

**Pacific Collegiate School**  
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## **Pacific Collegiate School**

### **Board Meeting Minutes**

Wednesday, December 5, 2018

Closed Session: 6:00 PM

Open Session: 7:00 PM

3004 Mission Street, Santa Cruz, CA

Student Center

[Closed Sessions Held in Second Floor Conference Room]

Hyatt Regency Houston  
1200 Louisiana Street  
Houston, TX 77002  
Room number 1810

#### **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, E. Ramirez-Ruiz, T. Strudley

**Board Members at off site locations:** K. Olson (TX)

**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:** J. Karno made motion to approve 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 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 - Student Center**

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

*There was 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-** *Jen Karno reported that there are 9 days left in the 100 day campaign. The AFD to date has received 488K in gifts and pledges with 40% of families participation; the goal being 750K. The 2018 PCS Annual Report was recently published and distributed at Grandparents Day. PCS community business event is being planned for 2/7/2108 at PCS.*

**Principal Search-** *Sikina Jinnah reported that the job description was launched three weeks ago. Goal is for interviews to take place by mid- February and campus visits by the end of February.*

**Board Service-** *Diana Holm reported that three board members have terms ending at the end of the year. Board application in on the website now. Deadline to apply is 1/25/19. On 1/12/19 there will be an info session for interested applicants.*

**PVA-***Jenny Barchas reported that Grandparents Day on 11/22/18 was very successful. PVA is working on the upcoming finals food and staff luncheon and on Parent Education events for 2019. BASH will take place on 3/16/19 at the Kaiser Arena and plans are in full swing.*

**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 November 7, 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:** *T. Livingstone made motion to approve Consent 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 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 Dr. Huyck will be retiring at the semester and we are advertising for a Latin teacher. Seminar signups are taking place for next semester.*

*Choir performance was last night, Instrumental tomorrow night. Enrollment and ADA are solid and strong.*

- 8.2 Diversity Report 5 minutes  
Silvia Morales, Outreach Coordinator, will provide an update on the Diversity Committee activities and matters of interest.  
*S. Fletcher reported the information meetings are scheduled for the lottery and outreach efforts are ramping up. Flyers and cover letters have been sent to business organizations. Work is in progress for a parent to parent mentoring program for FTC students. Annual Report to the COE was presented on 11/17/18.*
- 8.3 Faculty Report 5 minutes  
Lauren Friend, Faculty Representative, will provide an update on faculty activities.  
*Lauren Friend reported that teachers and students are heading into finals, teachers are busy grading and helping students be successful.. Health has wrapped up for the semester and will start up again in the Spring with four teachers and students rotating through each teacher.*
- 8.4 Student Representative Report 5 minutes  
PCS Student Representatives will provide an update on student activities.  
*Students reported on various grade level events and upcoming community service events.*
- 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 charter renewal is on a 5 year cycle and a timeline will be laid out soon.*

## 9.0 DISCUSSION ITEMS

- 9.1 Report on Progress towards LCFF Local Indicators 10 minutes  
Simon Fletcher, Principal, will provide an update on progress towards LCFF local indicators.  
*S. Fletcher reported to the Board that all our local indicators have been meet and submitted to the state.*
- 9.2 Report on Student Disciplinary Policies. 10 minutes  
Simon Fletcher, Principal, and Todd Harrison, Vice Principal will lead preliminary discussion regarding student discipline policy overview in advance of future review.  
*Discussion on vaping at PCS and disciplinary procedures for student infractions. Board would like to see disciplinary data presented at future board meeting.*

## 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 October 2018 Financials.  
**Motion:** *J. Karno moved to approve the Treasurer's Report as presented. 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 E. Ramirez-Ruiz-Y, T. Strudley-Y.*
- 10.2 1<sup>st</sup> Interim Budget Revise Approval 5 minutes  
Ken Olson, Board Treasurer, will recommend approval of the 1<sup>st</sup> Interim Budget Revise.  
**Motion:** *T. Strudley moved to approve 1<sup>st</sup> Interim revise as presented. 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 E. Ramirez-Ruiz-Y, T. Strudley-Y.*
- 10.3 Response To Immigration Enforcement 5 minutes  
Simon Fletcher, Principal, will recommend review and recommend approval of the Immigration Enforcement Policy.

*Policy presented follows new California law. Similar to policy PCS already has in place. Adopting tonight per legal requirement, will be looking at merging two policies in the future.*

**Motion:** T. Livingstone moved to approve policy. 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 E. Ramirez-Ruiz-Y, T. Strudley-Y.

- 10.4 Approval of Lease Extension and Amendment for Work Shop Space 5 minutes  
Tom Morell, President, will recommend review and recommend approval of the lease extension and amendment with University Business Park for theatre workshop space. Lease is for more back stage space, increase of \$100.00 a month in rent for more space.  
**Motion:** J. Karno moved to approve lease extension as presented. 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 E. Ramirez-Ruiz-Y, T. Strudley-Y.

## **11.0 ANNOUNCEMENT OF CLOSED SESSION**

### **11.1 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)

## **12.0 OPEN SESSION**

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

*No reportable action taken in closed session.*

## **13.0 FUTURE MEETING TOPICS**

Digital Media Policy

Student Discipline Overview

## **14.0 FUTURE MEETING SCHEDULE**

January Board Meeting, Wednesday, January 16, 2019, 6:00 PM

January Executive Committee Meeting, Wednesday, January 23 2019, 8:15 AM

## **15.0 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**