

## **Pacific Collegiate School**

### **Board Meeting Minutes**

Wednesday, March 6 2019

Closed Session: 5:30 PM- Conference Room

Open Session: 6:30 PM-Student Center  
3004 Mission Street, Santa Cruz, CA

Room 1427  
Atlantis Resort  
3800 S Virginia Street  
Reno, NV 89502  
775-825-4700

#### **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, S. Jinnah, J. Karno, T. Livingstone, T. Morell, L. Nagamine, T. Studley*

*Board Members at absent: E. Ramirez-Ruiz*

*Board Members calling in: K. Olson*

*Staff present: S. Fletcher, L. Friend, D. Levy*

*Student Representatives Present: S. Smith, A. Hayes*

#### **2.0 APPROVAL OF AGENDA**

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

*Motion: T. Strudley made motion to approve agenda, D. Holm seconded.*

*Vote: J. Azcarate- Y, J. Barchas-Y, D. Holm-Y, S. Jinnah-Y, Y, J. Karno-Y T. Livingstone-Y, T. Morell-Y, L. Nagamine-absent for vote, T. Strudley-Y*

#### **3.0 ANNOUNCEMENT OF CLOSED SESSION**

##### **3.1 CONFERENCE WITH LABOR NEGOTIATORS**

Government Code section 54957.6:

Agency designated representatives: James E. Young, Esq.

Employee organization: United PCS/CTA

Public comments are allowed on closed session items (limited to 3 minutes per speaker) *Teachers Trung Lai, Jae Pasari and Gabe Cohn, commented on how the negotiation process has been going and J. Pasari read a letter signed by UPCS noting challenges and the hope for continued productivity in the negotiation meetings and hope for language in new polices to be consistent for future Board of Directors.*

**4.0 OPEN SESSION - Student Center**

Tom Morell, Board President, will discuss any reportable action(s) taken in closed session.

*Closed session adjourned at 5:46 PM. No reportable action taken in closed session*

**5.0 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*

**6.0 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.

*PVA Update: J. Barchas noted that BASH will be taking place on 3/16/19 and that the Parent Ed night, Duct Tape Parenting, will be on 3/7/19 at PCS.*

*Development Update- J. Karno reported that as of 2/21/19 we are at 501K in cash and 694K in cash/pledges, still working on the AFD goal of 775K. 20<sup>th</sup> anniversary plans are in full swing, Board members are asked to please RSVP for current and past board member event on 5/24/19.*

**7.0 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.

- 7.1 Approve February 6, 2019 Draft Board Meeting Minutes.
- 7.2 Approve February 19, 2019 Special Board Meeting Minutes
- 7.3 Approve February 21, 2019 Special Board Meeting Minutes
- 7.4 Approval of Establishment of Investment Account at Comerica Securities
- 7.5 Approve renewal of Facility Use Memorandum of Understanding between Pacific Collegiate School and Santa Cruz City School District.
- 7.6 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: D. Holm made motion to approve consent agenda, J. Karno seconded.*

*Vote: J. Azcarate-Y, J. Barchas-Y, D. Holm-Y, S. Jinnah-Y, Y, J. Karno-Y T.*

*Livingstone-Y, T. Morell-Y, L. Nagamine-Y, T. Strudley-Y*

**8.0 ORAL REPORTS**

- 8.1 Principal's Report 5 minutes  
 Simon Fletcher, Principal, will provide an update on school activities, outreach, and matters of interest.  
*S. Fletcher reported out that the Mock Trial team made it to the semifinals, The Spring musical, Sound of Music, was a highly professional production, encouraged all to attend. CAASP testing for 11<sup>th</sup> grade was this week, Parent Ed event tomorrow night and Math/Science day is Monday, 3/11. Last PCS Lottery meeting is on 3/9/19 and lottery on 3/21/19. Diversity committee has been reaching out to Davenport Resource center and Barrios Unidos.*
- 8.2 Faculty Report 5 minutes  
 Lauren Friend, Faculty Representative, will provide an update on faculty activities.  
*L. Friend reported that the head of school search process received very positive feedback, waiting to find out who the next HOS will be.*
- 8.3 Student Representative Report 5 minutes  
 PCS Student Representatives will provide an update on student activities.  
*Students reported on the wide variety of events taking place in sports, performing arts and spirit week.*
- 8.4 President's Report 5 minutes  
 Tom Morell, Board President, will provide an update on Board activities and matters of interest.  
*T. Morell encouraged all to attend the musical, wonderful production. Endowment plan needs more discussion and a working group is being created to further the discussion. Head of School search process went well; the next opportunity to take action will be at next board meeting. Announcement will be made next week on who has accepted the job offer.*

