

**Optimist Youth Home & Family Services
Charter School Board Meeting
6957 N. Figueroa St.
Los Angeles, Ca. 90042
YLC Board Room**

Meeting Minutes for: Feb. 3, 2014

Call to order: 7:30 p.m. Bill Snyder

Welcome: Bill Snyder

Flag Salute: Ron Villachica

Roll Call of Members: Bill Snyder; quorum confirmed

Officers in attendance:

Bill Snyder-President
Malak Kazan, Secretary

Dee Gadbury, Vice President

Board Members in attendance:

Dennis Andolsek
Pam Duben
Cathy McCutcheon
Linnie Murphy
Lenna Welling

Larry Brown
Steve Duben
Linda McWeeney (PSE Rep.)
Richard Niederberg

Ted Carter
Jesse Fox
Jeff Morris
Ron Villachica

Past Presidents in attendance:

Terry McWeeney, Immed. Past Pres.
Gerrie O'Meara

Phil Infelise

Bill Bertrand

Staff in Attendance:

Doug Buttrick Sil Orlando Lyn DeYoung Alan Eskot Michelle Suyat

Meeting Agenda:

1. Approval of Agenda Items: Richard Niederberg motion and Steve Duben second; approved; no opposition
2. Approval of Minutes from prior Meeting: Dee Gadbury motion and Richard Niederberg second; approved no opposition
3. Public Comment on non-agenda items: No public attendees.
4. Public Comment on agenda items: No public attendees

Fiscal Report: Doug Buttrick

December deficit \$11,469 and \$13,126 YTD deficit for period 09/26/13 to 12/31/13; some of expenses were front loaded to get started; projecting 15K surplus for the fiscal year; cash balance thru December 186K and forecasting 81K for fiscal year; revenue projection is 949K and total expenses projected is 896K; Richard Niederberg motion and Bill Bertrand second; no opposition;

Discussion Items:

- **Report on LACOE site visit:** Sil, semi annual site visit; went well; some board issue; single corporation under OYHFS needs to be one board; require some by-law changes and have until July 1st to change; Charter financials will need to be addressed separately though reason Fiscal Report presented today; Alan, they were also impressed with class rooms, teachers, student, instruction and overall school tour; Doug and Alan met with budget department and discussed shared services and resources; allocations need to be set which OYHFS has methodology/approach; Leland and Richard were available for the site visit as well.
- **Charter Update** (See Appendix - Notes from Alan Eskot discussed during meeting); Additional items discussed: Dee, how many girls? 8; Steve any non residents applying? No, some resident students who leave may return to Charter as community student. Dee, local high school students apply? Alan, our curriculum is not same type of exciting curriculum that non-residents would expect. Our staffing is 1 to 7 and unheard of; it really is a general curriculum; Bill Bertrand; many schools have continuation high schools. We are open to any community referrals however.
- **Form 700's** Sil, LACOE emails that 4 members may need to refile; reinforced to hold off; likely will need to refile in April to get on standard annual filing schedule.
- **PCSGP (Public Charter School Grant Program) Grant Submission:** Sil, 2.5 weeks ago learned 575K two year grant available and may be eligible; with some restrictions; Tara Kelly was recommended as grant submitter to write the grant and submitted on time. Discussed with Leland Tara's service were \$7,500 and seeking authorization to pay Tara for her services; should know results/recommendations in March sometime. Computers, smart boards, and staff training (also the board for Brown Act), staff preparation time, Alan, Sil and staff worked through weekend to meet the deadline. Make motion to approved payment. Steve Duben motion and Terry McWeeney second; no opposition;

Discussion Items requiring action:

1. Approval of:

- a. Approval of Harrington Associates for Audit: Charter needs separate audit by 11/15, different schedule; Dee Gadbury motion and Terry McWeeney second; no opposition
- b. Waiver for Biology Teacher: Alan, approval for the school to submit the waiver; current level 2 special ed credential, 15 years tenure, and Bachelors in Biology; Bill Snyder: outlook for fill the position; Alan waiver good for one year; by July 1st we should have one qualified; Richard Niederberg motion and Linnie Murphy second; no opposition.

Meeting Adjournment: 8:00 p.m.

Next Meeting Date: March. 5, 2013

Respectfully Submitted: Malak Kazan, Optimist Charter School Board - Secretary

APPENDIX: Charter Update – Alan Eskot Notes

1. 2nd six report card, 1/13, was much better than our first. 11 students earned all A's and B's, several with all A's, and 21 earned our regular honor roll, a B average with no grade below a C-. That interprets to 39% of our 80 students had report cards with at least a B average or above. That is excellent.
2. Fluctuating numbers. We have had a high 2 weeks ago of 87 enrolled with an ADA of 86 one day. We are currently in the high 70's. We had 10 students awol 2 weeks ago.
3. Change of daily schedule. We have worked with the residential program, cafeteria, and LACOE to develop a better schedule. Instead of having two lunch periods, we will now dismiss all students at once. This will allow us to have 6 fifty three minute classes which may allow us to give teachers who teach core subject areas one preparation period which they have not had this past semester. Additionally, all charter staff will have a 45 minute lunch at the same time and will allow us to meet with staff possibly once a week during lunch whenever necessary.
4. We have recently ordered additional curriculum to augment what we currently have. In particular we needed more English Language (EL) textbooks which we have now received. We purchased these books used on line and saved quite a bit of money.
5. One of our TA's, Reggie, resigned in the middle of January. He was a TA with an English credential and go a job as a long term sub in the district he had applied to before getting our job. We wish him well. In order to cover his PE classes, we have been using a sub credential and are looking at getting a Provisional Intern Permit (PIP) for a current NPS staff who has his BA degree in Secondary Teaching with an Emphasis in PE. He will transfer to the charter school part time to cover the credential in PE. Additionally, one of our long term teachers in NPS has transferred half time to the charter school to work with as a Biology teacher. We will be applying for a waiver for this credential after the board approves this action. We interviewed an excellent candidate last Thursday for a new biology teacher who is currently working at another charter school. He seems very interested, appears to be an excellent candidate, and actually had his Biology credential. He seemed somewhat concerned about leaving his currently position and will contact us regarding his interest.
6. Awards ceremony last Friday. We had a combined ceremony; however, the charter's first semester will be over on 2/19th, the last day of finals. Report cards will be distributed on Friday, 2/21. We are planning on starting our new schedule at that time. It was a pleasure to see our charter students earning three top awards in each homeroom. One of our most difficult students since we opened who refused to go to classes at the beginning earned the most improved student. He was beaming. He tends to minimize things and told me today that he had to admit that getting this award was really a big deal to him.
7. By the end of December, we submitted the entire Western Association for Schools and Colleges (WASC) application. We utilized a consultant who was very helpful at a cost of \$2375. Lynn and I wrote most of the narrative. Our visit is scheduled for March 18th. Most charter schools do not apply for their first few years; however, since we have a senior high program, we need to do this immediately so that we can start issue diplomas by June.
8. Budget, we have reviewed the budget from our start date through the end of November. We have made some adjustments and reallocated some shared expenses to a 70% cost allocation to the charter based on our ADA in both programs. This involves charges such as the lease for our duplicating machines. As many purchases that can be made separately will and have been.