

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

**February 24, 2014**

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 February 24, 2014, regular meeting of the Friends of Clarksburg Schools' Board of Directors of Delta Elementary Charter School (DECS) was called to order at 6:03p.m. by Board President Jim Lockhart at Delta Elementary Charter School in Clarksburg, California.  
Roll call of directors:
  - Jim Lockhart- President
  - Dominic DiMare- Vice President (arrived 6:07pm)
  - Andy Wallace- Chief Financial Officer
  - James Darin Hall – Secretary
  - Don Clark- member
  - Jeff Geisler- member (arrived 6:09pm)
  - Matt Taylor- member
  - Randy Perry- member (arrived 7:14pm)
  - Jody Bogle VanDePol- member
  - Imelda Oseguera- member (absent)
  - Sheri Haselhuhn- memberSuperintendent/ Principal Stephen Lewis, CBO Peter Stone, and Aristeia Walker (recorder) were also present. Guests led the pledge of allegiance.
2. **Approval of the Agenda-** Don Clark moved to approve the agenda. Andy Wallace seconded. Motion carried 7:0
3. **Discussion Student Recognition-** 1st grade students presented on Martin Luther King Jr, Abe Lincoln, Sacagawea, and themselves.
4. **Discussion PTC Update-** Joni Kruger presented on the remaining balances for the Coloma and Headlands Fieldtrips. The Chilli Cook-Off is March 8, 2014 they hope to be outside but are prepared if we have bad weather. The Family Dance has been canceled and may be replaced with a family movie night. The Crocker Art Ark was canceled due to technical difficulties but PTC is working to come up with alternatives. The Auburn Symphony came and was received well by all. DECS Safety Day will be held the day before the last day of school 8:30-12. PTC is hosting coffee and donuts at the bus stop.
5. **Employee Update-** Vanessa Belair, Margie Montzingo, and Kathi Gomes presented on how they are using the NWEA data they have collected from the MAP tests, and the student curriculum binder. The data is used to structure WINN, AM pull out, and AR. Professional Development for staff will be focused on Common Core Data from MAP testing. Leadership would like to see one on one conferences with students as well as with parents to share the data so they are aware of where they are and how they have progressed.
6. **Public Comment-** A parent of a DECS student presented that she would love to see her students' data. Aristeia Walker presented all the positive experiences she has had being a parent of a DECS student. She presented the important role that the board, Mr. Lewis, and DECS staff have played in creating a school where we feed the students thirst for knowledge and look beyond the test to create well rounded students and community members.
7. **Request Approval of the Minutes of the Meetings of January 27, 2014 and February 18, 2014-** Dominic DiMare moved to approve the minutes of January 27, 2014. Andy Wallace seconded. Motion carried 9:0. Dominic DiMare moved to approve the minutes of February 18, 2014. Jody Bogle VanDePol seconded. Motion carried 9:0.
8. **Discussion Nurse Akerland Update-** Nurse Akerland presented that most of the staff has gone through food allergy and anaphylaxis training. She has written care plans. Vision and hearing screenings were performed at school. Rescreening will be performed in a few weeks. The Office's Health Guidelines are in draft form. 5<sup>th</sup> and 6<sup>th</sup> grade will

be going through the Human Growth and Development class. Materials will be given to the parents in advance so they can opt-out if they choose. Nurse Ackerman's head lice policy uses current health recommendations. It may even change DECS' current policy.

