

UNAPPROVED  
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, April 26, 2018

Call to Order—Time: 5:00 p.m. A motion was made by Nancy Dudley, and seconded by Rob Carruth, to call the meeting to order at 5:00 p.m. There were 4 ayes.

Flag Salute

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

Public Comment on Agenda or Non-Agenda Items: Carolyn Schwantes, Teacher, announced that Tutoring and Reading Coach would be cancelled on Thursday, May 17, to allow for testing.

Motion to approve this agenda. A motion was made by Nancy Dudley, and seconded by Rob Carruth, to approve this agenda. There were 4 ayes.

Discussion:

President's Report - Plans were submitted for the Clubhouse.

Administrator's Report - Please see attached report.

Business Manager's Report - Please see attached report.

SAC President's Report - Absent

After School Program - The After School Program is part of the Administrator's Report.

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 March 22, 2018, Regular Board Meeting

### 5.2 Accounts Payable Checks

- a. Check/Voucher Register 3/1/2018-3/31/2018 Sum of \$56431.35

### 5.3 General Ledger

- a. Summary 3/1/2018-3/31/2018

A motion was made by Rob Carruth, and seconded by Nancy Dudley, to approve Consent Agenda (Consideration for Action-One motion and vote will enact all consent agenda items): There were 4 ayes.

Motion to discuss and approve changes to the 2017-18 Calendar change for 4 unused snow days, Field Day June 6<sup>th</sup> (minimum day) and the last day of school June 7<sup>th</sup> (minimum day). A motion was made by Rob Carruth, and seconded by Nancy Dudley to discuss and approve changes to the 2017-18 Calendar change for 4 unused snow days, Field Day June 6<sup>th</sup> (minimum day) and the last day of school June 7<sup>th</sup> (minimum day). There were 4 ayes.

Motion to discuss ADA enrollment projection for 2018-19 Preliminary Budget. A motion was made by Nancy Dudley, and seconded by Rob Carruth to discuss ADA enrollment projection for 2018-19 Preliminary Budget. There were 4 ayes.

A discussion was held on ADA enrollment projection for 2018-19.

Motion to approve ADA enrollment projection based on an ADA of 66 students for 2018-19 Preliminary Budget. A motion was made by Rob Carruth, and seconded by Nancy Dudley, to approve ADA enrollment projection based on an ADA of 66 students for 2018-19 Preliminary Budget. There were 4 ayes.

Motion to discuss and approve date for Budget and Finance Meeting for the 2018-19 Enrollment Budget. Date approved: May 24, 2018. A motion was made by Rob Carruth, and seconded by Nancy Dudley, to discuss and approve date for a Public Hearing for Budget and Finance at the Regular Board Meeting on May 24, 2018.

Motion to approve 4<sup>th</sup> and 5<sup>th</sup> grade Battle of the Books field trip May 1, 2018 at the Kern County Museum. A motion was made by Nancy Dudley, and seconded by Laura Andresen, to approve 4<sup>th</sup> and 5<sup>th</sup> grade Battle of the Books field trip May 1, 2018 at the Kern County Museum. There were 4 ayes.

Motion to discuss and approve deep cleaning for all classrooms. A motion as made by Nancy Dudley, and seconded by Rob Carruth, to discuss deep cleaning for all classrooms. There were 4 ayes.

A motion was made by Rob Carruth, and seconded by Nancy Dudley, to table the motion to approve deep cleaning for all classrooms and to get bids and search for grants to pay for the deep cleaning for all classrooms. There were 4 ayes.

Motion to enter into Closed Session. Time: 6:35 p.m. A motion was made by Rob Carruth, and seconded by Nancy Dudley to enter into Closed Session. There were 4 ayes.

Motion to reconvene into Open Session. (As needed) Time: 7:36 p.m. A motion was made by Nancy Dudley, and seconded by Laura Andresen to reconvene into Open Session. There were 4 ayes.

Report: A motion was made by Rob Carruth, and seconded by Nancy Dudley, for a job share with Alicia St. Clair and Elaine Salmon in the Blue Jays room. There were 4 ayes.

