*EQUITY AND EXCELLENCE FOR ALL STUDENTS*

# NOTICE OF MEETING OF BOARD OF DIRECTORS

Wednesday, Dec 10, 2014 • 7:00 pm • 7th Grade Room

## Old Town Academy K-8 Charter Governance Board

- Mr. Chris Celentino, Chair
- Ms. Anna Sick, Secretary
- Mr. Tom DeSanto
- Mr. Hunter Hawkins
- Mrs Mireille DesRosiers-Kutchuk

## OLD TOWN ACADEMY OFFICE – CONTACT INFO

Tom Donahue, Executive Director

Caren Kamanski, Office Manager

**School Phone/FAX**: 619-574-6225/619-683-2096 • **School Website**: OLDTOWNACADEMY.ORG

**Instructions for Presentations to the Board by Members of the Community**

Old Town Academy K-8 Charter School ("School") welcomes your participation at the School's Board meetings. The purpose of a public meeting of the Board of Directors ("Board") is to conduct the affairs of the School in public. We are pleased that you are in attendance and hope that you will visit these meetings often. Your participation assures us of continuing community interest in our School. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided.

1. Agendas are available to all community members: www.oldtownacademy.org
2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Oral Communications."
3. "Oral communications" is set aside for members of the community to raise issues that are not specifically on the agenda. However, due to public meeting laws (Brown Act), the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen requested agenda item.
4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak for up to (3) minutes when the Board discusses that item.
5. Community members may request ("Community Member Agenda Request Form") that a topic related to school business be placed on a future agenda. Once such an item is properly agendized and publicly noticed, the Board can respond, interact, and act upon the item.

## I. Preliminary

A) Call to order. Meeting was called to order by the Board Chair at _____.

B) Roll Call

| **Board Members: Name, Role** | **Present** | **Absent** |
|---|---|---|
| Mr. Chris Celentino, Chair | | |
| Ms. Anna Sick, Secretary | | |
| Mr. Tom DeSanto | | |
| Mr. Hunter Hawkins | | |
| Mrs Mireille DesRosiers-Kutchuk<br>* * * | | |

| **School Staff:** | | |
|---|---|---|
| Thomas Donahue, Executive Director | | |
| Caren Kamanski, Office Manager | | |
| | | |

C) Welcome and Introduction of Members by Board Chair. Overview of Responsibility of Governing Board, Meeting Procedures, Brown Act

## II. Consent Agenda – 5 minutes

A) Approval of Minutes

i. Minutes from prior Board meetings.

## III. Communications – 15 minutes

A) Oral Communications: Non-Agenda Items - Individuals who have submitted a Request to Speak Form will be allowed a three (3) minute presentation regarding non-agenda items. The oral communications segment of the meeting will not exceed 15 minutes. According to the California Public Meeting Laws (Brown Act), the Board will not respond or take action regarding public presentations. However, the Board may give direction to staff members following a presentation.

B) Board/Staff Discussion: Board and Staff discuss items of mutual interest

## IV. Information Items

A) Exec Director's Report

- New Classroom Ipads and Learning Apps
- New Music & Science Curricula
- Common Core/LCAP Training and Reporting
- Facilities update: Science Lab/Kitchen Repairs; Short-term UpgradeOptions;
- Camput Update: Lease Term; Prop Z Update; Architectural Plans, LIIF.

B) Asst Director's Report

- VA Neighborhood Advisory Committee
- MAP Assessment- Second Benchmark Test and Parent Reports in Dec
- Cardiac Safe School Training

C) Office Manager:

- HR
- Attendance
- Operations

D) Update on Trivalley Integration: Plans for full integration, timetable, what OTA community to expect in Q1 2015 -- 5 minutes per person

- Tri-Valley Perspective: Bill Batchelor/Derek Austin
- OTA Perspective: Tom Donahue/Jeff Major
- OTA Office Manager's Perspective: Caren Kamanski
- OTA Teacher Perspective: ????

E) Update to include summary on expected benefits when Board voted to Approve E.D's recommendation:

- Back-office Finances
- Legal Office (negotiations with District, other)
- Charter Petition Renewal negotiations with District
- Grant Writing Office (E-rate Internet Access Grants, Prop 39 Energy Grants, Summer

School Grants, etc.)
- Compliance Office (CBeds, filing new Audit requirements for After-School, New County Oversight requirements under LCAP, etc.)
- Direct Special Ed
- Real Estate & Startup Partnership for K-8 Campus and future High School

**F) Trivalley Report (Bill Batchelor or Derek Austin)**

- Update on Trivalley Schools, Overseas Programs, New Programs Plans**.**

G) Treasurer's Report: 30 min
- Budget Update referred to Next Session
- Jog-a-Thon Report

H) OTA Foundation Report - Kuan Collins
- Art Director Update
- Jog-a-thon Update
- Water Fountain Update
- Gwynn Field Update
- Father-Daughter Dance Update
- Other

**V. Action Items**

1. Welcome new Board member: Dr. Carleton Lincoln, Founder of Children of Promise Preparatory Academy Charter; Thank You to Retiring Board Member, Tom DeSanto for his service.
2. Vote on supporting Prop Z facilities grant request for current 2120 campus.
3. Vote on Authorizing 5th Grade Teacher to conduct a trial of Class Dojo, behavioral management software (which keeps student records in the cloud—agreement with class stipulates teacher has received school authorization)
4. Authorize Facilities Survey Form for submission to SDUSD Charter Office (New request from District that OTA confirm our location, lease, Certificate of Occupancy, etc.)
5. Authorize bid process for field turf repair, asphalt resurfacing, fence height increase, garage door replacement, in time for possible winter break construction
6. Authorize Prop 39 Energy funds prioritization for Securities Upgrade to accompany energy efficiency upgrades
7. Approve itemized spending lists from Trivalley Finance Officer, John Zukoski
8. Vote on whether to submit an OTA Board member for position on Prop Z Facilities Board.
9. Approve Executive Director's 2011-2012 Deferred Bonus based on Milestones.

**VI. Closed Session**
1. High School Project
2. Real Estate Report