

Pacific Collegiate School
Board Meeting Draft Minutes

Wednesday, February 6, 2019
Closed Session: 5:30 PM- Conference Room
Open Session: 6:30 PM-Student Center
3004 Mission Street, Santa Cruz, CA

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, K. Olson, E. Ramirez-Ruiz

Board Members at absent: T. Strudley

Staff present: S. Fletcher, L. Friend, P. Kenyon, S. Kiernan, D. Levy

Student Representatives Present: 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: E. Ramirez-Ruiz 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-Y, K. Olson-Y. E. Ramirez-Ruiz-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)

4.0 OPEN SESSION - Student Center

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

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.

Development Committee-*J. Karno reported that as of 1/15/19 the AFD is at 668K in gifts and pledges with 59% of families participating. The business event, "What's New on the Westside" will be taking place tomorrow night at PCS. 50 RSVPs. Board members encouraged to attend. PCS 20th Anniversary plans for Memorial Day weekend in full swing.*

PVA Update-*J. Barchas reported that there will be a Parent Education Event on 3/7/19 "Duct Tape Parenting" There will be another Parent Ed night in September, Raising an Organized Child. BASH will take place on 3/16/19 at the Kaiser Permanente Arena and will be honoring Principal Simon Fletcher. Board members encouraged to attend and to donate items for the auction.*

Principal Search Working Group Update-*S. Jinnah reported that the working group has identified two candidates, Maria Reitano and Richard Harrison, for the Head of School position. There will be on campus interviews on 2/19/19 and 2/21/19. There will be opportunities for all stakeholders to engage on these days. T. Morell thanked S. Jinnah for the tremendous amount of work that she and the working group have put into this process.*

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 January 16, 2019 Draft Board Meeting Minutes.

7.2 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, E. Ramirez-Ruiz 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, K. Olson-Y. E. Ramirez-Ruiz-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 in regards to outreach efforts that PCS lottery information meetings are in full swing, have done two already with 5 more to go. PCS participated with a booth for MLK Day celebration and several students and stafffully attended the MLK day march. Have connected with the Davenport Resource Center as a partner for outreach efforts.

Continuing efforts with FTC program and college night. Building a mentor program for incoming FTC families and connecting them with current FTC parents. Summer camp being planned for 4th and 5th grade students in cooperation with Looker and Code Naturally. S. Fletcher noted that ADA and enrollment are tracking steady and on target for the budget. Mock Trial is competing tonight at the SC Courthouse and will compete next Wednesday night, 2/13/19 in a second round.

8.2 Faculty Report 5 minutes

Lauren Friend, Faculty Representative, will provide an update on faculty activities.

L. Friend noted that she is working with the Principal Search working group to finalize the plan for the day for the candidates that have been invited to campus.

8.3 Student Representative Report 5 minutes

PCS Student Representatives will provide an update on student activities.

S. Smith reported that some new clubs have started and that senior nights for winter sports have been happening. The Fusion dance shows were a huge success. Mock trial and spring musical rehearsals are going well. Thespians will begin selling Valentines grams next week. Winter formal took place on 12/26 and was very successful. Plans are underway for Spirit Week in March and Graduation in June.

8.4 President's Report 5 minutes

Tom Morell, Board President, will provide an update on Board activities and matters of interest.

All items of interest have been covered in previous reports.

9.0 DISCUSSION ITEMS

9.1 Discussion regarding Charter Renewal for PCS 15 minutes

Tom Morell, Board President, will lead a discussion regarding timeline for charter renewal including discussion of potential addition of a 6th grade to PCS.

T. Morell lead a discussion on the upcoming Charter renewal process. Any major changes being considered to the Charter need to be submitted at the time of renewal which will start in October. Discussed possibility of adding a 6th grade pilot program as part of an effort to diversify the school population and eliminate some barriers of attending PCS. Some concerns were expressed by staff about space constraints. E. Ramirez- Ruiz reported that a subcommittee will be forming to study the possibility of a 6th grade pilot and will do a data based analysis on the issue. Staffulty who are interested in joining subcommittee should contact E. Ramirez- Ruiz.

