

Pacific Collegiate School
3004 Mission Street
Santa Cruz, California 95061-1701

(831) 479-7785
(831) 427-5254 (fax)
www.pacificcollegiate.com

Pacific Collegiate School
Board Meeting Minutes
Wednesday, November 7, 2018
6:00 PM
3004 Mission Street, Santa Cruz, CA
Student Center

Grand Hyatt Dallas Forth Worth, Room 615
2337 South International Parkway, Dallas, TX 75261

Park Plaza Utrecht, Westplein 50
3531 BL Utrecht Netherlands

Mission and Vision

Pacific Collegiate School's mission is to provide exemplary, standards based college preparatory and fine arts education for public middle and high school students of Santa Cruz County and bordering areas. Our vision is to offer any student the same quality of education offered by the most academically distinguished schools in California. Our graduates will be prepared to enter and thrive at the world's finest colleges and universities.

In addition to a core college preparatory curriculum, Pacific Collegiate School will emphasize international, cross-cultural, and technological education in order to prepare graduates for life in the 21st Century. Pacific Collegiate students will be introduced to the rich variety of world cultures and become fluent in at least one foreign language. They will become proficient in the basic information technologies essential for cultural literacy in the 21st Century.

1.0 OPEN SESSION CALL TO ORDER AND ESTABLISHMENT OF QUORUM

Tom Morell, Board President, will call the meeting to order and establish quorum.

Board Members present: J. Azcarate, J. Barchas, D. Holm, J. Karno, T. Livingstone, T. Morell, L. Nagamine, E. Ramirez-Ruiz, T. Strudley

Board Members at off site locations: K. Olson (TX) S. Jinnah (Netherlands)

Staff present: S. Fletcher, L. Friend, T. Harrison, S. Kiernan, D. Levy

Student Representatives Present: A. Hayes, S. Smith

2.0 APPROVAL OF AGENDA

Agenda deletions and/or changes of sequence will be approved or the agenda will be approved as submitted.

Motion: D. Holm made motion to approve agenda with change of moving Item 9.2, Treasurer's Report, after the Consent Agenda. Item 6.2, Diversity Report, will be given as part of the Principal Report. J. Karno seconded.

Vote: J. Azcarate-Y, J. Barchas-Y, D. Holm-Y, Y, J. Karno-Y T. Livingstone-Y, T. Morell-Y, L. Nagamine-Y E. Ramirez-Ruiz-Y, T. Strudley-Y.

3.0 OPPORTUNITY TO ADDRESS THE BOARD

This is an opportunity for the public to address the Board regarding items not on the agenda. The Board President will recognize any member of the audience who wishes to speak on a matter directly related to school business. Each speaker on any specific topic may speak up to three (3) minutes unless otherwise limited or extended by the President. The President may allot time to

those wishing to speak but no action will be taken on matters presented (E.C. Section 35145.5). If appropriate, the President, or any Member of the Board, may direct that a matter be placed on a future agenda.

None

4.0 ORAL COMMUNICATION FROM BOARD, STAFF, OR COMMITTEE MEMBERS

This is an opportunity for Board, Staff or Committee members to address the Board regarding items not on the agenda. The Board President will recognize any Board, Staff or Committee member not previously placed on the agenda who wishes to speak on a matter directly related to school business. Each speaker on any specific topic may speak up to three (3) minutes unless otherwise limited or extended by the President. The President may allot time to those wishing to speak but no action will be taken on matters presented (E.C. Section 35145.5). If appropriate, the President, or any Member of the Board, may direct that a matter be placed on a future agenda.

Development Report- *J. Karno reported that there is 37 days left in the 100 day campaign, donations and pledges are at 460K, goal is 765K. 32% of families have participated. Plans for the PCS 20th Anniversary celebration are underway, weekend of celebration May 24-26, 2019. Business Engagement event will take place at PCS on 2/27/19. 2018 Annual Development Report will be out for Grandparent's Day. J. Karno passed around a pledge reminder phone a thon sheet for Board members to sign up and thanked everyone who has participated in the AFD.*

PVA Report-*J. Barchas reported that the PVA lunch program meeting and general PVA meeting took place yesterday, 11/6/18. The lunch program will be creating a suggestion/comment form and also some literature about the lunch program. PVA will be hosting two meetings regarding the lunch program, one with students and one with parents.*

5.0 CONSENT AGENDA

All items appearing on the consent agenda are recommended actions which are considered to be routine in nature and will be acted upon as one motion. Information concerning the Consent Item(s) has been made available to each Board Member prior to this meeting for his/her study. Specific items may be removed for separate consideration. Item(s) removed will be considered immediately following the consent agenda motion as Deferred Consent Items.

