strides, would like to use the technology teacher well, would like to make some suggestions for additional equipment in P1 and 710—printers and scanners in particular
 - Andrea reports on the school culture committee: we've come a long way on buying things, but need to educate students, teachers and parents better in USING them. We need to update some technology—e.g. some computers are outdated. They are eager to use the technology teacher as well.
 - Colleen reports on the assessment and accountability committee: They feel teachers need to be better trained on technology AND they would like to see paperless recording for regular meetings.
 - Lisa reports on the curriculum committee: They would like to see digital arts classes with the technology teacher AND additional teacher training.
 2. WASC reporting: coordinating the use of our facilities:
 - Trish reports: The instruction group would like to see better coordination with the adult school so that they could have better access to the multi-purpose room for evening presentations (more than Tuesday evenings--which is the current agreement)
 - Andrea reports: our school is really crowded. They see the need for space for kids to “hang out” in the office. When we started we had 90 students, we've tripled our teachers and students, but have the same office space
 - Colleen reports: if we had more classrooms, we could offer more classes. Ideally they'd like a faculty lunchroom. This would facilitate more informal teacher collaboration. They'd also love to see all classrooms and offices under one roof. They note that we are particularly short of space during Star testing.
 3. WASC reporting: preparing for new school leadership
 - Trish reports: we need to be thinking ahead to a new director and getting everything in place for that. We have completed our transfer to our new director.
 - Andrea reports: done successfully. This goal is no longer needed.
 - Colleen reports: transfer is done. Continue yearly assessments so we don't get complacent.

4. WASC reporting: dealing with the efficiency of the COIL governance council
--Trish reports: the council should attend more school functions, continue the dialogue about management vs. governance
--Andrea reports: the general population doesn't even know what the council does. The pictures on the board and the identifying name tags are good. Further suggestions: staff and teachers talk more to parents and families about the council and the meetings and the decisions made there.
--Colleen reports: nothing.
--Lisa reports: more online policy updates needed, more education on the Brown act needed for the council

5. WASC reporting: initiate the use of a materials purchase plan
--Lisa reports: we need ongoing sharing and discussion among staff about the materials that have already been purchased
--Andrea reports: the action plan that called for planned dates for purchasing (e.g. reading purchases made every 5 years) does NOT work. Purchases must be made according to family need. Therefore parent input is critical. Our library needs to be made larger to accommodate new purchases. The WASC committee can understand WHY we have no planned purchasing dates.
--Colleen reports: ditto on Andrea's comments

6. WASC reporting: encourage ownership of COIL's educational goals that were built from our school vision
--Trish reports: Increased parent attendance at classes and field trip to increase our team performance is needed (team=teachers and parents)
--Andrea reports: Parents need to participate more in the culture of the school. School vision/mission/goals posters need to be more visible to parents during meetings and in classrooms for reference to during classes. At the regular meetings teacher/parent interaction already shows constant ownership of our school vision/mission/goals. These vision/mission/goals need to be published on the website also. These vision/mission/goals must be clear to incoming parents because this is what we are all about.
--Colleen reports: The teachers need to more regularly educate parents and students about these goals.

7. WASC reporting: charter renewal
--no groups reported on this

8. WASC reporting: obtain SB740 funds:
--Trish reports: We must prioritize school needs so funds are spent carefully.
--Andrea reports: this isn't a school culture thing—unless, of course, we didn't make our SB740 and the school existed no longer.

9. WASC reporting: secure buy-in of COIL families to participate in the network-wide data collecting project.
--Andrea reports: The teachers need to have buy-in as well. In the future we need to document more effectively what we are doing. Teachers need to be using Scantron and AR information to support the progress that is being made.
--Colleen reports: How can we get parents and students to participate? Reducing testing to once a year (rather than twice a year). It is helpful for parents to get useful information from results. Teachers should follow up with their students individually to make sure all are signed up for testing.
--Lisa reports: We need to make testing more meaningful for parents and students.

10. WASC reporting: school-wide task of adjusting to state budget cuts
--Trish reports: Continue with prioritization of needs.
--Andrea reports: They'd like to see future building funds for more space.
--Colleen reports: We've reduced the need for some expensive teacher manuals by writing answer keys themselves. They've been piloting (in small quantities) new materials or programs before making large purchases.
--Lisa reports: They are interested in staff reduction by seniority. They would also prefer that curriculum purchases are reduced rather than reducing staff (if a choice needs to be made). They'd like to see more fundraising by the parent club.

- Conflict of Interest Form—completed except for Diana Raposelli
- Council Contact List --completed
- Council Calendar/Meetings—no change
--Andrea Starkey moves that our meetings will stay on the second Monday of the month at 9:30 a.m. in room 910, Rhonda Sorensen seconded, motion carried

Parent Alternate & Community Member Needs

--It is suggested that we need to make sure that all parents and community member spots are filled so that the burden is not so heavy on the parents and community members that are here. We need a parent alternate and we need 1 community member.

--Lisa has invited a parent to join us as alternate

--PLEASE: council members are asked to propose names for community members and bring these names to the next meeting.

