

**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**

**December 16, 2016  
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 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](http://www.thinkbeyonddiploma.org).

**I. PRELIMINARY**

**A. CALL TO ORDER**

Meeting called to order by the Board Chair at 8:00 A.M.

**B. ROLL CALL**

	Present	Absent
Ilsa Garza-Gonzalez	_____	___X___
Michele Gracia	___X___	_____
Mark Pedersen	___X___	_____
Debra Postil	___X___	_____
Joan Wells	___X___	_____

**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 Board Meeting Minutes for November 2016 *Minutes-pg.4-8*
- B. Approval of Claims Paid Activity Report for November 2016 *Check Register-pg.9-10*

It is recommended that the Board approve Consent Agenda Items A and B. Motion:   X   Action:         
Second:   X   Vote:   X  

	Motion	2 <sup>nd</sup>	In Favor	Against	Abstain
<b>Michele Gracia</b>		X	X		
<b>Mark Pedersen</b>			X		
<b>Debra Postil</b>	X		X		
<b>Joan Wells</b>			X		
<b>Ilsa Garza-Gonzales</b>					

No Discussion was made on consent agenda items A and B.

**IV. ITEMS SCHEDULED FOR ACTION**

**A. 2015-2016 Independent Financial Audit Report-pg.11-40**

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

*Miguel Contreras informed the Board that the annual audit went well and did not yield any findings or material weaknesses. A management letter was not included in the audit report. The audit was done by Hosaka, Rotherham and Co. who recently merged with Squar Milner. This audit ends the three-year agreement with Hosaka. Gateway has plans to look into using a different auditor for upcoming years.*

B. The following list of personnel actions are submitted for the Board’s approval and authorize the school Director to hire.

Name	Position	Start Date	FTE
<u>Certificated Full Time</u>			
Brenda Forsse	Counselor	01/03/17	1.0
<u>Classified Part Time</u>			
Michael Wright	Interim Chief Business Officer	01/03/17	.50

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

*The two positions in question were approved in June under the position control table. Both positions were taken into consideration during the first interim reporting. Brenda Forsse is returning from leave of absence, and plans are to have her work with the newly transitioned students. The position Michael Wright is filling will be for 12-15 hours a week with no retirement or benefits. Miguel Contreras requested to have Michael Wright start as interim and then do a*

*full recruitment starting in January. A discussion about hiring practices and human resources policies ensued among members and management. A motion was made by Debra Postil and seconded by Mark Pedersen to split up agenda item B into two separate items, B1 and B2 for each of the hires.*

B1. The following personnel action is for the Board's approval of Director to hire.

Name	Position	Start Date	FTE
<u>Certificated Full Time</u>			
Brenda Forsse	Counselor	01/03/17	1.0

It is recommended that the Board approve Agenda Item B1.	Motion: <u>  X  </u> Action: <u>      </u> Second: <u>  X  </u> Vote: <u>  X  </u>
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	Motion	2 <sup>nd</sup>	In Favor	Against	Abstain
<b>Michele Gracia</b>			X		
<b>Mark Pedersen</b>		X	X		
<b>Debra Postil</b>	X		X		
<b>Joan Wells</b>			X		
<b>Ilsa Garza-Gonzales</b>					

*No further discussion on agenda item B1.*

B2. The following personnel action is for the Board's approval of Director to hire.

Name	Position	Start Date	FTE
<u>Classified Part Time</u>			

Michael Wright	Interim Chief Business Officer	01/03/17	.50
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It is recommended that the Board approve Agenda Item B2.	Motion: <u>  X  </u> Action: <u>      </u> Second: <u>  X  </u> Vote: <u>  X  </u>
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	Motion	2 <sup>nd</sup>	In Favor	Against	Abstain
<b>Michele Gracia</b>	X		X		
<b>Mark Pedersen</b>			X		
<b>Debra Postil</b>		X	X		
<b>Joan Wells</b>			X		
<b>Ilsa Garza-Gonzales</b>					

*Members of the Board have advised a search to be held for the position. Interim hire was approved.*

C. Extension of Strategic Planning Taskforce *pg.41*

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>
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	Motion	2 <sup>nd</sup>	In Favor	Against	Abstain
Michele Gracia	X		X		
Mark Pedersen			X		
Debra Postil		X	X		
Joan Wells			X		
Ilsa Garza-Gonzales					

*The SPTF is being authorized to continue meeting to work on plan implementation and action planning. Management requested that the taskforce remain intact to advise as the strategic plan continues to be implemented. As required by its original charge, the taskforce will establish a regular time and place for a monthly meeting and provide progress reports to the full Board. There will be five members, with a limit of two Board members able to serve.*

**V. ITEMS SCHEDULED FOR INFORMATION**

A. Director's Report

i. Financial Report- *pg.42-45*

*Miguel gave Board members quick update on revenues and expenditures. No further discussion was had.*

ii. College Readiness Block Grant Hearing- *pg.46-48*

*The College Readiness Block Grant minimum allocation was \$75,000 which Gateway received. The state requires an open hearing of plan. Miguel Contreras presented the school's plans for expenditures to the members of the Board.*

iii. Follow up on personnel hiring process question (start dates and board approval)

*No further discussion had. Hiring process discussed during agenda B.*

iv. KPI Update in January

*Gateway started the "Finish Strong" initiative to help boost attendance and have a good end to the semester.*

**VI. ADJOURNMENT**

Meeting adjourned at 8:58 AM.

The next regular Board Meeting is scheduled for Friday January 20, 2017 at 7:30 am in

the RCC Lovekin Complex L4.

Minutes