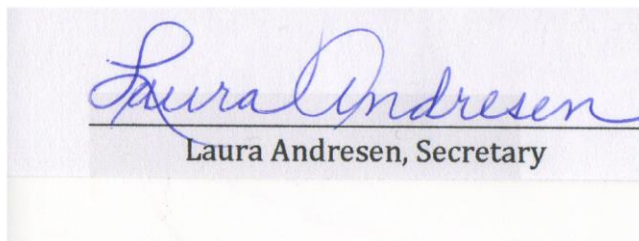
Alicia St. Clair will be teaching Monday through Wednesday. An ad will be run for two aide positions and for one part-time teacher.

Motion to adjourn. Time: 7:39 p.m. A motion was made by Nancy Dudley, and seconded by Laura Andresen, to adjourn. There were 4 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 3 pages, are the minutes of the Regular Meeting of the Board of Directors held on Thursday, April 26, 2018.

Executed on April 26, 2018, at Pine Mountain Club, California.



Laura Andresen  
Laura Andresen, Secretary

**Administrator's Report**  
**April 26, 2018**

**ACTIVITIES**

**Enrollment Increase Project:**

- The real estate caravan's has generated a lot of positive press and several family calls. One family has completed an intent to enroll form and is in the process of purchasing their home.
- Brochures in PMC Clubhouse, Water District office PMC, Local History Museum, Library. Would also like to post a brochure at our local post offices. Other locations?
- We will be in the parade at the Lilac Festival and will have a booth with brochures.
- Recruited two families with a total of four kids for next year. Will obtain enrollment/registration beginning of next week. One of the moms is offering to purchase a 4WD van to pick up students in FP, LOW, Pinon Pines. She is also an accomplished artist that may be able to teach art next year. Her husband is a computer scientist with network/smart board experience.
- Two additional families have asked to set up tours for next week. One family may be able to begin this year with one student. Tour has been set-up for next week Monday and Wednesday.
- Ideas for changing ad to include the word "free" and to advertise after school program to increase interest level.

**Staff:**

- We had a Google Drive professional development Tuesday. The school is looking to use google apps across classrooms as part of the technology curriculum and as a way of inter-staff communication with the Docu-share program. It will also marry well with the Google Classroom training that Ann Coyle and Elaine Salmon are doing.
- Teacher evaluations/goals are for classroom teachers and Grace Phillips, RSP Teacher.
- Shanene Laudenberg is teaching sign language in all classrooms. She is working with the students to sign "Wind Beneath Your Wings" for the end of the year program.
- Grace Phillips and Amy Noall have expressed their desire to return next year. Wendy and I will work together to develop contracts for them and have them signed in May.
- Mary Ann Kemmer has given her notice for next year. We will begin posting an advertisement for her position in May.
- Karin Willson has begun the half-time office job and is doing really well.
- CPR Class May 5.

**Students:**

- Camp Keep went really well. Students were well behaved, engaged and inspired. Many compliments on the work ethic and behavior of our students. Many commented about how much they learned and that they would remember the field trip for the rest of their lives.
- The photography reception last weekend at the Artworks Community Center in PMC involved many of our P2P students with several students winning awards and selling artwork.
- ~~May~~ Life Skills are "Friendship and Sense of Humor."
- New play for end of the year program: "Herbes + Us All"
- The Barton Reading program was started this year and is expanding to include more RSP students with reading challenges. It has been so successful, I would like to see it expanded possibly for next year.
- Our REAP grant application was accepted. If approved, it would be wonderful to expand this program to all struggling readers.

**After School Program:**

- Students are learning about costumes, set design and props. Shanene is coordinating with David Stenstrom to develop materials for the end of year play.
- Students developed a logo for the Bear Academy and will learn silk screening and print their own shirts. The cost of approximately \$150 is being covered through donations to the program from parents and community members.
- Focus Central is covering the full cost for Shanene who will work with Mary Ann until the end of the year and who will then take over next year's program. An umbrella insurance is also being provided at no cost to our school.