Adjourned: at 12:30

Next Council Meeting: October 10th

Governance Council Meetings are physically accessible

Carol Eshelman, president: _____

Lisa Cole, director: _____

Audrey Adams-Hart, secretary: _____

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: 11/14/11

Open Meeting to begin at 9:30 AM: meeting called to order 9:37a.m.

- Attendance: Members: Billie Ngotiaoco (parent member/alternate), Colleen Trinko (teacher member), Trish Harman-Murray (teacher member), Andrea Starkey (teacher member), Carol Eshelman (parent member/president), Diana Rapposelli (parent member), Audrey Adams-Hart (parent member/secretary), Sherry Blackman (community member), Rhonda Sorensen (community member/vice president)
Nonmember: Lisa Cole (director)
- Approval of Agenda—*motion to approve the agenda by Sherry Blackman, seconded by Rhonda Sorensen, motion carries*
- Approval of 10/10/2011 Meeting Minutes—corrections to be made: Billie Ngotiaoco's last name spelled wrong and the motion to approve all changes in binder missing—it was made by Andrea Starkey. These corrections will be made in the minutes to be published online. *Motion to accept amended minutes by Sherry Blackman, seconded by Trish Harman-Murray, motion carried*
- Approval of December & January Calendars—corrections to be made: parent club moved to the 13th for the month of January only (start time 11:30a.m.) and on Tues Jan 3rd, during the break, the calendar should show that the office is closed. *Audrey Adams-Hart moves to approve the calendars with the proposed changes, Rhonda Sorensen seconds, motion carries*
- Oral Communications (5 minutes total, 2 minutes per each speaker unless arrangements made prior to the meeting)--none
- Parent Club Report—Diana Rapposelli reports: They contributed \$275 to mock trial. The parent club current balance is \$4821.65. They urgently need more parent members. They will purchase a small flat screen TV and a mount for multi-media use in the main lobby. Beginning with their next meeting (January 13 at 11:30 a.m. in room 710), they will have a parent forum (a general meet and greet) at the start of every meeting. They are investigating adding the soup can label fund raiser to their fund raising efforts.

Old Business:

- High School Lead Teacher Job Description Ad Hoc Committee Report (INFORMATION)—Sherry and Andrea report: They reviewed all the suggestions and correspondence about this position and changed the title to “High School Education Specialist”. They focused on the school needs as they outlined this job description (see hard copy in the minutes binder).

We discuss the difference between extra duty pay and stipend pay. Which will be used to fund this position? We traditionally use extra duty pay and will continue to do so.

It is asked, is anything missing from this job description that should be added?

It is suggested that a yearly college prep meeting is critically needed.

It is suggested that a yearly general college prep meeting or more explicit college information service instructions are added to the job description. It is suggested that

the job description already includes this idea, but the wording can be changed to make college prep a more prominent part of this job—this employee will be responsible for preparing the teachers to be resources to their college-bound students. The phrase “preparation for post-college opportunities” can be added to one of the bullets. Perhaps a college-prep timeline can be created? Andrea will work on this.

It is suggested that the bullet points should be more categorized so that tasks can be assigned to several individuals rather than one employee. Andrea will work on this.

This brings up another question: do we pursue filling this position outside of COIL if none of the staff members are interested in applying for this position? Does the council believe this position is needful?

Lisa’s opinion: These tasks can be distributed among the teachers as part of their “volunteer” hours that are already required by FUDTA.

Thanks to Sherry and Andrea for the very complete job description. It is our goal to complete the job description and the council vision for this position in order to seek applicants by the end of the year.

Policy Review: (INFORMATION & ACTION)

- Evaluation/Grade Determination—final review—Trish reports: The current copy reflects extensive staff input.

Question: This policy indicates that PE is only pass/fail. Is there no other option? The policy seems general enough to allow flexibility here.

Rhonda Sorensen motions to accept this policy, Colleen Trinko seconds, motion carries

- Split Day Policy combined with COIL Off Campus Options—Lisa reports: A parent has, through an IEP, got his/her child in 4 split day classes and is lobbying for a diploma from a high school other than COIL. This is not acceptable. Our policy needs to be more explicit so that this situation does not come up again.

Each student must carry the majority of their instruction hours at COIL in order to maintain enrollment. This means that **ONLY 2 OUTSIDE CLASSES ARE ALLOWED** for credit at COIL.

Changes to be made:

We will add “For Grades 7-12” to the title

The policy changes include

A. 2 overriding rules for off-campus classroom options: “1: All students must be enrolled for the majority of classes at COIL—a student may take 1 or 2 classes per semester off site but must carry at least 4 classes here at COIL. 2: After extensive consultation, the COIL teacher must sign an approval for any of these programs or combination of programs.”

B. Overriding rules for offsite program choices are:

“1. Community college: Students may take 1 or 2 classes per semester (excluding summer). Reimbursement for books/materials requires attendance at COIL’s annual split day meeting that takes place the spring before the classes begin. Reimbursement from COIL is not available for summer semester classes. 2. On-line classes (that are not offered through COIL): Family pays all fees associated with these courses. 3. MVROP: students limited to a maximum class time of 2 hours/day, 5 days a week. 4. Any other offsite classes are limited to 2 per semester.” These points are added to our policy.

