

**REGULAR MEETING AGENDA
GOVERNING BOARD
RIVERSIDE GATEWAY TO COLLEGE EARLY COLLEGE HIGH SCHOOL
Riverside City College
Lovekin Complex L4
4800 Magnolia Avenue
Riverside, CA 92506**

**September 18, 2015
7:30 A.M.**

**INSTRUCTIONS FOR PRESENTATIONS TO
THE BOARD BY PARENTS AND CITIZENS**

Gateway to College Early College High School ("School") and Gateway College and Career Academy ("GCCA") welcomes your participation at the School's Governing Board meetings. The purpose of a public meeting of the Governing Board ("Board") is to conduct the affairs of the School in public. We are pleased that you are in attendance and hope that you will visit these meetings often. Your participation assures us of continuing community interest in our School. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to all audience members at the door to the meeting.
2. Ivory "Request to Speak" forms are available to all audience members who wish to speak on any agenda item(s) or under the general category of "Oral Communications."
3. "Oral Communications" is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes each and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.
4. With regard to items that are on the agenda, you may specify that agenda item on your ivory request form and you will be given an opportunity to speak for up to five (5) minutes when the Board discusses that item.
5. When addressing the Board, speakers are requested to state their name and address and adhere to the time limits set forth.
6. Citizens may request that a topic related to school business be placed on a future agenda. Once such an item is properly agendized and publicly noticed, the Board can discuss, respond, and possibly act upon such an item.
7. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. The agenda shall include information regarding how, to whom, and when a request for disability related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting.
8. The Board shall make any writing that is a public record and that relates to an agenda item in open session which is distributed less than 72 hours in advance of the meeting, available for public inspection at Lovekin Complex L5, Riverside City College, 4800 Magnolia Avenue, Riverside, CA 92506. The writing will also be posted on the Gateway College and Career Academy website: www.thinkbeyonddiploma.org.

I. PRELIMINARY

A. CALL TO ORDER

Meeting will be called to order by the Board Chair at 7:48 A.M.

B. ROLL CALL

	Present	Absent
Shelagh Camak	<u> X </u>	<u> </u>
Ilsa Garza-Gonzalez	<u> X </u>	<u> </u>
Michele Gracia	<u> X </u>	<u> </u>
Mark Pedersen	<u> X </u>	<u> </u>
Debra Postil	<u> X </u>	<u> </u>
Joan Wells	<u> X </u>	<u> </u>

II. COMMUNICATIONS

A. ORAL COMMUNICATIONS: Non-agenda items: no individual presentation shall be for more than three (3) minutes and the total time for this purpose shall not exceed fifteen (15) minutes. Ordinarily, Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation.

III. MOTION TO MOVE CONSENT AND ACTION AGENDA ITEMS

At the start of meeting Board was not at quorum, therefore, a vote was made to start with Director’s Report until quorum is met for consent agenda items.

It is recommended that the Board move forward to Directors report before beginning consent items.		Motion: <u> X </u> Action: <u>PASSED</u> Second: <u> X </u> Vote: <u> X </u>		
	Motion	2nd	In Favor	Against
Michele Gracia			X	
Mark Pedersen				
Debra Postil			X	
Joan Wells		X	X	
Shelagh Camak	X		X	
Ilsa Garza-Gonzales			X	

IV. CONSENT AGENDA ITEMS

All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board votes on them. The Director recommends approval of all consent agenda items.

REFERENCES

A. Approval of Board Meeting Minutes for July 2015

Minutes-pg.5-10

B. Approval of Claims Paid Activity Report for July and August 2015 *Check Register-pg.11-13*

It is recommended that the Board approve Consent Agenda Items A and B.	Motion: <u> X </u> Action: <u>PASSED</u> Second: <u> X </u> Vote: <u> X </u>
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	Motion	2 nd	In Favor	Against
Michele Gracia			X	
Mark Pedersen	X		X	
Debra Postil			X	
Joan Wells		X	X	
Shelagh Camak			X	
Ilsa Garza-Gonzales			X	

V. ITEMS SCHEDULED FOR ACTION

A. 2015-2016 Application for Funding Selections- *pg.14*

Annual form submitted to the Department of Education for several programs. One is federal and state categorical funding. Gateway has never applied in the past or needed to. This included Title 1, 2 and 3, which we would qualify for. The school will be notifying the CDE that we do not intend to apply for categorical/federal funds this year. Participation in the categorical programs requires intensive monitoring and reporting, we do not currently feel we have the capacity to participate. Future participation will be considered during the strategic planning process.

