

APPROVED
PEAK TO PEAK MOUNTAIN CHARTER
Regular Meeting of the Board of Directors
19009 Cerro Noroeste Rd., Pine Mountain Club, CA 93222
5:00 p.m.
Thursday, August 24, 2017

Call to Order: Time: 5:13 p.m. A motion was made by Nancy Dudley, and seconded by Rob Carruth, to call the meeting to order at 5:13 p.m. There were 5 ayes.

Flag Salute

Roll Call to Establish Quorum: The following members were present: Michelle Neville, president; Rob Carruth, Treasurer; Laura Andresen, Secretary; Nancy Dudley, Member; and Mel Weinstein, Member.

Public Comment on Agenda or Non-Agenda Items: Stefani Neeley, SAC president, requested that the Board, Faculty, parents, staff, and SAC might think about researching after-school activities such as homework club, painting, choir, and sports, etc., to bring in more of our students and members of the community to help popularize our school. Her suggestion was met with approval from the Board.

Motion to approve this agenda. A motion was made by Nancy Dudley, and seconded by Mel Weinstein, to approve this agenda. There were 5 ayes.

President's Report: Nothing to report.

Administrator's Report: Activities: Smart Board Training occurred on August 14th, and teachers and teacher aides both attended. Our presenter was able to go into classrooms afterwards and work with teachers on their equipment. I have seen the smart board utilized in all of the classrooms and know that the training was very helpful. A big "thank you" is given to Wendy for facilitating this training.

The Meet and Greet was held on August 14th and was sparsely attended. Other ideas were suggested for future Meet and Greet, such as possibly combining it with other functions. It has been suggested that this may be something we don't need to have in the future as Back to School Night is scheduled within the first week of school. I suggest we revisit this idea before the end of school this year to decide how we want to handle it and perhaps do more planning to make it more exciting and successful next year.

The teachers had a meeting on August 14th in which field trips, PE, enrichment courses, Life Skill alignment with Dr. Seuss theme of "Oh the Places We Go," and school year planning were discussed.

Nancy Dudley, Board member, came in to present the new Emergency Preparedness cards and gave the teachers and aides excellent advice on how to check doors for fire, what to do during an earthquake, and other emergencies. Thank you, Nancy!

The first day of school was on August 16th!

Our "Back to School Night" was held last night, August 23rd, and went well. I had the opportunity to make teacher introductions and gave the parents a brief speech on the importance of attendance and volunteerism, our Life Skills, the Community Reading Program, and referenced the Survival Guide that was handed out.

Ms. Robinson, Ms. St. Clair's temporary replacement, is doing exceptionally well. Many parents have expressed gratitude to the school for finding such an exemplary replacement. She did very well during Back to School, and classroom visits show a well-managed and productive classroom.

Grace Phillips, our new RSP teacher, and I completed the first IEP meeting of the year. She did an amazing job, and I think she is going to improve the quality of our special education program.

Kristen Rodriguez, our teacher aide in Ms. Page's class, has agreed to take on the PE classes and will be teaching PE on Mondays and Tuesdays.

Music Enrichment will be taught by Linda Rivette. She will be starting September 14.

Our new SELPA (El Dorado) utilizes SEIS instead of SIRAS special education web-based database. We have training next week on the 30th for Wendy, Grace, Amy Noall, and myself. Alene is attending a training in LA.

Margret Hurley, a ranger from Hungry Valley (OHV), is coming out September 15th for a snake and wildlife safety presentation and will bring several live snakes for the students to observe and for some to handle.

Researching: JPL Field Trip: I have emailed my friend contact at JPL, Ken Hurst, and I am working to schedule our school for a Jan./Feb. visit.

ELA Curriculum: Teachers will be evaluating ELA Common Core textbooks for adoption next year. I have researched which textbooks are being utilized by the top schools in Bakersfield and Valencia and have ordered "Reading Street" and "My Perspectives" from Pearson and "Journeys" and "Collections" from Houghton Mifflin. We also have samples of "Wonders" textbooks that are being utilized by the FP school.

Next Generation Science Standard Curriculum Support: I have begun a very large binder of lessons for each of the grades that align with the NGSS standards. I am compiling

information from multiple sources and hope to have something to provide to the teachers By the middle of September. I am also researching After-School Programs.

Upcoming Events: August Life Skill is Organization-Choosing Life Skill Leaders for each class. Life Skill Leader in each classroom is a student chosen by the teacher.

Business Manager's Report: Our current enrollment is 73.

There were a multitude of reasons for departures. We had new families where Escrow didn't close, middle school for sports and following friends, home school, and moving out-of-state or country.

Budget: The preliminary budget that I presented was a very conservative one, but, unfortunately, our numbers have dropped below that and a revised budget will need to be done. With our enrollment this low, we need to make some adjustments across the board. We will discuss this later in this meeting. We need to take a cut or a freeze, which will be discussed later in this meeting.

Funding: We do not know if we have received the REAP grant for this year. We did receive the one-time funds that we were waiting on for Jerry Brown, CA governor, to approve. This is being just over \$11,000 and has saved our budget this year.

Facility: This summer, I tried to get 3 bids on painting the school buildings. Only one showed up and then failed to give a formal bid.

We were denied an extension on the water grant; mainly, in part, because Kern County had yet to apply for funding. Kern County has since begun the TMF water report for a new water system.