- 5.1 Approve October 3, 2018 Draft Board Meeting Minutes.
- 5.2 Approve October 3, 2018 Draft Special Board Meeting Minutes
- 5.3 Approve Amendment to Employee Agreement
- 5.4 Approve Stipends Employee Stipends
- 5.5 DEFERRED CONSENT ITEMS (if required)

This item is placed on the agenda to address any items that might be pulled from Agenda Item 5.0 for further discussion/consideration if so determined.

Motion: *T. Livingstone moved to approve the Consent Agenda. E. Ramirez-Ruiz seconded.*

Vote: *J. Azcarate- Y, J. Barchas-Y, D. Holm-Y, J. Karno-Y T. Livingstone-Y, T. Morell-Y, L. Nagamine-Y, E. Ramirez-Ruiz-Y, T. Strudley-Y.*

6.0 ORAL REPORTS

6.1 Principal's Report 5 minutes

Simon Fletcher, Principal, will provide an update on school activities and matters of interest.

S. Fletcher reported that the ADA and enrollment are tracking steadily and as budgeted. Peggy Gross, Senior Business Administrator is working on the 1st Interim Budget revise and this will come to the Board for approval in December. S. Fletcher will present the Annual Report to the COE on 11/14/18 at 4:00 PM. Solar panels are up and running and a live dashboard is available to view. Diversity Report: Lottery application is open and live on the website; flyers for the upcoming lottery meetings are available and will be

posted in different communities. A summer tech camping is being planned for 4-6th grade students.

- 6.2 Diversity Report 5 minutes
Silvia Morales, Outreach Coordinator, will provide an update on the Diversity Committee activities and matters of interest.
See Principal's report
- 6.3 Faculty Report 5 minutes
Lauren Friend, Faculty Representative, will provide an update on faculty activities.
L. Friend reported that the end of the second grading period is approaching and teachers are busy helping students and grading. In Service Day was on 11/1/18, staff participated in CPR training and equity training workshops.
- 6.4 Student Representative Report 5 minutes
PCS Student Representatives will provide an update on student activities.
A. Hayes and S. Smith reported on the Halloween dance, sports that are starting up this week, college application process for seniors has begun and plans are underway for a upcoming dinner, winter formal and prom.
- 6.5 President's Report 5 minutes
Tom Morell, Board President, will provide an update on Board activities and matters of interest.
T. Morell reported that he is meeting with the charter subcommittee at the COE regarding the Annual Report to the COE on Friday, 11/9/18. This is the last year before charter renewal which is a 5 year cycle.

7.0 DISCUSSION ITEMS

- 7.1 Attrition Data Report 15 minutes
Tom Morell, Board President, will review the Attrition Data Report that was presented to the County Office of Education in September 2018.
T. Morell went over the report put together by the Santa Cruz County Office of Education. Report was compiled from raw data from PCS given to the COE and showed some myths and perceptions about PCS and attrition are not accurate. T. Morell thanked Lisa Nagmine and Enrico Ramirez-Ruiz for their help putting the data together to send to the COE.
- 7.2 Annual Report to the County Office of Education 10 minutes
Simon Fletcher, Principal, will review the Annual Report to the County Office of Education.
Part of our MOU with the COE is to have a written Annual Report submitted every year by 11/30. Report shows progress towards goals such as student achievement, LCAP, strategic plan, diversity plan, and fiscal oversight. The report follows the same format as last year's, has updated data and pie charts were added regarding comparison of AP enrollment and ethnicity at PCS and SCCS.

8.0 NOTICE OF PUBLIC HEARING

15 minutes
After a school and an exclusive representative for a group of employees (aka a union) each submits a notice of intent to bargain and exchange initial proposals, the initial proposals are made available for public viewing at a stated time and place prior to the start of negotiations. This allows the general public an opportunity to review and comment on initial proposals prior to adoption of an initial proposal by the school.

