

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, September 27, 2018

Call to Order---Time: 5:06 p.m. A motion was made by Michelle Neville, and seconded by Rob Carruth, to call the meeting to order at 5:06 p.m. There were 3 ayes.

Flag Salute

Roll Call to Establish Quorum: The following members were present: Michelle Neville, President; Rob Carruth, Treasurer; and Laura Andresen, Secretary. Mary Ann Kemmer, Member; and Mel Weinstein, Member; were absent.

Public Comment on Agenda and Non-Agenda Items: Alicia St.Clair stated that she is volunteering with the rest of the staff to complete Snow Day Packets that would be distributed to the parents with instructions to the students from the teachers on follow-up for a full-day of school work.

Ann Coyle, Terry Page, and Carolyn Schwantes, and Wendy Worster voiced concerns on the following topics: pay periods, remote location of our Office Manager, Wendy Worster; efficient operation of the office, office hours, the creation of a finance committee, and the ordering of supplies. The Board listened constructively.

Motion to approve this agenda. A motion was made by Rob Carruth, and seconded by Laura Andresen, to approve this agenda. There were 3 ayes.

Discussion: Everything is coming along very well.

Administrator's Report: Please see attached report.

Business Manager's Report: Please see attached report.

Safety: Tamara Trost, Administrator, wants to make the classrooms safer, such as: what to do in a lockdown, lockdown instructions are in the works, call 911, and take attendance. Every classroom is different. We need new locks and blinds and lockdown drills. New locks and blinds are being investigated.

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

5.1 Board Minute

- a. Minutes from the August 23, 2018, Regular Board Meeting
- b. Minutes from the September 6, 2018, Special Board Meeting

A motion was made by Rob Carruth, and seconded by Michelle Neville, to approve Consent Agenda (Consideration for Action-One motion and vote will enact all consent agenda items): There were 3 ayes.

Motion to discuss and approve classroom safety items, and look into something more permanent like tinted windows for portables and night lock security devises for each door. Costs not to exceed \$1000. A motion was made by Rob Carruth, and seconded by Laura Andresen, to table this motion until we can do more research on safety items.

Motion to discuss and approve CAST (California Science Test) teacher training, October 23rd. Cost is \$100 for one attendee, and will be funded through Unrestricted Lottery. A motion was made by Rob Carruth, and seconded by Laura Andresen, to discuss and approve CAST (California Science Test) teacher training, October 23rd. Cost is \$100 for one attendee, and will be funded through Unrestricted Lottery. There were 3 ayes.

Motion to approve 6th-8th Field Trip to the Norton Simon Museum in Pasadena, CA. There is no cost. A motion was made by Laura Andresen, and seconded by Rob Carruth, to approve 6th-8th Field Trip to the Norton Simon Museum in Pasadena, CA. There is no cost. There were 3 ayes.

Motion to discuss Conference/Workshop Request Form. A motion was made by Rob Carruth, and seconded by Laura Andresen to discuss Conference/Workshop Request Form. There were 3 ayes. A discussion ensued.

Motion to approve Conference/Workshop funding source and available balance to be added to Conference/Workshop Request Form and the Administrative Approval with changes. A motion was made by Rob Carruth, and seconded by Laura Andresen, to approve Conference/Workshop funding source and available balance to be added to Conference/Workshop Request Form and the Administrative Approval with changes. There were 3 ayes.

Motion to enter into Closed Session. Time: 7:00 p.m. A motion was made by Rob Carruth, and seconded by Laura Andresen, to enter into Closed Session. There were 3 ayes.

Motion to reconvene into Open Session. (As needed) Time: 7:55 p.m. A motion was made by Rob Carruth, and seconded by Laura Andresen, to reconvene into Open Session. There were 3 ayes.

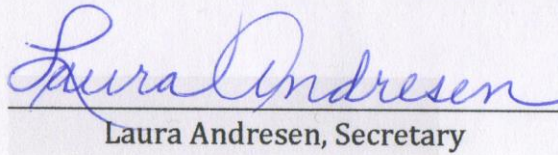
Report: Wendy Worster, Office Manager, is going to work with Dee Schwantes and Karin Willson to improve communication for transparency in the office.

Motion to adjourn. Time: 7:56 p.m. A motion was made by Rob Carruth, and seconded by Laura Andresen, to adjourn at 7:56 p.m. There were 3 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, September 27, 2018.

Executed on September 27, 2018, at Pine Mountain Club, California.



Laura Andresen, Secretary

Manager's Report Sept. 27, 2018

Payroll

The Board President has asked me to clarify/address some concerns with payroll and other issues:

Why we must have 2 pay days a month. This was presented in the May 24, 2018 Board meeting. Please see the attached communication. While Ed. Code allows school districts to pay their classified (non exempt) employees once a month on the last day of the month, that language does not apply to charter school employees. In this same email from our lawyer since Labor Law and Ed Code conflict on the timing of pay schedules it was recommended by our lawyer that exempt employees are on the pay schedule as the non exempt. In short regardless that the County can legally run payroll once a month and if the county did the school's payroll that does not excuse the School from having to comply with payroll timing requirement.

Why do we now have to pay SDI when we weren't before. According to EDD and our back office we have to pay SDI. Some school district employees do not have to pay. Currently there is conflict if a charter is a private employer or a public employee. Similar to the payroll issues. I will be reaching out to the EDD to determine if we will be allowed to opt out.