We review the policy as it currently exists and make a few changes as indicated by our added “overriding rules” (see policy draft accompanying in the minutes binder).

The changes:

In item #1, we change the word “site” to “school”

In item #2, we strike the word “registration”

in the final sentence before the bullet points, we strike “staff” in the sentence “Decisions will be made by COIL staff based on the following criteria:”

After the bullet points, we add the phrase “scheduled in the Spring” as follows: “All parents interested in enrolling their students in Split Day Classes are required to attend the annual Split Day information meeting scheduled in the Spring...”

We change the following bullet to read, “The student must have been enrolled in COIL for at least 2 semesters [instead of “one year”], completing...”

We add a final bullet point which reads, “Students must adhere to their Fremont school of residence’s academic and behavior policies. Any negative [added] behavior issues may [instead of “will”] result in discontinuing with this option.”

We need to clarify in our policy: students are not allowed to take a split day class if COIL offers the same onsite class. Lisa will add this language to the policy.

We will vote on the amended policy in December.

- Governance Council Policy to combine with Governance Council Officer Election Procedure/add the formation of a Due Process Hearing Panel/Edit Election Protocol Order—Lisa reports:

All governance policies have been consolidated into this single policy.

Governance council officer election is clarified [The word “second” is to be stricken from the sentence “Governance Council officers will be elected no later than the first council meeting of the school year” under the heading “Elections”.]

Governance council officer responsibilities are clarified (as noted in red on the draft contained in the minutes binder).

Governance council parent nomination process is clarified (this must be changed on both the first page and the second page of this policy) to read: “Members will

be nominated by the staff, approved by the parent community and confirmed by the governance council.”

Language is added to provide a due process hearing panel: ”A due process hearing panel will be identified at the beginning of each school year to serve the COIL community in the event that a policy appeal that cannot wait for the monthly meeting is brought to the Governance council. The panel will consist of one teacher, one parent, one community member and one community member alternate in case of conflict of interest for a parent member or a teacher member.”

The final sentence on the policy under the heading “Membership Criteria”, “COIL governance council members will be removed from membership...” has been changed to “COIL governance council members **may** be removed...”

We will vote on a clean copy of this policy in December.

New Business:

- **Director's Report:**

1. Budget—Lisa reports:

--Our revenue does not reflect all our money sources, only ADA. Do we want to include in our revenue our various “pots” of money and our budget carryovers from previous years, or just the current year, etc? → We think revenue categories should be reflected separately since different sources of funding must be used in different ways.

What is the difference between carryover and reserves? She is researching this.

SB740 requirements need to be clarified as well. We want to make sure that all recipients of this money are properly credentialed.

Lisa is working on aligning district accounting figures with COIL accounting figures. When this alignment is finished, we will investigate future accounting assistance for her.

2. Conflict of Interest Code/Form 700 (INFORMATION)—Our policies “don’t count”. We must, instead (according to state law), have a conflict of interest code, i.e. a legal document *written by a lawyer* to align with local governmental codes. This code must be addressed immediately. (See item #3 below)

Form 700 “A Statement of Economic Interest” is required to be filled out by all “decision makers”. This means all of us (governance council members, and our director) must fill out these forms now. They are only valid through 2011 so we need to fill one out again in 2012. **They must be returned to Lisa by Monday November 28, 2011.** She will keep a copy on file and will mail a copy to the county as a part of the public record.

(BTW: We also need our own independent study policy. Have we already written this? If so, where is it? Rhonda will investigate this.

We also need a universal complaint policy.)

3. Request for Legal Services Contract with Middleton, Young & Minney, LLP (INFORMATION & ACTION)--\$2500 retainer to be paid for the services of this law office—the only charter school lawyers in the country (apparently). They charge \$195 per hour (for a lawyer; \$80 for a clerk). Lisa wants to consult them about not only conflict of interest, but also SB740 and charter renewal (among other things). She also wants to utilize their templates for other policies. *Sherry Blackman makes a motion to approve the \$2500 retainer to hire this law firm, Carol Eshelman seconds, motion carries.*
4. Special Services Update (INFORMATION)--TABLED
5. Multiplication Math Class Update (INFORMATION)—our teacher will report to us in December. She does not want to give pre- and post-tests as we have requested. She will explain herself next time.

The question is asked: can some of this “informational” stuff be written rather than presented orally at the meeting? Would this save time?

Council Business:

- Parent Alternate Confirmation & Community Member Update (INFORMATION)—We welcome Billie Ngotiaoco to our council.
- Governance Council Goals Ad Hoc Committee Report (INFORMATION & ACTION)--TABLED
- WASC Update/December Action Plan/January “Book Club/WASC Report” Retreat—We are asked to consider getting together one evening to review the report after Lisa consolidates it so that we are unified in our vision as we prepare for our WASC visit. Carol will co-ordinate possible dates for a meeting in January.

Adjourned at 12:23 p.m.

Next Council Meeting: December 12th at 9:30 a.m.

Governance Council Meetings are physically accessible