

**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**

**March 18, 2016
7:30 A.M.**

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

Riverside Gateway to College Early College High School and Gateway College and Career Academy (“GCCA”) welcome 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 agendaed 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 called to order by the Vice President at 7:37 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. 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 Claims Paid Activity Report for February 2016 *Check Register-pg.5*
- B. Uniform Complaint Procedures 3rd Quarter Report *pg. 6*

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

IV. ITEMS SCHEDULED FOR ACTION

A. Approval of Board meeting minutes for February 2016 and adoption of new meeting minutes standards- *pg.7-10*

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

Board Members were provided samples of minutes from three local institutions to review. Guidance and feedback on adopting potential changes to our minutes style was requested from the Board. The Board has encouraged GCCA staff to keep minutes concise with a focus on capturing Board directives and consensus. Members of the Board favored the style of minutes used by Riverside County Office of Education. RCOE's Board minutes have a summary page for items on the agenda. It is recommended by the Board that staff monitor the time it would take to add these kinds of summaries to the minutes and make sure the clerical work does not fall onto Miguel Contreras. March minutes will once again be placed on the action items agenda for further discussion and approval. The Board requested adjustments to the February minutes and decided to postpone approval of agenda item A until the April meeting.

It is recommended by the Board to <u>table</u> Agenda Item A until next meeting.			Motion: <u> X </u> Action: <u> </u> Second: <u> X </u> Vote: <u> X </u>		
	Motion	2 nd	In Favor	Against	Abstain
Michele Gracia		X	X		
Mark Pedersen			X		
Debra Postil	X		X		
Joan Wells			X		
Shelagh Camak			X		
Ilsa Garza-Gonzales			X		

B. 2015-16 2nd Interim Financial Report - *pg.11-16*

It is recommended that the Board approve Agenda Item B.			Motion: <u> X </u> Action: <u> </u> Second: <u> X </u> Vote: <u> X </u>		
	Motion	2 nd	In Favor	Against	Abstain
Michele	X		X		

Gracia					
Mark Pedersen			X		
Debra Postil			X		
Joan Wells			X		
Shelagh Camak			X		
Ilsa Garza-Gonzales		X	X		

The Board Members were presented the documents submitted to Riverside County Office of Education for 2015-2016 second interim financial reporting.

C. Adoption of new Board member recruitment and succession planning documents-
pg.17-24

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

Members of the Board discussed the changes to the recruitment and succession planning documents that were presented at the last meeting. Changes and additions were asked to be made by the Board on the language on pages 17 and 21 of the document. The updated process and recruitment documents were approved with the addition of requested edits.

V. 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.25-28*

Michael Wright presented current financials with 2nd interim adjustments to the Board. Members of the Board asked that more detailed descriptions be added for petty cash purchases.

ii. Spring enrollment update as of 3/8/16:

Continuing- 90 (9 S&S)
Bridge to Foundation- 16

Foundation Repeaters- 8
New Foundation- 47
Total Foundation- 71
New Bridge- 1
Total: 161 (not including Bridge)→ @.88 ADA= 141.68
Total: 186 (including 25 Bridge)→ @.88 ADA= 163.68
*2015-16 Projected P-2 ADA: 161

- iii. Zach Taylor acceptance to Check Point Charlie Foundation Berlin Summer Program: Diversity and Tolerance in Berlin; Past, Present, and Future

Miguel Contreras was pleased to announce that our Social Studies instructor, Zach Taylor was one of the six people selected out of hundreds to take part in the Berlin Summer Program.

- iv. Form 700 filing deadline 4/1

Reminder was given to the Board that these forms need to be filed by April 1st.

- v. Follow up on personal identifiers/FERPA regulations

- a. FERPA does not address what types of personal identifiers can be listed together. Focus is on when and to whom personally identifiable information can be released. Staff members can access and review information for legitimate education interest or in order to fulfill professional responsibility. HIPPA regulations apply to individually identifiable health information used by healthcare services providers.

Board members requested that the information about FERPA be researched to make sure it is accurate and to be sure staff understand the law's application in both the K-12 and college settings.

- vi. California Charter Schools Association Conference

Miguel and Debra gave a brief description of the conference they attended earlier in the week.

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

- i. Strategic Planning Taskforce Report

The taskforce gave a brief update on their progress and the plans for an in-depth work session after the May 20th planning meeting.

C. Student Project Presentations

VI. ADJOURNMENT

Board Meeting adjourned at 9:09 am.

The next regular Board Meeting is scheduled for Friday April 22, 2016 at 7:30 am in the RCC Lovekin Complex L4.

Minutes