**9.0 DISCUSSION ITEMS**

**9.1 Review of the Finance Back Office Services and Payroll RFP Recommendation of the Finance Committee**

Ken Olson, Board Treasurer, will review back office services and payroll RFP recommendation.

*K. Olson reported that we need to review the RFP and BO services due to cost. Charter Impact was selected through the process based on their track record, proof of positive outcomes, ala cart options, and 3 year contract with right to eliminate after 1 year.*

**9.2 Uniform Complaint Policy**

The Board will review a first draft of the Policy.

*T. Morell noted that 9.2-9.5 is a package of policies up for discussion. S. Fletcher noted that the policies are ones used in other schools and they keep up with current laws and policies that are aligned to charter schools. These may replace some of our outdated polices. These polices as a package will cover the process for all complaints that can be brought up by the community and allows an avenue for complaints. T. Morell asked for input on the complaint procedure and noted that comments need to be in before spring break.*

**9.3 Policy Prohibiting Unlawful Harassment, Discrimination, and Retaliation**

The Board will review a first draft of the Policy.

**9.4 Internal Complaint Review Policy**

The Board will review a first draft of the Policy.

**9.5 Whistleblower Policy**

The Board will review a first draft of the Policy.

**10.0 ACTION ITEMS**

**10.1 Treasurer's Report**

5 minutes

Ken Olson, Board Treasurer, will review and recommend approval of PCS financials for General Account, Club, and PVA Income Statement, Balance Sheet, Cash Flow, and check registers for January 2019.

*Report approved as presented.*

***Motion:** T. Strudley made motion to approve Treasurer Report, J. Karno seconded.*

***Vote:** J. Azcarate- Y, J. Barchas-Y, D. Holm-Y, S. Jinnah-Y, Y, J. Karno-Y T.*

*Livingstone-Y, T. Morell-Y, L. Nagamine-Y, T. Strudley-Y*

10.2 Approval of 2<sup>nd</sup> Interim Budget 10 minutes

Ken Olson, Treasurer, will review and recommend approval of the 2<sup>nd</sup> Interim Budget.

*Budget approved as presented.*

***Motion:** T. Strudley made motion to approve budget, D. Holm seconded.*

***Vote:** J. Azcarate- Y, J. Barchas-Y, D. Holm-Y, S. Jinnah-Y, Y, J. Karno-Y Livingstone-*

*Y, T. Morell-Y, L. Nagamine-Y, T. Strudley-Y*

10.3 Approval of 2019-2020 Academic Year Calendar 5 minutes

Simon Fletcher, Principal, will review and recommend approval of the 2019-2020 School Year Calendar.

*Calendar approved as presented.*

***Motion:** J. Karno made motion to approve calendar J. Barchas seconded.*

***Vote:** J. Azcarate- Y, J. Barchas-Y, D. Holm-Y, S. Jinnah-Y, Y, J. Karno-Y T.*

*Livingstone-Y, T. Morell-Y, L. Nagamine-Y, T. Strudley-Y*

**11.0 CLOSED SESSION - PUBLIC EMPLOYMENT**

Government Code section 54957

Title: Head of School

Public comments are allowed on closed session items (limited to 3 minutes per speaker)

Tom Morell, Board President, will discuss any reportable action(s) taken in closed session.

**12.0 FUTURE MEETING TOPICS**

Digital Media Policy

Special Education Department Presentation

**13.0 FUTURE MEETING SCHEDULE**

April Board Meeting, Wednesday, April 10<sup>th</sup>, 2019, 6:00 PM

April Board Retreat, Sunday, April 22, 2019, 9:00 AM

**14.0 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**