It is recommended that the Board approve Agenda Item A.	Motion: <u> X </u> Action: <u>PASSED</u> Second: <u> X </u> Vote: <u> X </u>
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	Motion	2 nd	In Favor	Against
Michele Gracia			X	
Mark Pedersen	X		X	
Debra Postil		X	X	
Joan Wells			X	
Shelagh Camak			X	
Ilsa Garza-Gonzales			X	

B. 2014-2015 Unaudited Actuals Report-*pg.15-21*

This information looks at the previous year's expenditures and accounts from Galaxy which is then imported into SACs for filtering. Passing is what we want to see on this document. There are 3 exceptions, none of which are fatal. One is due to the 5800 account having operation costs over the 25% of total expenditures. The way Gateway has MOU payments with RCC set up is the reason this is over the percentage. Salaries paid for Michael, Miguel and Cindy and other reimbursements/ payments to RCC are all included in one payment, which happens to be taken out of the 5800 account. Until there is a change in the way that operation is run, there might always have an exception for that account. Plant costs are at 0, which is another exception, and because RCC supplies our plant and facility Gateway experiences no costs for plant and facilities. The way everything is coded is a major contributor to the exceptions Gateway was seeing on the unaudited actuals report.

It is recommended that the Board approve Agenda Item B.		Motion: <u> X </u> Action: <u>PASSED</u> Second: <u> X </u> Vote: <u> X </u>		
	Motion	2nd	In Favor	Against
Michele Gracia			X	
Mark Pedersen	X		X	
Debra Postil			X	
Joan Wells			X	
Shelagh Camak			X	
Ilsa Garza-Gonzales		X	X	

C. 1st Quarter Uniform Complaint Procedures Report- pg.22

This is the usual quarterly report for Williams complaints. It serves to report the number and nature of complaints brought against the school concerning inadequate facilities, books or supplies. The report is sent to the County Office of Education at the end of each Quarter for review. Gateway has had no complaints filed in the 1st quarter.

It is recommended that the Board approve Agenda Item C.		Motion: <u> X </u> Action: <u>PASSED</u> Second: <u> X </u> Vote: <u> X </u>		
	Motion	2nd	In Favor	Against
Michele Gracia			X	
Mark Pedersen		X	X	
Debra Postil			X	
Joan Wells			X	
Shelagh Camak	X		X	
Ilsa Garza-Gonzales			X	

D. The following personnel actions are for the Board's approval and authorize the school Director to sign the employment agreements.

Name	Position	Start Date	FTE
Classified Part Time <u>Certificated Full Time</u>			
David Medina	Instructor	08/24/15	1.0

*Mistake made with position title. David Medina hired on as Certificated Full Time Instructor.

David Medina was hired to fill the vacant ELA Instructor position. David was interviewed earlier in the summer for a different position and was job offered, but wanted to explore other positions at that time. Once our previous instructor resigned late in the summer, Mr. Medina was then offered the job again and decided to accept. He is off to a good start with foundation students.

It is recommended that the Board approve Agenda Item D.		Motion: <u> X </u> Action: <u>PASSED</u> Second: <u> X </u> Vote: <u> X </u>		
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	Motion	2nd	In Favor	Against
Michele Gracia			X	
Mark Pedersen		X	X	
Debra Postil			X	
Joan Wells			X	
Shelagh Camak	X		X	
Ilsa Garza-Gonzales			X	

E. 2015-16 Student Handbook-pg.23-75

This was brought to the last meeting. In the meeting there were suggestions on additions and changes. Foster Youth, AB216, and Foster Youth Liaison were added to the student handbook. Expectations for students who were 18 years and older were not clear in the handbook so those changes were also made. The handbook was also translated to Spanish.

It is recommended that the Board approve Agenda Item E.			Motion: <u>X</u> Action: <u>PASSED</u> Second: <u>X</u> Vote: <u>X</u>	
	Motion	2nd	In Favor	Against
Michele Gracia			X	
Mark Pedersen			X	
Debra Postil		X	X	
Joan Wells			X	
Shelagh Camak	X		X	
Ilsa Garza-Gonzales			X	

F. Volunteer Application and Handbook- pg.76-88

The Volunteer Application and Handbook is new to Gateway. In the past Gateway has had people wanting to volunteer, but because there was never a policy in place we never had them volunteer with Gateway. Therefore, we now want to adopt this policy. Currently there are 2 college students from Cal Baptist who have expressed their desire to volunteer at the School and see what Gateway's program is all about. One question that comes up is whether or not to add them to insurance in case of injury while on campus. This packet/policy information was developed with our current insurance company, CharterSafe. The application asks volunteers to waive liability as a condition of their service, as well as agreeing to a confidentiality agreement. Gateway will be running background checks on all Volunteer Applicants who will be working in classrooms directly with students. Possible roles that volunteers could fill include observing the counselors and teachers and possibly going to the advisory classrooms and helping students as they complete their homework. Michele Gracia asked if the packet specifies if the volunteer must notify Gateway with any change to their criminal backgrounds. Miguel replied that the packet does specify the all volunteers must resubmit their application including background info each year.