8.1 Public Hearing: United PCS's Initial Proposal for bargaining a collective bargaining agreement on behalf of certificated employees of Pacific Collegiate School.

8.2 Public Hearing: Adoption of Pacific Collegiate School's Initial Proposal for bargaining a collective bargaining agreement with United PCS.
H. Calame spoke on behalf of the bargaining team for PCS. The team consists of six teachers and they represent 5 of 6 departments at PCS. They are excited about the

negotiation process and want to minimize impact on the classroom and be efficient. They are looking forward to starting the process tomorrow.

Motion: D. Holm made motion to adopt initial proposal with correction in paragraph 3 of page 49 to say PCS Board. J. Barchas seconded.

Vote: J. Azcarate- Y, J. Barchas-Y, D. Holm-Y, , J. Karno-Y T. Livingstone-Y, T. Morell-Y, L. Nagamine-Y, E. Ramirez-Ruiz-Y, T. Strudley-Y.

9.0 ACTION ITEMS

- 9.1 School Leader Job Description Approval 30 minutes
Christine Greenberg, of Edgility Consulting, will review the Needs Assessment document and Job Advertisement posting for recruitment of school leader for the 2019-2020 school year. Tom Morell, Board President will recommend approval of Job Description.
Christina Greenberg, of Edgility Consulting, reviewed the stakeholder engagement process done at PCS, presented the Needs Assessment document, and Head of School Job description for approval and the compensation review for the Head of School position.
Motion: T. Strudley moved to approve the job description. E. Ramirez- Ruiz seconded.
Vote: J. Azcarate- Y, J. Barchas-Y, D. Holm-Y, J. Karno-Y T. Livingstone-Y, T. Morell-Y, L. Nagamine-Y, E. Ramirez-Ruiz-Y, T. Strudley-Y.
- 9.2 Treasurer's Report 10 minutes
Ken Olson, Board Treasurer, will review and recommend approval of the PCS financials for General Account, Club, and PVA Income Statement, Balance Sheet, Cash Flow, and check registers for September 2018 Financials. 10 minutes
Motion: T. Strudley moved to approve the Treasurer's Report as presented. J. Barchas seconded.
Vote: J. Azcarate- Y, J. Barchas-Y, D. Holm-Y, J. Karno-Y T. Livingstone-Y, T. Morell-Y, L. Nagamine-Y, E. Ramirez-Ruiz-Y, T. Strudley-Y.
- 9.3 Memorandum of Understanding between Santa Cruz County Board of Education and Pacific Collegiate School
Simon Fletcher, Principal, will review and recommend approval of the revised MOU between Santa Cruz County Board of Education and PCS.
Revision of MOU is for approval of PCS to contract outside of the County Office of Education for payroll services.
Motion: T. Livingstone moved to approve revision of MOU. D. Holm seconded.
Vote: J. Azcarate- Y, J. Barchas-Y, D. Holm-Y, J. Karno-Y T. Livingstone-Y, T. Morell-Y, L. Nagamine-Y, E. Ramirez-Ruiz-Y, T. Strudley-Y.
- 9.4 Pacific Collegiate Foundation 5 minutes
Tom Morell, President, will recommend approval of William Ow as a new PCF Board member.
Motion: D. Holm, moved to approve William Ow as PCF Board Member. T. Strudley seconded.
Vote: J. Azcarate- Y, J. Barchas-Y, D. Holm-Y, J. Karno-Y T. Livingstone-Y, T. Morell-Y, L. Nagamine-Y, E. Ramirez-Ruiz-Y, T. Strudley-Y.

10.0 FUTURE MEETING TOPICS

Digital Media Policy

11.0 FUTURE MEETING SCHEDULE

November Executive Meeting, Wednesday, November 14, 2018, 8:15 AM

December Board Meeting, Wednesday, December 5, 2018, 6:00 PM

November Executive Meeting was cancelled.

