

**Minutes
of the Regular Meeting
of the Friends of the Clarksburg Schools
Board of Directors
of the Delta Elementary Charter School**

November 19, 2012

This meeting was authorized by the Board. Notice was given by posting the agenda (attached) at Delta Elementary Charter School, per the Ralph M. Brown Act.

1. **Call to Order, Roll Call and Pledge of Allegiance-** The November 19, 2012, regular meeting of the Friends of Clarksburg Schools' Board of Directors of Delta Elementary Charter School (DECS) was called to order at 6:06 p.m. by Board President Jim Lockhart at the Delta Elementary Charter School in Clarksburg, California. Board Directors Don Clark, Don Fenocchio, Rosalia Fernandez-Merwin (recorder), James Darin Hall, Jim Lockhart, Jody Bogle VanDePol, and Andy Wallace were present at roll call. Board Director Dominic DiMare arrived during the meeting. Board Directors Jeff Geisler, Kathy Gomes, and Imelda Oseguera were absent. District Representative Sonya Kale, Superintendent Steve Lewis, and CBO Peter Stone were also present. Jim Lockhart led the pledge of allegiance.
2. **Approval of the Agenda-** Don Fenocchio moved to approve the agenda. Jody VanDePol seconded. Motion carried 7:0.
3. **Public Comment-** Christy ~~Fraser~~ ^{Raymond SL RFM} had questions on whether there was a cost for students riding the bus who were on the free and reduced program. Discussion followed. Peter Stone will check with Sonya Kale on any applicable restrictions to DECS's current policy. Steve Lewis introduced Sonya Kale, Chief Business Officer for RDUSD.
Steve Lewis introduced Community Resource Specialist, Lydia Guerrero from Yolo County Family Resource Center. Ms. Guerrero reported on the services that the center provides which are mainly helping families find needed resources. She will be available at DECS on Tuesdays and will also try to work with the library and the community church for food distribution and the possibility of a preschool.
4. **Request For Approval Of The Minutes Of The Meetings of October 8 and October 22, 2012-** Jody VanDePol made the following corrections on the minutes of October 8, 2012: replace the word "for" with "far" under item nine and replace the word "script" with "scrip" under item 16h. Andy Wallace moved to approve the corrected minutes of October 8, 2012. Don Clark seconded. Motion carried 7:0. Andy Wallace moved to approve the minutes of October 22, 2012. Don Clark seconded. Motion carried 7:0.
3. **Public Comment-** Public Comment continued as Don Fenocchio introduced Sarah Enos the newest member of the bus committee. The bus committee met Friday and they would like the school to collect the bus fees.
Scrip Coordinator Jenny Tickler reported that she has launched the sign up for scrip program beginning with the first tier, which includes Target, Raley's and Nugget. Parents have been notified and directed to the school website which is user friendly and directs users on signing up for scrip. They are having an individual and a classroom contest for selling the most scrip. Jody VanDePol added that it is all on the web page under fundraising and that Jenny has done a ton of work on this. Jenny Tickler also reported that the next step is to work with local suppliers to become corporate partners. Darrin Hall and Jody VanDePol will work on this.
5. **Request for Approval of October Check Detail Report-** Peter Stone presented the check detail report (attached) and answered questions. Don Clark made a motion to approve. Andy Wallace seconded. Motion carried 7:0.
6. **October Payroll Check Items with Direct Deposit & Employee Deduction-** Peter Stone presented the report (attached) to the Board.
7. **October Transaction Detail Extra Duty Pay & OT-** Peter Stone presented the report (attached) and answered questions.
8. **October Budget vs. Actual Review-** Peter Stone presented the October budget (attached) and answered questions.
9. **Request for Ratification of Fully Executed Agreement With Yolo-Solano Air Quality Management District to Replace Our School Bus With a New 82 Passenger School Bus at a Cost of \$4,650 and the Destruction of Our Current School Bus-** Peter Stone presented the agreement with Yolo Solano Air Quality Management District (attached) and answered questions. He

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reported that last month he was given authority to purchase a new bus and he purchased a new bus for \$4,650.00 with the condition that the existing bus be destroyed by Feb. 15th. The new bus seats 82 passengers, has security cameras, has overhead racks for storage, has storage under the bus, and will be here by Jan 7th. The new bus can't be sold for five years. Don Clark move to ratify the fully executed contract. Andy Wallace seconded. Motion carried (7:0). The need for substitute drivers was brought up.

