

Pacific Collegiate School
Board Meeting Draft Minutes
Wednesday, September 5, 2018 6:00 PM
3004 Mission Street, Santa Cruz, CA
Student Center
and
Hotel Coronado Lobby - Teleconference Location
1500 Orange Avenue
Coronado, CA 92118

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, T. Harrison, 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 moved to approve the agenda with the change of removing Item 8.3. K. Olson 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 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.

Rocco Cappalla, candidate for Santa Cruz City School Board, addressed the board. Diana August, parent, addressed the board.

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.

PVA Report- *J. Barchas, PVA Co-Chair, reported that the Back to School Coffee and BBQ, were very successful. Thank you to parent Denise Bellamy for her coordination of the BBQ. The first general PVA meeting of the year was on Tuesday, 9/4 and the Grade Parent Kick Off meeting was held the week before. J. Azcarate reported that the new lunch vendors for student lunches this year are local and providing all organic food. The program is selling 15-20% more lunches than last year daily and they have received excellent feedback from the students.*

Development Committee- *J. Karno announced that the AFD goal of \$765K from last year was met and that the new goal this year is \$775K. PCS will be celebrating its 20th birthday this year. The 100% AFD participation campaign has kicked off and already 25% of families have pledged or given.*

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 June 6, 2018 Draft Board Meeting Minutes
- 5.2 Approve August 19, 2018 Draft Board Retreat Meeting Minutes
- 5.3 Approve Employee Stipends for AP Base Camp
- 5.4 Approve Department Head 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. Strudley moved to approve Consent Agenda. J. Karno 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.*

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 introduced the new Associate Superintendent of Educational Services for Santa Cruz COE, Jivan Dhaliwal, and welcomed her to PCS. S. Fletcher reported that PCS has four new teachers this year involved in the New Teacher Project as part of their credentialing program. PCS is hosting 2 student teachers and 9 or 10 UCSC are students observing classes this semester. The solar installation has begun and is on a two week time line of being completed. Events coming up are a Principal Coffee on 9/7/18 at 9:00 AM and Club Fair on Wednesday, 9/12. S. Fletcher, T. Harrison and S. Morales will be participating in the Equity Institute this school year.

6.2 Diversity Report 5 minutes

Silvia Morales, Outreach Coordinator, will provide an update on the Diversity Committee activities and matters of interest.

S. Morales was absent. S. Fletcher noted that one important project over the summer was been to work with a graduate student from UCSC who has received a fellowship to develop a First to College curriculum which will consist of parent education and student mentoring. There will be a retreat this upcoming weekend for the Diversity Committee.

6.3 Faculty Report 5 minutes

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

L. Friend reported that the faculty has been meeting and becoming on the possibility of a Performing Arts Facility. The faculty is excited to work with the Board and the project and is enthusiastic. D. Holm read a letter to the Board from R. Garrett, math teacher/department chair.

6.4 Student Representative Report 5 minutes

PCS Student Representatives will provide an update on student activities.

S. Smith and A. Hayes gave an update on student Back to School activities and plans for Spirit Week.

6.5 President's Report 5 minutes

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

T. Morell noted that Back to School Night was an excellent evening of presentations by teachers. He reported that it will be a busy year with the possibility of a Performing Arts Facility and the Principal Search. T. Morell reported that he has asked Sikina Jinnah to head up Principal Search working group along with Board Member Enrico Ramirez-Ruiz. Lauren Friend, Sonya Kiernan and Connie Smith, will also be part of the working group.

7.0 DISCUSSION ITEMS

7.1 College Counseling Presentation 30 minutes

Dean Partlow, College Counselor, will present an update on the College Counseling Department including emerging admission trends, visits, presentations, applications, and admissions data.

Dean Partlow presented the recent college matriculation data and test scores from the Class of 2018 and reported out on his work with students, families and his professional development activities.

7.2 2017-2018 AP Test Score Data 15 minutes

David Levy, Faculty Dean, will present 2017-2018 AP Test Score Data.

D. Levy presented the 2018 AP test scores and trends. Scores and pass rates continue to hold steady with strong participation rates. Concerted effort to reach out to low socio-economic groups and let them know they qualified for free AP test waivers. 93% of student's eligible for free lunch took the test last year. Questions regarding AP Calculus and AP World scores reviewed.

8.0 ACTION ITEMS

8.1 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 July 2018 Financials, 2017-2018 Unaudited Actuals and will review the Coamerica meeting notes.

Motion: Following a discussion, T. Strudley moved to Treasurer's Report as presented. 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.

Comerica Meeting- K. Olson noted that he met with Comerica regarding changing the financial covenants regarding the current cash flow with one that referenced the school's net worth or net liquid assets and to also change the covenant to include additional investment options. Comerica will review the two amendment requests during the bank's annual credit review in October.

8.2 Bylaw Update 5 minutes

Tom Morell, Board President, will present continuation of proposed update to PCS Bylaws reviewed in previous school year, and recommend approval of revised draft. *T. Morell reviewed the updates made to the Bylaws and the revision of the Indemnity Section, 8.1, Article IX.*

Motion: *K. Olson made motion to approve Bylaw update. J.Karno 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 , G. Ruder-Y, T. Strudley-Y.*

8.3 Digital Media Policy Approval

5 minutes

Diana Holm, Board Vice President, will review and recommend approval of the Digital Media Policy.

Removed from agenda

9.0 ANNOUNCEMENT OF CLOSED SESSION

9.1 CONFERENCE WITH LABOR NEGOTIATORS

Government Code section 54957.6:

Agency designated representatives: Simon Fletcher and James E. Young, Esq.

Employee organization: United PCS

9.2 CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Government Code Section 54956.8

PROPERTY: 2931 Mission St, Santa Cruz, CA 95060.

AGENCY NEGOTIATOR: William Ow

NEGOTIATING PARTIES: Pacific Collegiate School and Housing Authority of the County of Santa Cruz

The Board will meet in closed session for a conference with Real Property Negotiators regarding Terms of Potential Lease at 2931 Mission Street, Santa Cruz, CA 95060.

9.3 PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Government Code Section 54957

Principal Performance Evaluation

The Board will meet in closed session to discuss the Principal Evaluation.

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

10.0 OPEN SESSION

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

No reportable action taken in closed session.

11.0 DISCUSSION ITEMS

11.1 BOARD ROLES AND RESPONSIBILITIES

Tom Morell, Board President, will lead a discussion regarding committee assignments and Board responsibilities

The Board discussed various school initiatives for 2018-2019 and opportunities for Board participation and leadership. Several Board members announced the intention to attend the upcoming Diversity Committee Retreat.

12.0 FUTURE MEETING TOPICS

Health Class Overview

13.0 FUTURE MEETING SCHEDULE

Executive Meeting, Wednesday, September 19, 2018, 8:15 AM
October Board Meeting, Wednesday, October 3, 2018, 6:00 PM

14.0 ADJOURNMENT

Meeting adjourned at 9:45 PM

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