It is recommended that the Board approve Agenda Item F.			Motion: <u>X</u> Action: <u>PASSED</u> Second: <u>X</u> Vote: <u>X</u>	
	Motion	2nd	In Favor	Against
Michele Gracia			X	
Mark Pedersen	X		X	
Debra Postil			X	
Joan Wells			X	
Shelagh Camak			X	
Ilsa Garza-Gonzales		X	X	

G. Deferred Pay for 10 Month Certificated Employees- pg.89-91

This item authorizes staff to begin work with RCOE to establish a process for paying teacher salaries over 12 months. Board approval was needed to get this set up with the County Office of Education. As of right now all teachers have expressed wanting to take part in the deferred payment plan. This will mean that a portion of each of their paychecks will be held and paid out during the two months of summer they usually do not see any income.

It is recommended that the Board approve Agenda Item G.			Motion: <u> X </u> Action: <u>PASSED</u> Second: <u> X </u> Vote: <u> X </u>	
	Motion	2 nd	In Favor	Against
Michele Gracia			X	
Mark Pedersen		X	X	
Debra Postil			X	
Joan Wells			X	
Shelagh Camak	X		X	
Ilsa Garza-Gonzales			X	

VI. ITEMS SCHEDULED FOR INFORMATION

A. Director's Report - This is a presentation of information which has occurred since the previous Board meeting.

i. Financial Report-pg.92-95

Michael Wright stated that two months in we are right on target. Apportionments coming are in line to what we had predicted. The expenses that are seen are mostly salaries and benefits. Cash flow looks good at this point. At the end of August we have a balance of about \$690,000 and with cash flow projection we are looking to end the year with a net balance of around \$700,000. Michael believes the County Office is very happy. The financial team from the county came out the first week of September to meet with their new staff and ours. Therefore, the staff of both parties are off to good start working together.

ii. Student Enrollment Report

Handout given to Board is a quick facts report. This showed how the student body is looking after the first couple of weeks of the fall 2015 semester. For foundation classes there are currently 73 new enrollments and 13 repeating the foundation experience. This is a new system the staff is trying out for students who might not have been ready to move forward with the continuing student program, so they were kept in a cohort as repeaters. Gateway is looking to add another 35 students this semester in the Bridge Program. Currently there are 5 starting as soon as Monday and will be continuing to add until the spots are filled. The Rubidoux Annex opened at the start of this semester with 33 students. Not all are from Jurupa Valley, but possibly looking to make the majority of the students placed in that cohort from the Jurupa Valley area.

It is recommended that the Board move back to To consent agenda items and items scheduled for action.			Motion: <u> X </u> Action: <u>PASSED</u> Second: <u> X </u> Vote: <u> X </u>	
	Motion	2 nd	In Favor	Against
Michele Gracia			X	
Mark Pedersen		X	X	
Debra Postil			X	
Joan Wells			X	
Shelagh Camak	X		X	
Ilsa Garza-			X	

For the first time in a while Gateway has more females than males in foundation.

By next month when deadlines start happening we will have more information on free and reduced lunch, foster, and IEP/ 504 status numbers.

Student program pathways internal document shared with the Board shows the in-house options for students who need different paths within the school. The setup shown in the form gets Gateway in a better place to deal with the different situations that might come into place with students. The document shows how Gateway wants to extend the pipeline out to ensure post-secondary success and shows how the Bridge program is available to students once foundation classes are full. This internal form was created to give a visual of the pathways for students.