12.0 ADJOURNMENT

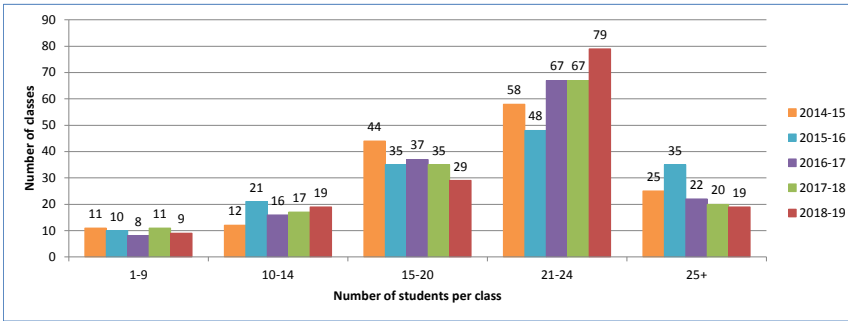
Pacific Collegiate School does not discriminate against persons with disabilities. Upon request, the agenda can be provided in a format to accommodate special needs. Additionally, if you wish to attend this public meeting and will require assistance such as an interpreter for American Sign Language, Spanish, or other special equipment, please call the school office at 479-7785 at least five days in advance so that we can arrange for such special assistance.

Reimagining the Possibilities of Public School

Pacific Collegiate School - Administrative Dashboard

Enrollment Breakdown	2016-17	2017-18	2018-19		2016-17	2017-18	2018-19	Staffing	2016-17	2017-18	2018-19
Male	50.3%	50.1%	49.0%	White	70.1%	69.3%	67.9%	Average Class Size	19.7	19.6	19.9
Female	49.7%	49.9%	51.0%	Latino	15.2%	15.3%	14.8%	FTE Teachers	32.7	32.8	33.6
Special Education	4.1%	4.1%	3.8%	Asian	5.3%	6.0%	5.5%	FTE Administration	2.6	2.6	2.6
Free/Reduced Lunch	7.62%	10.28%	10.9%	African American	0.6%	0.0%	0.0%	FTE Staff	11.16	11.9	11.9
English Language Learner	1.14%	<1%	<1%	Other	7.8%	9.4%	11.8%	FTE Total	46.46	47.3	48.1

Class Size Distribution



Schoolwide Enrollment (start of month)