This is no holding of any paychecks. At the end of June Teachers received their June EOM .pay. July 1st began the new fiscal year. Teachers are now being paid 12 months a total of 24 pay periods. The 1st pay period for the Fiscal year (work performed 1st-15th) was July 26th. At the end of the year you will receive the last pay for the fiscal year July 10th.

Pay stubs. Since there were a few employees that did not want to access their employee portal and print their pay stubs, Tamara or myself will be printing and placing in your boxes.

Organization Chart

I've handed out the organization chart that is in our Charter. In addition to this all employees should report directly to their immediate supervisors. Ex. Aide to Teacher, Teacher to Admin, Admin to Board. Our office staff reports to me for school procedure, compliance, and daily functions and to the Admin for school staff and student needs. I have met with both office staff to help improve communication. So there is going to be more communication in writing, We will be generating a request form to help with this. I work collaboratively with Admin and at the pleasure of the Board. Requests for closed session and agenda items are approved by the Board President. We are also requesting if the teachers would like if the office staff does not have the answer if you would like to call me or if you would like them to call me. Just remember each time the office staff learns. Please be patient, remember I had 15 years to learn the ends and outs of how the school runs.

Business Manager

There has been some concern as to how I am performing my job, since I'm not on site. The only portion of my job that changed was that I'm not sitting in the office and I took a cut in pay to

cover that position. The requirements of the job remain the same or actually with new oversight and reporting requirements, the job is growing. All programs I work in are all web based except our Student Information System and that we are able to extract the necessary data to upload in CALPADS. I am hourly. I do not get reimbursed for travel or get paid for travel. Many charter school use this model due to the high cost of contracting an outside entity.

Facilities

We are continuing to receive quotes for new heaters. The County has requested that new heaters are installed by a licensed contractor and follow universal building codes. It does not look like they are willing to contribute funds or install themselves. We are waiting on one more bid and they are finding more information on building codes.

Keys. We were in need of additional keys for office and Blue Jays. Elaine needs a set and I received a request from Bill Bice so he could work on computers without disturbing the class. I let him know we would have to do a background check. He would also need to complete an internet agreement. This key is a do not duplicate. I changed the doorknob this morning and made new keys when I went to the bank.

The student store needs a new location. The student store has too many openings and mice have taken permanent residence in it. The thought was to take over PE shed and the PE equipment can go into the Seatrain with SAC and maintenance. The school has old curriculum and supplies that can be disposed or sold. A goal for storage would be for SAC to have their own Seatrain.

Administrator's Report September 27, 2018

ACTIVITIES

Enrollment Increase Project:

- The current enrollment is at 71. We had one student re-enroll. We had two families with multiple (3 or 2) kids dis-enroll due to a parent getting a new job off the hill.
- The realtors have an important part of this enrollment increase effort, and I would like to do another caravan in October. I have reached out to Daniel Schwartz, and we are shooting for mid-October.
- A realtor recommended to Alicia that we create a one-page flyer which Wendy will develop prior to the caravan.
- I have seen many P2P bumper stickers in the community and it has been excellent free advertising.

Staff:

- We had an all-staff meeting on September 24th. The subjects covered were: Budget, Office Communication, Facility Repair, Time Sheets, Staff and Student Safety, Attendance Incentives, Professional Development, Volunteers and the Bee Problem.
- It was decided that Wednesday would be now known as "Star Wars Wednesday" to help cultivate more team building and school spirit around our yearly theme.

- The job share with Alicia and Elaine continues to go well.
- Karin Willson and Nancy Shilvock are now able to be substitute aides.
- Shanene Laudenberg has passed the CBEST and is applying for her sub teaching permit.
- We have started PE and art enrichment. We are still looking for a music enrichment teacher. Any ideas?

Volunteers:

- We have a volunteer orientation/training scheduled for next week Wed at 8 AM
- A parent has volunteered to pay for the rental of 14 violins and cellos for 3 months. Another parent is the CALARTS alumni director and has ideas for students who might be interested in teaching an afterschool music program. If you know of anyone that would be willing to teach violin and cello at our school, please let me know.
- The staff agreed a December holiday cookie and coffee thank you program would be a good idea.
- The Community Reading Program and tutoring started this week.

Students:

- We had our first field trip to the Apache Saddle Ranger Station September 7.
- The Kern County Fair field trip was on September 26th, and the Alaskan Pig Race stole the show.
- Murray Farms field trip is on October 2.
- Reading and Math RTI starts next week and the following week.

After School Program:

- SAC approved \$2000 for continuation of the program next year.
- The first after school program day was today, September 27th.

CAASPP Testing:

- Results were sent to parents with the exception of 2 students and 8th graders. Apparently, the 8th grade student tests are being rescored, so we also do not have those results yet.

Facility:

- Rob Carruth and crew installed the new fencing around the playground area and backed it with a smaller screen fence to keep balls from rolling into the trees. It looks beautiful!
- The office screen door was repaired, weeds removed, and the lower fencing repaired.
- Future projects and repairs include removing the bird's nest in Carolyn's exhaust duct, sealing the joints in the Quail classroom, replacing heaters in the Quail and Hummingbird classrooms and Arlo camera installation.

Upcoming Events:

Wednesday's through the end of the school year: Star Wars Wednesdays!

October 2: Murray Farms Field Trip

October 5: Picture Day!

October 19: Walk Through History Day

October 31: Star Wars Halloween and Fire Drill