On the 31st, we have Kern County Technology group out to look at the facility. This is for the Internet.

Audit was completed last week, and I will have supplied a draft tonight.

After-School Programs: We need to focus on what we have. We can't provide food; we might be able to coordinate with the Homework Club at the Clubhouse; there is a possibility that we would be able to work with the Art Gallery for a student art show; and maybe offer a Saturday activity that would include sports and art.

SAC Report: Stefani Neeley, SAC president, reported that classroom reps have been chosen, and funds for PE, Art, Music, and Drama have been approved. The Yard Sale is planned for September 23rd from 9:00 a.m. to 3:00 p.m. at 2208 Zermatt Drive; and Saturday, October 7, is planned for the Fall Festival from 3:00 to 5:00 p.m. We have a current balance of \$17,000.

Substitutes for County Science Fair/History Day: Carolyn Schwantes, teacher, asked the Board to consider hiring substitutes to allow the teachers to attend County Science Fair/History Day and Battle of the Books.

Budget Revision: A more conservative, revised budget will be presented at our next Board meeting.

Motion to approve Consent Agenda (Consideration for Action-One motion and vote will enact all consent agenda items):

5.1 Board Minutes:

- a. Minutes from the June 22, 2017, Regular Board Meeting
- b. Minutes from the June 28, 2017, Special Board Meeting
- c. Minutes from the June 28, 2017, Emergency Board Meeting

5.2 Accounts Payable Checks

- a. Check/Voucher Register 6/1/2017-6/30/2017 Sum of \$107673.99

5.3 General Ledger

- a. Summary 6/1/2017-6/30/2017

5.4 James G. Parker-Non Profit Directors, Officers And Corporate Liability Insurance \$1733.00

5.5 James G. Parker-Liability Insurance-Property, Electronic, General, Professional, Abuse, and Molestation, Terrorism. \$8939.00

A motion was made by Nancy Dudley, and seconded by Rob Carruth, to approve motion to approve Consent Agenda (Consideration for Action-One motion and vote will enact all consent agenda items): There were 5 ayes.

Motion to discuss and approve Unaudited Actuals 2017-18. A motion was made by Nancy Dudley, and seconded by Rob Carruth, to discuss Unaudited Actuals 2017-18. A discussion ensued. There were 5 ayes.

Motion to approve Unaudited Actuals 2017-18. A motion was made by Nancy Dudley, and seconded by Rob Carruth, to approve Unaudited Actuals 2017-18. There were 5 ayes.

Motion to discuss California School Fiscal Services Contract. A motion was made by Nancy Dudley, and seconded by Rob Carruth, to discuss California School Fiscal Services Contract. A discussion ensued. There were 5 ayes.

Motion to approve California School Fiscal Services Contract. A motion was made by Nancy Dudley, and seconded by Mel Weinstein, to approve California School Fiscal Services Contract. There were 5 ayes.

Motion to discuss and approve reallocation of funds for Professional Development for Teachers-Kern County offers courses. A motion was made by Rob Carruth, and seconded by Nancy Dudley, to discuss and approve reallocation of funds for Professional Development for Teachers-Kern County offers courses. There were 5 ayes.

Discuss and approve Part-Time Administration job description. A motion was made by Nancy Dudley, and seconded by Laura Andresen, to discuss Part-Time Administration job description. Discussion: The job description is more involved in school culture and SELPA and not in handling fiscal matters. The brochure is being revised.

Motion to approve Part-Time Administrator job description. A motion was made by Nancy Dudley, and seconded by Laura Andresen, to approve Part-Time Administrator job description. There were 5 ayes.

Motion to enter into Closed Session. Time: 6:34 p.m. A motion was made by Nancy Dudley, and seconded by Mel Weinstein, to enter into Closed Session. Time: 6:34 p.m. There were 5 ayes.

Motion to reconvene into Open Session. (As needed) Time: 6:59 p.m. A motion was made by Nancy Dudley, and seconded by Laura Andresen, to reconvene into Open Session. Time: 6:59 p.m. There were 5 ayes.

- a. Report from closed session. (As needed).

The Board approved Carolyn Schwantes as Lead Teacher for 2017-2018.

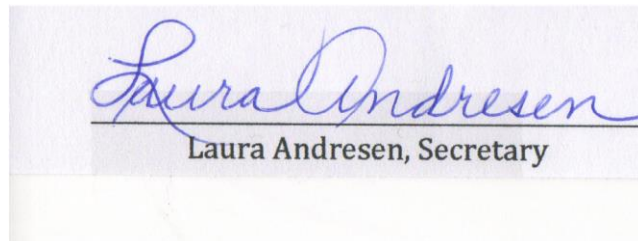
The Board approved Wendy Worster, Office/Fiscal Manager, to work from a remote location on designated days determined by the needs of the school and Wendy.

Motion to adjourn. Time: 7:00 p.m. A motion was made by Rob Carruth, and seconded by Mel Weinstein, to adjourn at 7:00 p.m. There were 5 ayes.

CERTIFICATE OF THE SECRETARY

I certify that I am the duly elected Secretary of Peak to Peak Mountain Charter, a California nonprofit public benefit corporation; that these minutes, consisting of 6 pages, are the minutes of the Regular Meeting of the Board of Directors held on Thursday, August 24, 2017.

Executed on August 25, 2017, at Pine Mountain Club, California.



Laura Andresen
Laura Andresen, Secretary