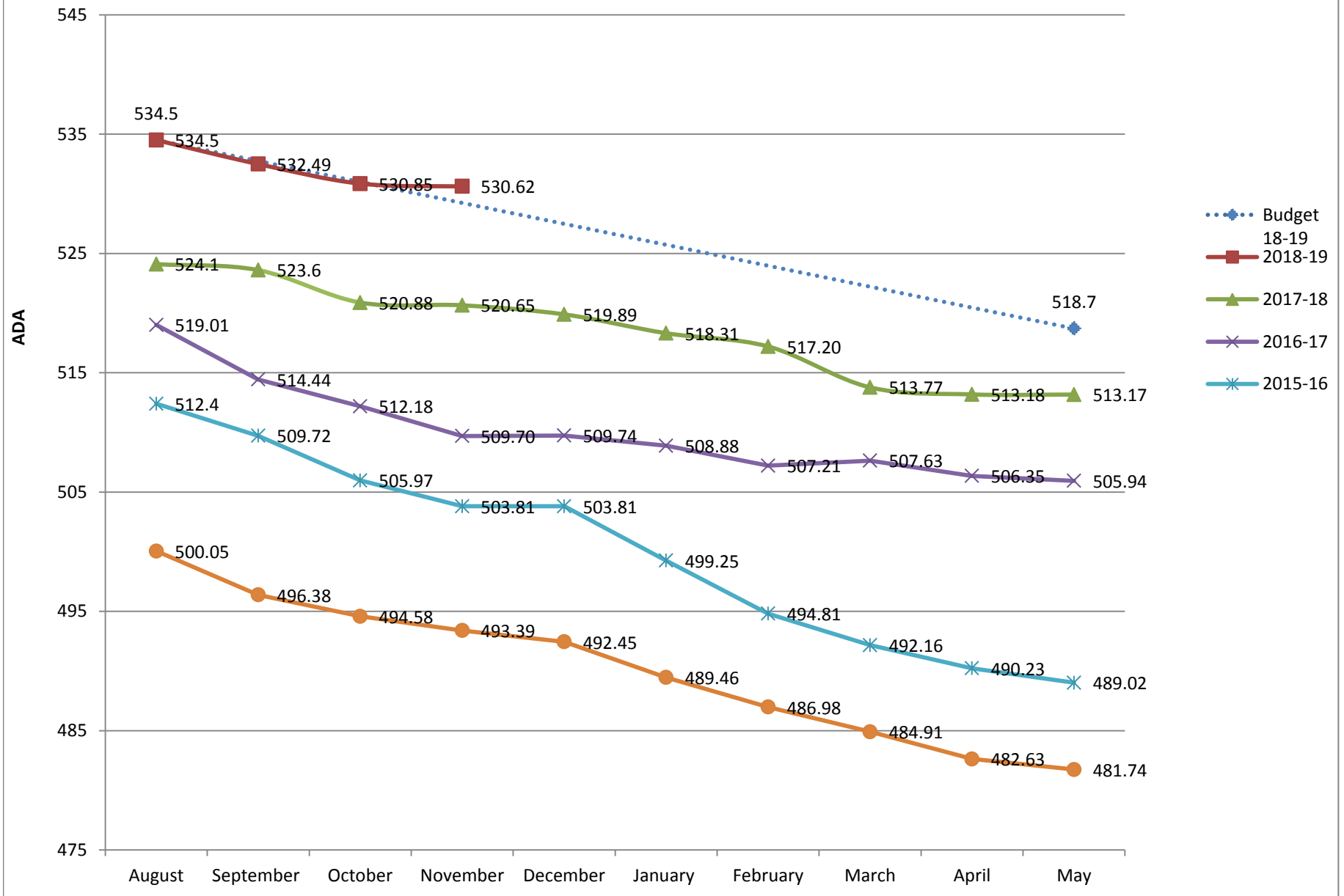
	Prior Nov	August	September	October	November	December	January	February	March	April	May	June
7th Grade	92	91	92	92	92	92						
8th Grade	92	91	93	93	93	92						
9th Grade	91	90	92	92	92	92						
10th Grade	92	92	92	91	89	89						
11th Grade	82	90	88	88	88	88						
12th Grade	74	90	90	90	90	90						
Total	523	544	547	546	544	543						

Average Daily Attendance (cumulative at end of month) - Budget based on ADA of 518.7