Bridge enrollment is underway and will consist of classes 4 days a week for 2 hours a day. Each class will have a teacher and a counselor to keep them on track. Gateway has seen students come from independent study programs with no success, so when this pathway was created we wanted to go in really carefully to ensure this credit recovery program would work better for those students who may have previously not had success. The idea is to keep the students accountable for everything they work on while in Bridge. Scott Jacobs is there to help with support along with student aids. Women Wonder Writers will be coming in once a week to give instruction to the students. Last semester was the first time running to Bridge program, and from the original group of students who started in Bridge there are 22 students still continuing with the Gateway program. Miguel feels that since they were able to get to know the campus and the staff during their first semester in Bridge, they will be able to have success in the entire program. The students built a community within the group because of how closely they worked together for their Write of Your Life project at the end of the semester. Miguel stated that they will definitely be keeping track of those students for future stats. Students are asked to come to school 2 hours a day for 4 days a week, but if they have work that needs to be finished they are able to stay after their school days to finish or also access their work from home. This is something that is very much encouraged by the staff. Gateway has seen a retention rate of 50% with Bridge and hopes in increase that percentage this semester.

iii. Learning and Teaching

All staff including new hires started this year off with a kick off week. During this week many meetings took place to ensure everyone came together with a game plan for the semester. The first week of classes for students Gateway held lots of activities for the students here on the RCC campus and even had the same activities available to students at the Rubidoux site.

Kathy is observing and coaching teachers in classrooms and being a good resource to them. CAASPP scores came in of a small sample of about 40 students. Kathy is currently going over the scores.

I-ready testing is currently being given to all students. It is a measure of state standards. This will give opportunity to see where our students are placing. Miguel does not envy large schools that need to test all their students; just testing 162 has been hard.

Mr. Taylor is off to a big start. Miguel has been receiving really good feedback on his lesson plans and teaching methods. He is currently teaching Government, US history, and Economics. With Government he came up with an activity or assignment based on the Walking Dead and government formation. Just two weeks into the semester he had students very engaged. Some were dressing up as zombies with fake blood and there was even a monarch as part of one of the student groups assigned to the class.

B. Board/Staff Discussions - Board and staff discuss items of mutual interest.

i. Governance and Board Development

a. Strategic Planning Update

b. Board membership

c. Brown Act training

A prototype of the strategic plan was shared and explained by Joan Wells. With rapid prototyping everything will be put on paper having to do with what is being learned and then bringing that to the Board. If this strategy works she would like to stick with it throughout the strategic planning process. The big question being asked is “whose strategic

plan is this?" This is a conversation that needs to be had, and the Board will need to provide direction. The only concern is that these are big conversations that need to be addressed and will take some time. With the last strategic plan made in 2007, Gateways staff is getting everything together to work on the new one. Joan explained that right now no vision of where they want to go with this strategic plan is in place, but they do have a mission to get it done. One main role for the task force is realizing when and how to advance these conversations.

Being looked at currently in the strategic planning is the one open seat on the Board. Miguel feels the Board currently has a lot of diversity so this is something they need to be looking at in the strategic planning, who would be the best fit, what/ who are we missing? Michele Gracia mentioned possibly looking at a career tech person to fill the position. With the one seat open and needing to be filled this is something that will be looked at more closely during strategic planning and future meetings. The current charter lists who needs to be represented on the Board, and will be brought to October's meeting to see who would be a good fit. Looks like someone working in the private sector, CTE. Charter says Board needs to reach out to new members, therefore, this needs to be a Board strategic conversation.

The Brown Act document handed out to members is a reference document made by the law offices of Young, Minney and Corr. Miguel let Board know there was also quiz online generated by Young, Minney and Corr that can be taken to get you thinking about different scenarios. In the MOU it states that Board members need to verify to county that they have received Brown Act training. Miguel was asked if members take a screen shot at the end of the quiz if that would be enough to prove some training under the MOU. Screen shot would state that person has completed quiz. Miguel would like members to print screen their completion of the quiz and bring it to next meeting.

Governance Academy training will be held in the spring in Long Beach. Miguel would like to see about getting some of the Board Members to attend like they have done in previous years. Last year Joan and Mark attended the training and found all of it very valuable.

A DROPBOX folder has been set up for Board documents. Miguel has many of the documents already uploaded to the folder and is constantly updating.

Student death update- The school is still currently in contact with the family. Gateway assisted the family in filing an insurance claim through CharterSafe. The hopes are to try and offset some of the expenses the family faced. Once the death certificate is received the claim will be complete. There is concern that because they were on their way home and picked up by family, the insurance company will deny the claim. The CharterSafe staff were very helpful and encouraged us to help the family file the claim. The other student who was in the car is having some rough days still. She is continuing to sporadically attend counseling sessions.

November 6 Gateway National Network's Board will be on campus. Miguel is inviting the Board and RCC's president to join during the lunch hour. Agenda is still being made for their visit. Overall, Miguel would like everyone to join if possible and there will be more to come on at the next meeting in October.

VI. ADJOURNMENT

The next regular Board Meeting is scheduled for Friday October 16, 2015 at 7:30 am in the RCC Lovekin Complex L4.

Meeting adjourned at 9:03 a.m.