----A break was taken at 7:45pm. The meeting reconvened at 7:49pm---

9. **Discussion Conditions For Learning Update**– Jason Knighton presented “How do We Create a Healthy School Community?” and some data from teachers about PBL night; the ask me questions, writing, close reading. We need to continue to look at the quality of student writing. A discussion followed where a lot of questions were asked and answered.
  10. **Discussion/Action Direction to the Administration on Enrollment Procedures for 2014-15**– Matt Taylor presented the idea of keeping parents accountable for turning in the new Kindergartner paperwork by the March 14<sup>th</sup> deadline. If the paperwork doesn't get turned in the student will get dropped and the next student on the waiting list will be added. A discussion followed where many ideas were shared. Matt Taylor made a motion to have the Kindergarten parents for the 2014-2015 school year that do not meet our current deadline will be given a second deadline. On March 14, 2014, at 4pm, Leslye Oseguera will call all the parents who have not turned in paperwork and notify them they have until 4pm, on March 28, 2014, to turn in all the paperwork for their incoming Kindergartner or they will be dropped. A letter will be sent out immediately to all accepted parents welcoming them to DECS and informing them of the preceding dates. Parents on the waiting list will be given notice to have all paperwork ready in case they get called up. If a student from the waiting list is called up their paperwork should be turned in within 10 business days. Jody Bogle VanDePol seconded. Motion carried 10:0.
  11. **Discussion/Action on Student Information System to Replace Current System: Direct Staff to Create Team to Draw up Requirements, Create Short List, Budget, Selection Team and Selection Process; Implementation Resources and Timeline**– Jim Lockhart presented on the replacing the current student info system. He asked teachers to create a team consisting of teacher, parents, and board members to assess our needs in an info system. Dominic DiMare presented that the board would like to see better communication with parents on student progress. Jim Lockhart made a motion to possible replace the current student info system; the group going to the Charter Conference would be the team tasked with the job. Randy Perry seconded. Motion carried 10:0.
  12. **Discussion/Action on Business Analyst /Office Manager Function - Direct Staff to Draw up Requirements for: Job Duties, Requirements, Payroll Range, Posting; Selection Team and its Processes**– Randy Perry motioned to direct staff to draw up requirements for: job duties, requirements, payroll range, posting; selection team and its progress. Andy Wallace seconded. Motion carried 10:0.
  13. **Discussion/Action on USC Satisfaction Survey – Direct staff to implement USC Satisfaction Survey for our Parents, Students and Staff**– Matt Taylor presented USC's survey. The survey would be available in both Spanish and English and is more comprehensive than the surveys we have used in the past. The USC survey also has a staff and student feature we could use. The survey results are published as an official report. Matt Taylor motioned to purchase and implement USC's survey. Randy Perry seconded. Motion carried 10:0.
- Jim Lockhart took a break (returned at 9:59pm) and excused the teachers from the meeting if they wanted to leave. Shari Haselhuhn left the meeting at 9:55pm. ---
14. **Request for Approval of January Vendor Check Report**– CBO Peter Stone presented the January vendor check report. Andy Wallace made a motion to approve. Matt Taylor seconded. Motion carried 8:0
  15. **Other Information Only Items**– CBO Peter Stone presented several reports.
  16. **Donations to Receive and Acknowledge**– Peter Stone presented a donation that was received for DECS. Dominic DiMare made a motion to accept the donation. Randy Perry seconded. Motion carried 9:0.
  17. **Request Approval for CBO to Refinance All Our Existing \$750K in Debt With a Fully Amortized 10 Year Loan At An Interest Rate Not to Exceed 5.75% Fixed for the First Seven Years and WSJ Prime Plus 1.25% for the Final Three Years Not to Exceed 7.00% With No Prepayment Penalty Using All Owned Buildings as Collateral With Up to \$10K in Collateral Guarantee and/or Loan Origination Costs**– Peter Stone presented. Don Clark motioned to refinance all our existing \$750K in debt with a fully amortized 10 year loan at an interest rate not to exceed 5.75% fixed for the first seven years and WSJ Prime Plus 1.25% for the final three years not to exceed 7.00%

with no prepayment penalty using all owned buildings as collateral with up to \$10K in collateral guarantee and/or loan origination costs. Andy Wallace seconded. Motion carried 9:0

18. **CBO Report**– Peter Stone presented the CBO report. We have gotten the grant payment from last year. He will be meeting with the contractor to work out the details which are mostly PG&E related. Construction on the new classrooms is slated to be completed by the end of Spring Break. Dupnik will do the lease like they have done in the past where they wrap construction fees in the lease and give us a lower rate. River Delta wireless is still trying to get signal to the Sugar Mill.
19. **Superintendent/ Principal Report**– Steve Lewis presented the Bill Gates study video and a real-time coaching video.
20. **Reports from Board Members**– There were no reports from Board Members.
21. **Adjourn to Closed Session** – Dominic DiMare moved to adjourn to closed session. Jeff Geisler seconded. Motion carried 9:0. The meeting adjourned to closed session at 10:25 PM. Roll call:
  - Jim Lockhart- President
  - Dominic DiMare- Vice President
  - Andy Wallace- Chief Financial Officer
  - Don Clark- member
  - Jeff Geisler- member
  - James Darin Hall- secretary
  - Jody Bogle VanDePol- member
  - Randy Perry- member
  - Matt Taylor- member
22. **Reconvene to Open Session and Report of Action Taken, Including Vote Count, During Closed Session**- The meeting reconvened to open session at 10:38 PM. Jim Lockhart had nothing to report.
23. **Adjournment**- Dominic DiMare moved to adjourn the meeting. Randy Perry seconded. Motion carried 9-0. The meeting closed adjourned at 10:38 PM

**Submitted**

**Approved on**

  
Stephen Lewis, Superintendent/ Principal

  
James Darin Hall, Secretary

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