CAASPP Testing:

- CAASPP Testing Window is set for 4/23-6/1/18. 5<sup>th</sup> grade and 8<sup>th</sup> grade students will be taking the CAST (California Science Test) online, but the other subjects will be completing the testing with paper tests. The paper tests are in house!
- Testing Dates are May <sup>14-19</sup>18-22 for Blue Jays and Falcons and May <sup>14-18</sup>16-22 Quails. *No Reading Coach or Tutoring*
- Developing letter to go home next week to communicate testing dates and suggestions for optimizing good testing performance and a reminder of why CAASPP testing is soooooo important!  
*- Reading Coach & Tutoring is cancelled for May 17.*

Facility:

- Though it isn't a firm date, the new best guess for internet is June 30<sup>th</sup>. Wendy and I agreed the Port a Potties we rent for the end of the year program should be kept on-site for the workers, so they don't need to use the office. (They are rented by the month, so it would not be an additional cost.)
- Pat Kearny evaluated the roofs/leaking problems of the Hummingbird and Quail classrooms and will have a bid prepared by the end of next week. If we approve his bid, he said he would have repairs complete before August.
- Mattresses and old stair wood and other loft materials removed this week. Stump may be removed this weekend.
- Wendy coordinated a tech visit for our smart boards. One classroom's bulb is out. Another classroom's smart board is not synching/displaying properly. May 4 is the expected tech visit date.
- A new basketball hoop will be ordered. Reaching out to realtors for possible donation.
- Discussion of possible intercom/camera ideas. Arlo now at COSTCO for \$399 for 3 cameras and a station. Wendy found wireless intercom on Amazon for a very reasonable price that also synchs with radios.

**Special Note: I have Jury Duty the week of May 7.**

Upcoming Events:

May Life Skills are Integrity and Common Sense.  
May 2: Teacher Meeting  
April 30-May 11: Battle of the Books  
May 8 Teacher appreciation day  
May 10 Sports Day  
May 14: El Camino Pines Day Trip  
May 14-18 BLUE JAYS 3rd grade State testing week  
\*testing may roll over into the following week if needed.  
May 19-20: Lilac Festival  
May 22 minimum day  
May 23 minimum day and OPEN HOUSE  
May 24 Career Day  
May 25 Pancake breakfast/ Student appreciation  
May 28 NO SCHOOL  
May 30 Volunteer Appreciation 8:30-9:15  
June 1 Minimum day/ Play/ auction/ *graduation*  
June 5 Bump Up day  
June 6 Field day- minimum day  
June 7 Last day of school- minimum day (unless we have a snow day)

Research:

Increased Enrollment Ideas  
Roofing Repairs  
Grants to Expand Barton Reading Program

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## **Business Manager 4/26/18**

Current Enrollment is 67

Our current projection for the 2018-19 school year, best scenario is 68, worst is 60.

We have had two families verbally tell us they will not be returning. We are requesting it in writing as one of our classrooms will soon require a waiting list.

### **Grants**

I completed the application for the REAP Grant. (Small, Rural School Achievement Program Grant). This grant will benefit our students struggling with reading and math.

I also updated all required memberships in DUNS, SAM.gov and Grants.gov.

I'm researching a new water grant to assist us in the cost of our water system. The previous grant may no longer be the best fit.

We've submitted our application to SouthWest Health Care for the health care grant to cover the cost of the Health and nurse.

### **Facility**

I've reached out to Charles Frey to see his availability for assemble and replace the portable ramps. He as of yesterday he was going to see what his availability was. If unavailable we will look elsewhere.

Old curriculum is being moved out of the upper SEATRAN to make room for the new language arts curriculum. I've ordered the K-3 curriculum and have the shipment delayed until the May.

The work on the tower is going to start after the school is out for summer. They didn't give me a timeline as to how long it would take but they did express they didn't want additional people on site for safety.

Kern County may be doing more fire clearing but will depend on funding.

### **Annual Reports**

As you know the development of the LCAP is well on its way. I will have the survey results at the public hearing next month. I encourage all board members to complete a survey.

I've completed the Annual Charter Oversight checklist and will confer with Tamara prior to sending it over to Maricopa.

The annual water report and ccr's are due and I will be completing that in the next couple of weeks.

The Government compensation report will be completed in June as well.

### **Misc.**

After the May Review I will begin work on the preliminary budget.

We are now accepting applications for board members. Nancy and Laura's terms are up this year.