

Pacific Collegiate School
Board Meeting Minutes
Wednesday, October 3, 2018
Closed Session: 6:15 PM
Open Session: 7:00 PM
3004 Mission Street, Santa Cruz, CA
Student Center

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, T. Strudley

Staff present: S. Fletcher, L. Friend, 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: S.Jinnah made motion to approve agenda. J. Barchas seconded.

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

4.0 OPEN SESSION

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

No reportable action taken.

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.

There was no public comment.

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 Report- J. Barchas reported that BASH 2019 planning is under way and will take place on 3/16/19 at the Kaiser Permanente Arena. A PVA leadership team meeting is taking place tomorrow night. Grandparent's Day will take place on 11/20/18 from 8:45 AM to 11:00 AM. The Ecology Action Bike and Walk to School Day is tomorrow and we have several parents volunteering to help serve food to our bikers/walkers.

Development Report- J. Karno reported that we are 4 weeks into the AFD 100 % participation in 100 days pledge drive. 304K in pledges and gifts has received to date.

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 September 5, 2018 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: K. Olson moved to approve the Consent Agenda. D. Holm seconded.

Vote: J. Azcarate- Y, J. Barchas-Y, D. Holm-Y, S. Jinnah- Y, J. Karno-Y T. Livingstone-Y, T. Morell-Y, L. Nagamine-Y, K. Olson-Y, E. Ramirez-Ruiz-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 and matters of interest.

S. Fletcher reported that there was a very successful Community Service Fair held today for the students coordinated by staff member Liz Musal. 20 local organizations came to present to the students. S. Fletcher thanked Liz Musal for a great event. S. Fletcher noted that he has attended several professional development events at the County of Education including the Equity Institute. Enrollment has been holding fairly steady although we have had two new 7th graders start this week and will be offering out a 10th grade spot soon. ADA tracking above the budgeted amount. The solar panels are live today after the PG&E inspection.

- 8.2 Diversity Report 5 minutes
 Silvia Morales, Outreach Coordinator, will provide an update on the Diversity Committee activities and matters of interest.
S. Morales reported that the Diversity Committee had successful annual retreat on 9/8/18 and reported on the Diversity Committee working groups activities.
- 8.3 Faculty Report 5 minutes
 Lauren Friend, Faculty Representative, will provide an update on faculty activities.
L. Friend reported that Board members K. Olson and T. Morell visited our last staffulty meeting and presented the budget and Housing Authority building update. The presentation was well received by staff. S. Jinnah and E. R. Ramirez will visit the staff this Friday to give an update on Principal Search and Stakeholder Engagement activities.
- 8.4 Student Representative Report 5 minutes
 PCS Student Representatives will provide an update on student activities.
S. Smith reported that Student Government has been really busy and that grade events are being planned and happening. Spirit Week was last week, students seemed to enjoy the mini spirit rally and dress up days.
- 8.5 President's Report 5 minutes
 Tom Morell, Board President, will provide an update on Board activities and matters of interest.
T. Morell reported that a meeting with the COE Charter Sub Committee went very well and our attrition data analyzed by the County is favorable and very positive. Thanks to L. Nagamine for her work gathering the data for this report. The report will be reported at the November 2018 Board meeting. T. Morell met with Edgility, firm hired to help with Principal Search, and had a working lunch with Christina Greenberg yesterday.

9.0 DISCUSSION ITEMS

- 9.1 Recruitment of School Leader 15 minutes
 Sikina Jinnah, Board Member, will provide an update on the planned Principal recruitment and search process.
S. Jinnah reported on the Principal Search Working Group time line and activities to date which include a launch meeting on 9/24/18, invitations to board, staff, faculty, and students for focus groups and a site visits next week and a survey that was sent out to staff, parents and students. T. Morell thanked S. Jinnah for her hard work organizing the working group and vetting search firms.

10.0 ACTION ITEMS

- 10.1 Treasurer's Report 5 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 August 2018 Financials.
Motion: *T. Strudley moved to approve Treasurer's report as presented. L. Nagamine seconded.*
Vote: *J. Azcarate- Y, J. Barchas-Y, D. Holm-Y, S. Jinnah- Y, J. Karno-Y T. Livingstone-Y, T. Morell-Y, L. Nagamine-Y, K. Olson-Y, E. Ramirez-Ruiz-Y, T. Strudley-Y.*
- 10.2 Appointment of Finance Committee Members 5 minutes
 Ken Olson, Board Treasurer, will recommend approval of Finance Committee Members: *Ken Olson*, Chair, Trevor Strudley, Jaime Azcarate, Claire Grosjean, Nathan Tiller Bettina Baylis, Rick Johnson and Jenny Twaddle*
Motion: *T. Livingston moved to approve 2018-2019 Finance Committee Members. E. R. Ramirez seconded.*
Vote: *J. Azcarate- Y, J. Barchas-Y, D. Holm-Y, S. Jinnah- Y, J. Karno-Y T. Livingstone-Y, T. Morell-Y, L. Nagamine-Y, K. Olson-Y, E. Ramirez-Ruiz-Y, T. Strudley-Y.*
- 10.3 Approval of 2019-2020 Payroll Vendor 5 minutes
 Ken Olson, Treasurer will recommend that approval is given to Ken Olson and Simon Fletcher to negotiate possible change in payroll vendor in 2019-2020.

COE is changing financial systems, including payroll, in July 2019. Opportunity for PCS to transition to using CSMC (current contracted for back office support)for Payroll. Many positive reasons to switch over including pricing, efficiency, and investment opportunity. Board is voting to delegate K. Olson and S. Fletcher to terminate the payroll contact with the COE if appropriate after gathering any additional information.

Motion: D. Holm moved to give authority to S. Fletcher and K. Olson to terminate contract with COE. J. Barchas seconded.

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

10.4 Balance 4 Kids Contract 5 minutes

Simon Fletcher, Principal, will review and recommend approval of the 2018-2019 Balance 4 Kids contract.

Contract for classroom aide for Special Education. Budged with Special Education monies.

Motion: T. Strudley moved to approve contract. E. R. Ramirez seconded.

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

10.5 Approval of Community Advisory Committee Parent Representative 5 minutes

Simon Fletcher, Principal, will review and recommend approval of the arent representative to the CAC Committee.

Deleted from agenda.

10.6 Job Descriptions 5 minutes

Simon Fletcher, Principal, will review and recommend approval on revisions of current administrative job descriptions.

Job descriptions were updated to reflect job responsibilities and titles of business office positions have been updated to reflect accurate job duties and responsibilities.

11.0 FUTURE MEETING TOPICS

Digital Media Policy

12.0 FUTURE MEETING SCHEDULE

November Board Meeting, Wednesday, November 7, 2018, 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