

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

6:00 PM

Meeting Agenda for: August 4, 2014

Call to order: 6:05 p.m. Bill Snyder

Welcome: Bill Snyder

Flag Salute: Bill Bertrand

Roll Call of Members: Bill Snyder; quorum confirmed

Officers in attendance:

Bill Snyder-President	Dee Gadbury, Vice President
Malak Kazan-Secretary	Leland Lau, Treasurer

Board Members in attendance:

Larry Brown	Jack Evans	Jack Evans
Jesse Fox	Cathy McCutcheon	Linda McWeeney (PSE Rep.)
Jeff Morris	Ron Villachica	Linnie Murphy
Richard Niederberg		

Past Presidents in attendance:

Terry McWeeney, Immed. Past Pres.	Bill Bertrand
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Staff in Attendance:

Doug Buttrick	Alan Eskot	Sil Orlando	Crystal Brackin
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Meeting Agenda:

1. Approval of Agenda Items: Dee Gadbury motion and Richard Niederberg second; no opposition
2. Approval of Minutes from prior Meeting: Bill Bertrand motion to approve as amended (removed Dee from roster) and Linnie Murphy second; no opposition
3. Public Comment on non-agenda items: no response
4. Public Comment on agenda items: no response

Fiscal Report:

Doug Buttrick: Preliminary YE financial report submitted to LACOE provided for Board review it will be revised with immaterial changes (not very different) due on the 15th. Surplus \$2,112.50 for fiscal YE 6/30 include revenue from SGA and the 575K grant. Also includes repayment to the Home for 200K for advancing money to Charter School for operations until revenue catches up; \$6K surplus anticipated by YE. Almost \$254K cash balance and some \$286K account receivables some of which was collected in July.

Discussion Items:

1. PCSGP Grant Budget: Sil: Notice of grant: awarded 575K grant and 292K received; have to redo the budget due to period adjustment; new revised budget period for 02/2014 thru 07/31/2015; needs to be for capital expenditures and not “consumables” like class room supplies like pen/paper etc. and then needs to be approved; have to come up with a spending plan like computers and cannot be used for salaries
2. Sil: Walton grant for 250K still outstanding; invited 8/28 for intensive interview process with the Walton Board for 90 minutes. Alan: additional information requested about the non-public school regarding results of the program in the past 24 years.
3. **School Updates:** See appendix and below additional comments:
 - Dee: Back to school night; Alan difficult since parents live far; exploring surveys; IEPs are key part of parent involvement;
 - Jesse: Board members invited to meetings when parents are invited; Alan: yes
 - Bill B.: do you have industrial arts programs? Alan: yes, auto shop, basic construction (offered again in the Spring) , work experience programs that have stipends , and computer labs too is technical art.
 - Bill S: will intense effort of setting up the programs be leveling off? Alan: learning curve involved; next year should be easier;
4. **School Calendar** : covers the holidays, staff development, off days, and instructional days 180 days; 63000 minutes required; testing dates notes; Bell schedule; 7:40 a.m. start; 51 minute classes; minimum days 240 instructional minutes; Dee motion to approve and Bill Bertrand second; no opposition

Meeting Adjournment: 6: 50 p.m. Bill Snyder

Next Meeting Date: September 8,

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

Appendix A

Agenda for Board Meeting 8/4/14

1. Sil and Alan had a review meeting with LACOE (the Charter School “authorizer”) last week with Judy Higelin and Joaquin Hernandez (two prior visits) WASC accredited required before this which was achieved in June; Summary of review favorable with some action items like course descriptions will be submitted in the coming weeks so that course credits can be transferable to a university ; On-going staff development covered of which 1 week worth of development to train on common core and project learning was completed; and another half day is planned . Common core preparation to thematic teaching that is project focused cut across multiple classes. Also discussed how parents are involved and every other month community meetings. Parent/teach handbook also covered; Website, minutes, board member resumes etc discussed. Lots of compliance requirements so a comprehensive calendarized project plan used to stay on top of this.
2. Review documents that are due to LACOE on 8/15 and progress we have made.
 - a. Sil has already submitted all of the board documents.
 - b. Doug has submitted the proof of all of the required insurances.
 - c. Lynn and I have submitted the calendar and daily schedule with minimum days.
3. Review job openings and where we are at. Several changes.
 - a. Our English credentialed teacher was not a perfect match for our school and we decided to part ways. Our other staff who was also teaching English who has been employed with us for 16 years is going to qualify for her Intern Credential in English; other credentialed teacher who was teaching 7th & 8th graders will move to English teaching; will have two highly qualified teachers .
 - b. Math credentialed teacher left and in process of hiring someone we already interviewed on credentialed candidate.
 - c. TA with BS in Biology has been hired and we will be getting a waiver in order for her to assist with teaching Biology. Our current science teacher is qualifying for an Intern Credential to teach physical science.
 - d. Looking for a TA to teach PE. We already interviewed an excellent candidate who has his BS in Kinesiology and I am waiting to see his transcript before hiring him.
4. Student’s bowl/art projects.
5. Common Core and Project learning training. We hired a training company who sent out a very good trainer the week of 7/21-25. She provided half day trainings and will come back for another 4 hour follow up training sometime in either September or October. The training was well received. Lynn participated in most of the trainings and will review the content at our next board meeting. Alan and David will be going to training in

Orange County on common core; I met with all staff and overall they were quick pleased with the training.

6. Preparing for next year, all costs to be taken out of our PCSGP grant.
 - a. Removed all dividers so that the 4 largest rooms are one entire space.
 - b. In process of ordering some new furniture, all to be covered by the PCSGP grant. We are going to try attached desks and chairs in one classroom to see if this is the direction we want to go to.
 - c. Waiting to order new curriculum based on common core which is still in process. We are expecting to review the newest curriculum in October and November and then purchase all new textbooks.
 - d. Purchasing all educational supplies on sale for the year: paper, pencils, notebooks, art supplies, etc.
 - e. We will have an expanded computer lab by 8/20, our first day of school. It will be increased from 10 to 16 computers to provide more students this class during each period. Use smaller tables to have larger class.
 - f. We have ordered 10 chrome books, lap top computers. to experiment with in the classrooms. Our goal is to purchase a computer for every student to use only in the new Charter School network wiring (wireless and fiber link to the Internet connection) Locked carts will be ordered for each classroom. All from the grant.
 - g. 27 kids made the honor roll; goal to have 100 kids in the second year; 3 parents called inquiring about the Charter School. 3 community students attended the school this year;
 - h. Exit exams: Last test 3 of 10 passed English; in Math 13 tested, 5 passed; a few came close; one scored 421 of 450 points;
 - i. Both schools start on 20th with same calendar