9.2 Discussion of Establishment of Endowment by Pacific Collegiate Foundation 10 minutes

Paula Kenyon, Development Director, will lead a discussion regarding the possible establishment of an endowment by PCF for PCS.

P. Kenyon lead a discussion on an endowment fund to be set up by Pacific Collegiate Foundation as a vehicle for PCS alumni to donate and for the funds to be used widely by the school but attractive to alumni. Endowment funds would be managed by the Santa Cruz Community Foundation. Will come back to March Board Meeting for approval.

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 December 2018.

K. Olson reported that Jenny Twaddle, Finance Committee member has stepped down. Finance Committee did an account review and accounts are currently earning little to no interest. K. Olson will be setting up a Treasury bond fund with Co America, the treasury bonds would gain about 2% interest and interest will offset the fees involved. Treasurer's report approved as presented.

Motion: *E. Rameriz-Ruiz made motion to approve Treasurer's Report. 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-Y, K. Olson-Y. E. Ramirez-Ruiz-Y.

10.2 Approval of Plan for Low-Performing Students Block Grant. 5 minutes

Simon Fletcher, Principal, will review and recommend approval of the Plan for Low Performing Students Block Grant.

S. Fletcher reported that this is the first time this grant has appeared. Money targeted to support students who had a low performance on the State testing. \$18,000 allocated to PCS, two years given to spend and then report out how it has been spent. Monies will be allocated to professional development and instructional planning.

Motion: K.Olson made motion to approve Low Performing Block Grant, 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, K. Olson-Y. E. Ramirez-Ruiz-Y.

10.3 Approval of One-Time Funds Expenditure 5 minutes

Simon Fletcher, Principal, will review and recommend approval of the One Time Funds Expenditure.

S. Fletcher noted that these reoccurring one time funds have been pretty reliable but the dollar amount has fluctuated. Requirement from the state is that the Board needs to approve the allocation of funds of \$94,432.

Motion: K.Olson made motion to approve One Time Funds Expenditure, E. Ramirez – Ruiz 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, K. Olson-Y. E. Ramirez-Ruiz-Y.

10.4 Approve the delegation of authority to the Head of School to appoint an administrative panel for the purposes of conducting hearings for recommended expulsions.

Simon Fletcher, Principal, will recommend approval.

S. Fletcher recommended the Board approve giving the Head of School authority to create an administrative panel if needed for an expulsion hearing.

Motion: E. Rameriz-Ruiz made motion to approve delegation of authority, T. Livingstone 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, K. Olson-Y. E. Ramirez-Ruiz-Y.

10.5 Approval of Immigration Enforcement Policy 5 minutes

Tom Morell, Board President, will recommend approval of Updated Immigration Enforcement Policy.

T. Morell recommended approval of the modified policy as discussed and reviewed at January Board meeting.

Motion: D. Holm made motion to approve updated Immigration Enforcement Policy, E. Ramirez-Ruiz 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, K. Olson-Y. E. Ramirez-Ruiz-Y.

10.6 New Employee Contract 5 minutes

Simon Fletcher, Principal, will recommend approval of the New Employee Contract for Connor Loede-Woolard, Study Hall Monitor.

S. Fletcher recommended approval of Study Hall monitor contract, no budget impact.

Motion: K.Olson made motion to approve contract, 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, K. Olson-Y. E. Ramirez-Ruiz-Y.

11.0 FUTURE MEETING TOPICS

Digital Media Policy

12.0 FUTURE MEETING SCHEDULE

Special Board Meeting, Tuesday, February 19, 2019, 7:15 PM

Special Board Meeting, Monday, March 4, 2019, 7:15 PM

March Board Meeting, Wednesday, March 6, 2019, 7:15 PM

Special Board Meeting, Monday, March 11, 2019, 6:00 PM

April Board Meeting, Wednesday, April 10th, 2019, 6:00 PM

13.0 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