

10/29/2024

- Admin:
 - choose scribe, facilitator, other or roles as needed.
 - 3:30-5pm
 - purpose of meeting: general
- Check Ins and Attendance:
 - Sarah, shelley, nicole, razia, amy, allan, andrew, kristie, sherry, tim cohen, kiara, nicholas, jessica, amy raburn
- Verse
- Vote to amend/accept previous meeting minutes
 - Passes unanimously
- Follow-up on action items via checking active comments.
- Agenda:
 - Vote:
 - Steps to mitigate board burnout (vote on rotating schedule for tasks) (NR)
 - Board email/bank checking monthly rotation
 - [Proposal to Amend Board Meeting Schedule - Monthly Meetings](#) (SR)
 - Need to reinvigorate committee meetings
 - At charter school principal meeting Razia gained more knowledge
 - Amendment: maintain monthly budget meeting, so 2x month, with regular meeting extended to 5:30. So next week is budget meeting, then regular meeting two weeks later
 - [Proposal to Contract with Kristina Rodriguez to Complete Principal Evaluation](#) (SR)
 - [Corrective action plan proposal](#) (SW)
 - Would like to see a longer time period since there are so many upcoming breaks. (RAH)
 - Would like for there to be something in here that involves the board and its responsibilities toward school climate. (RAH)
 - Goal for staff to be able to come to the BOD for non-operations-related concerns
 - 12 week time frame amendment
 - There were no witnesses to the pertinent substance of the grievance and the staff member resigned before the situation could be addressed further. The result is there was inconclusive evidence of wrongdoing by the Principal. From now on the Board recommends that the Principal

hold no one-on-one meetings without the option of having another person present, preferably after school and especially not in the mornings before classes start for instructional personnel. The board has closed the matter and will work with the Principal collaboratively to continuously improve as framed by our evaluation process.

- [Cell Phone and Device Use Proposal](#) (RAH)
 - Policy manual section 4.8
 - Family handbook says only don't bring cellphones
- Inform:
 - Staff search (RAH)
 - 5th grade - Emily Zawoy
 - ESE/Title I - Jazmin Calderon-Marquez
 - 4th grade - good prospects but they need more than we are offering; offered to Jessica Bacon - under consideration - would need to pursue certification.
 - Enrollment update (RAH)
 - First grade - 16 - PW (parents visited and considering changing schools) - R leaving to go back to MM into K.
 - Second grade - 18 - K - moved him from 1st
 - Third grade - 11
 - Fourth grade - 22 (G will leave on 10/31/24) (H will leave on 11/8/24 or later to another state) (Y)
 - Fifth grade - 18
 - Sixth grade - 9
 - Seventh grade - 5
 - Total Enrollment - 99

 - Hawaii - 2 families- 1st and 3rd

 - During Survey week - we had 2 students absent - same family - left for the hurricanes. Gone from 9/30/24 to 10/16/24. 12 consecutive school days. Both Kimberly and I reached out multiple times and explained the importance of having them in the classroom.
 - 96 students likely number from survey
 - We need recruitment
 - CSP grant update (SW)
 - Everything is submitted and up-to-date
 - Optimistic that we will get the grant based on CSU feedback
 - At the district level charter school principal meeting today our school was commended for being the school that had the most requested reports and documents in by the due date. (rah)
 - Website volunteers - have reached out - needed to postpone meeting

(rah)

- Discuss:
 - School [roadmap](#) (SW)
 - Governance tracker
 - ESE
 - School leadership/culture/grievance update (SW)
 - Staff letter concerns
 - Part 1 of grievance A - incident - resolution
 - No decision, grievor is no longer at the school, no third party witnesses. Razia requests a concluding statement of no wrongdoing found.
 - No one-on-one meetings will be required without option of another person present
 - Part 2 of grievance A/grievance B - school culture
 - Fact finding conclusion resolution (see proposal for corrective action plan)
 - Update on mediation meeting
 - Scheduled for tomorrow, Wednesday, 10/30/24 at 4:30-6:30
 - CSU deep dive in January - School Review
 - We have asked to get on the January schedule
 - Report will be provided to the BOD and principal
 - Need clarity about whether the report is public
 - Board/Principal role workshop with Christine
 - Anonymous surveys every 2 weeks
 - Recommended by the CSU
 - CSU will send examples
 - Discussion about anonymous vs. not anonymous
 - “Ambassador” staff member to be present if anyone is uncomfortable
 - Razia has concerns about the long-term feasibility of this approach
 - Staff letter
 - Drafted by Sarah, to cover the role of the board.
 - Attach the grievances
 - Redact student information and safety information
 - Vote: Approved unanimously
 - Public record requests (SW)
 - Email response from CSU atty in board@
 - Public record request of JW’s grievance - there are elements that should be redacted to stay in compliance. (rah)
 - Student recruitment (tours, advertising) (NR, SW)

- Open houses - first wed. of the month from 12-1pm - 5 person limit - beginning november 6. PTA will be helping with staffing
 - WUFT rates in board@/razia@
- Classroom teacher teacher transition (NR, SW)
 - Classroom update
 - Emily will spend about 5 days doing a hand over with Jazmin
 - Emily will then join Javier in the classroom and start being lead teacher as soon as possible. Javier left a wonderful year's plan for Emily.
- Staff meetings (SW)
 - Zoom option
 - Phone/calling in is better for staff meetings
 - Sarah to ask about why staff are requested to attend
- Upcoming fall/winter events (SW)
 - Festival of Compassion/Lantern Walk
 - Winter garden/spiral
 - Winter assembly/faire
- Slack for communication (RAH)
 - For committee work, board members only, too expensive to include all staff
- Wrap:
 - Next actions clear, recorded, and distributed to those doing them?
 - Comment with @your name on action items you have taken on
 - Next meeting:
- Close:
 - closing round of learnings, appreciations, feedback etc. on the meeting