10. **Discussion and Approval of Using Newly Awarded Rural Education Achievement Program Grant of \$28,848 to Be Split Between Technology Infrastructure/A/R Enhancements and a Part Time On-Site Technical Support Staffer of Up to 16 Hours Per Week-** Peter Stone reported that DECS was awarded a grant of \$28,848.00 that he applied for last May. He proposed that this be spent on technology infrastructure/ A/R enhancements and on a part time technical support person up to 16 hours a week at \$20.00 per hour. Don Fenocchio moved to approve. Andy Wallace seconded. Motion carried 7:0.
11. **Discussion and Approval of First Interim Development Approach Keeping the Income at the Budgeted Level of \$14,545 for Completion and Submission by Peter Stone by December 1st-** Peter Stone presented the first interim development approach and answered questions. Discussion followed on the need for increased donations, contributions, and fundraisers to make up the shortfall and on not losing future students due to lack of transportation. **Board Director Dominic DiMare arrived at 7:52 p.m. during the discussion.** Don Clark moved to approve. Andy Wallace seconded. Motion carried 8:0.
12. **CBO Report-** Peter Stone reported that he is researching replacing existing copy machines. He is also researching what additional things the Oasis program can do. He reported that the crab feed committee requested credit card readers and he has obtained 3 from PayPal Here. Peter Stone will manage the account, which is same account that is on the website. There is a cost of up to 3% for this.
13. **Request Approval of Yolo County Library Contract in the amount of \$7,325.00-** Steve Lewis presented the contract. He reported that he is trying to get more time from the library for DECS students. Discussion followed. Board members requested that negotiations continue on this item.
14. **Enrollment Update-** Steve Lewis reported that DECS has added 5 students increasing enrollment to 296 students. Darin Hall requested that future enrollment report include running totals for the year.
15. **Employee Update-** There was no employee update.
16. **Superintendent/ Principal Report-** Steve Lewis reported on the upcoming Project Based Learning (PBL) night. He said that staff focus is remarkable and that he has never seen staff backwards map to this level. He reported that the PBL theme is Democracy and presented a handout on the learning rubrics for each class. Steve Lewis reported continuing his daily classroom walk through and giving teachers feedback notices. He has met with all teachers in preevaluation conferences and will have them provide a portfolio. Steve Lewis also reported that the Accelerated Reader Program is a huge success. The second trimester has started and students have set up new goals. 80% of students went up. The point goals are set up by AR, but can be modified. Rotary has donated \$2,200.00 for books, which have been purchased. He also reported on taking the state superintendent's challenge of establishing a school wellness policy. Steve Lewis reported on the office doing an attendance push, which targets student tardies and absences, and provided sample letters that will be sent to parents.
17. **Committee Reports and Discussion/ Action on Appointing and/or Removing Committee Members and Disbanding Committees**
- a) Board Rules and Regulations-** No report was given.
- b) Budget Review Committee-** No report was given.
- c) Facilities-** Rosalia Fernandez-Merwin reported that the architects have prepared a punch list with 3 items left on it. Don Fenocchio asked about an area of the asphalt that could be repaired.
- d) Friends of Clarksburg Schools, Inc. -** No report was given.
- e) ELAC-** No report was given.
- g) Technology committee-** No report was given.
- h) Fundraising Donation Committee (FDC) –** Darin Hall reported they are moving forward with the crab feed. They need to purchased about 40-45 bowls for soup. Other supplies from last year will be reused. Jody VanDePol reported crab feed ticket sales are limited to about 245-250 and will go on sale on December 1st. They will need 30 volunteers for the event. Darin Hall asked what the profit would be earmarked for. Discussion followed. Board members agreed that it would go toward maintaining the art and music programs.
18. **Reports from Board Members-** No reports were given.
19. **Other-** Andy Wallace said that DECS was lucky to have Steve Lewis in the classroom. Other Board members praised Steve Lewis for improvements he has made to the school.

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- 20. **Adjourn to Closed Session-** Dominic DiMare moved to adjourn to closed session. Jody VanDePol seconded. Motion carried 8:0. The meeting adjourned to closed session at 9:14 p.m. Board Directors Don Clark, Dominic DiMare, Don Fenocchio, Rosalia Fernandez-Merwin (recorder), James Darin Hall, Jim Lockhart, Jody VanDePol, and Andy Wallace were present. Board Director Jeff Geisler was absent. Superintendent/ Principal Steve Lewis and Chief Business Officer Peter Stone were also present for closed session.
- 21. **Reconvene and Report of Action Taken Including Vote Count, During Closed Session-** The meeting reconvened to open session at 9:48 p.m. President Jim Lockhart reported that the Board hired Brooke Johnson as a lunch duty aide for 1 hr/ day for 5 days/week for 180 days at \$10.00 per hour by a vote of 8:0.
- 22. **Adjournment-** Dominic DiMare moved to adjourn the meeting. Andy Wallace seconded. Motion carried 8:0. The meeting adjourned at 9:49 p.m.

Submitted _____ **Approved on** Dec 10, 2012



Stephen Lewis, Superintendent/ Principal



Rosalia Fernandez-Merwin, Secretary

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