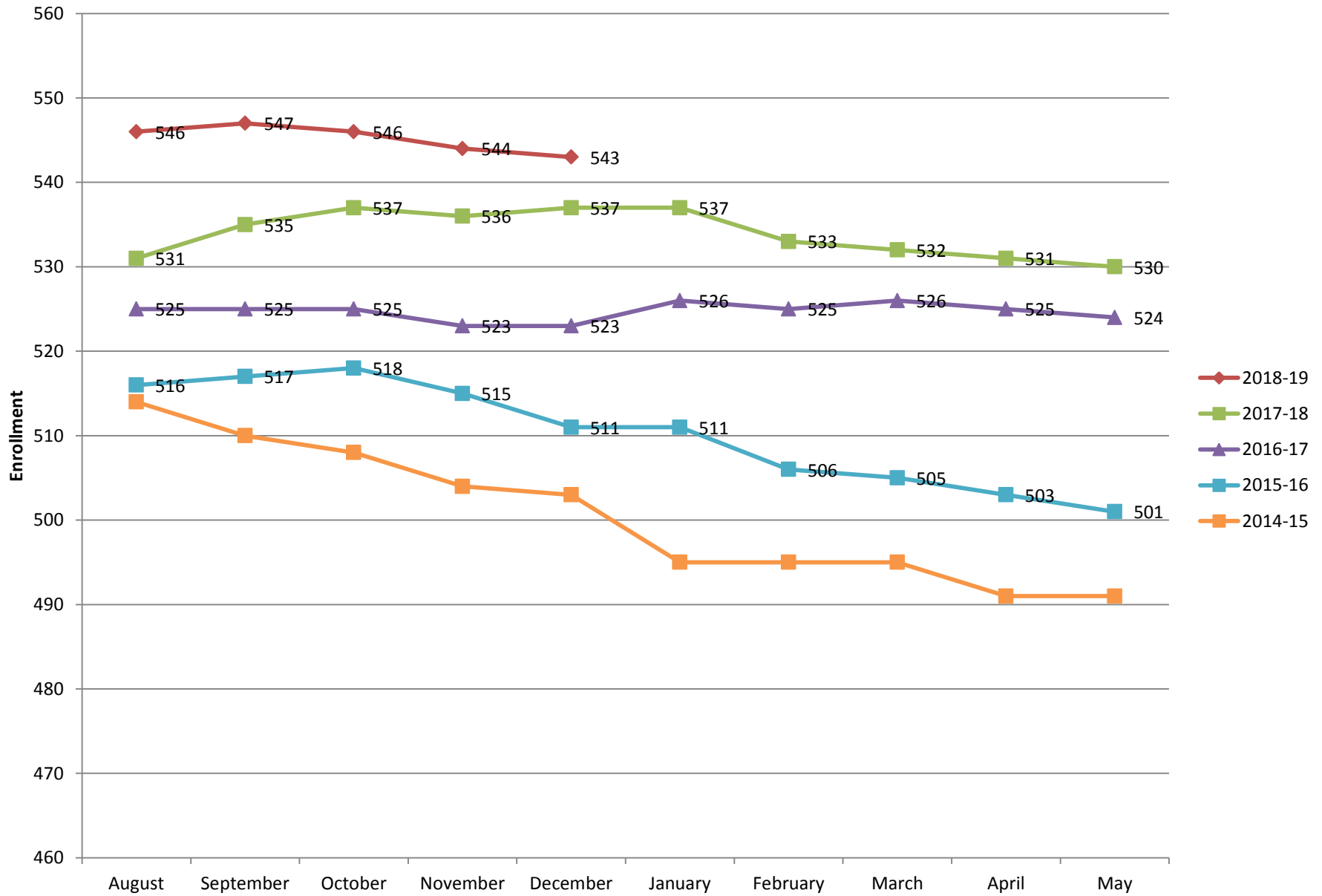
	August	September	October	November	December	January	February	March	April	May
2018-19	98.20%	97.34%	97.31%	97.40%						
Grades 7-8										
2018-19	180.10	179.45	179.33	179.82						
2017-18	98.20%	98.11%	97.57%	97.47%	97.50%	97.46%	97.31%	96.90%	96.73%	96.79%
2017-18	180.30	180.29	179.24	179.29	179.68	179.42	179.38	178.28	178.41	178.56
2018-19	97.90%	97.45%	97.38%	97.10%						
Grades 9-12										
2018-19	354.40	353.04	351.52	350.80						
2017-18	98.01%	97.43%	96.63%	96.77%	96.50%	96.43%	96.21%	95.80%	95.84%	95.91%
2017-18	343.80	343.31	341.64	341.36	340.21	338.89	337.82	335.49	334.77	334.61
Total ADA										
2018-19	534.50	532.49	530.85	530.62						
2017-18	524.10	523.60	520.88	520.65	519.89	518.31	517.20	513.77	513.18	513.17

Attrition	7th	8th	9th	10th	11th	12th	Total
Target	92	92	92	92	92	92	552
Current	92	92	92	89	88	90	543
Exited prior 2018-19	--	11	10	8	1	2	32
Exited prior 2017-18	--	7	9	6	9	5	36
Exited prior 2016-17	--	6	16	15	15	2	54
Exited prior 2015-16	--	0	15	11	10	3	39
Exited YTD 2018-19	4	1	0	3	2	0	10
Exited YTD 2017-18	2/3	1/1	0/2	3/8	1/4	0/0	7/18
Exited YTD 2016-17	1/5	3/3	1/1	1/2	0/0	0/1	6/12
Exited YTD 2015-16	2/6	0/1	1/4	4/12	0/0	0/0	7/23
Exited YTD 2014-15	1/2	0/5	4/7	4/10	3/7	0/0	12/31
Entered YTD 2018-19	4	2	2	1	0	0	9
2018-19 Waitlist	140	118	117	24	0	0	399
2019-20 Applications	86	31	44	9	4	0	174
YTD 18-19 Applications	73	35	43	7	3	1	162

YTD ADA Comparison Vs. Budget



Overall Enrollment Annual Comparison



YTD Attendance Rates Comparison

