

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

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

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 possible 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 7:37 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> </u>	<u> X </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 Board Meeting Minutes for November 2015~~ *Minutes pg.5-10*
- B. Approval of Claims Paid Activity Report for September and October 2015 *Check Register-pg.11*
- C. Approval of English/Language Arts teaching assignment- Scott Jacobs *pg.12*
- D. Annual Certification of Signatures *pg.13-14*
- E. Approval of leave of absence for Member Michele Gracia through January 2016 meeting
- F. The following personnel actions are for the Board’s approval and authorize the school Director to sign the employment agreements.

Certificated full-time

<u>Name</u>	<u>Position</u>	<u>Start Date</u>	<u>FTE</u>
Boris Novak	ELA Instructor	12/21/15	1.0

It is recommended that the Board approve Consent Agenda Items A, B, C, D, E, F Motion: X Action: X
 Second: X Vote: X

	Motion	2 nd	In Favor	Against
Michele Gracia				
Mark Pedersen		X	X	
Debra Postil			X	
Joan Wells	X		X	
Shelagh Camak			X	
Ilsa Garza-Gonzales			X	

Motion was made to pull consent agenda item A. A request was made by the Board to engage staff in additional meeting minutes training before resubmitting the November minutes for approval. The staff agreed to pursue training opportunities through RCC or outside partners ahead of the next Board meeting in January. Board agreed to approve the consent agenda without item A.

IV. ITEMS SCHEDULED FOR ACTION

A. 2014-15 Independent Audit Report- pg.15-43

It is recommended that the Board approve Agenda Item A. Motion: X Action:
 Second: X Vote: X

	Motion	2 nd	In Favor	Against
Michele Gracia				
Mark Pedersen			X	
Debra Postil			X	
Joan Wells	X		X	
Shelagh Camak			X	
Ilsa Garza-Gonzales		X	X	

Independent auditor Hosaka, Rotherham and Co. completed the annual report through a school site visit and by working remotely with GCCA staff. Report showed there were no findings, no recommendations were made in a management letter and no questions or clarifications were raised by the Board members.

B. Resolution authorizing request for charter extension from the Riverside County Board of Education- pg44.

It is recommended that the Board approve Agenda Item B. Motion: X Action:
 Second: X Vote: X

	Motion	2 nd	In Favor	Against
Michele Gracia				
Mark Pedersen	X		X	
Debra Postil			X	
Joan Wells			X	
Shelagh Camak		X	X	
Ilsa Garza-Gonzales			X	

Follow up from previous meeting in November where the Board was briefed on the charter extension process and the advantages the process presents for GCCA. The resolution gives the Director authorization to submit a charter extension request letter and supporting documents packet to RCOE staff for submission for approval during the February County Board of Education meeting. The school has until January 18th to submit its request to meet the deadline for the February County Board meeting. YMC helped draft the formal letter that will be submitted to RCOE and follows the process used by another school that successfully extended its charter last year.

- C. Approval for the creation of a Recruitment & Succession Planning Task Force:
 By recommendation of the Strategic Planning Taskforce, RGTCECH will establish a Recruitment & Succession Planning Taskforce to develop a system for assessing Board membership needs and making recommendations for new members in accordance with strategic goals and partnerships. The Taskforce shall be composed of school staff and no more than two Board members. Members shall be appointed by the Board President. The Taskforce will establish a regular time and place for a meeting and will provide progress reports to the full Board as necessary. The Board may submit questions/issues for the Taskforce to research.

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

The task force aims to address identified concerns about our processes for recruiting and nominating new members to this Board. The group is to meet and review our existing processes and make recommendations for improvements. The task force will not be the nominating committee but will bring potential candidates to the full Board for consideration. The task force will recommend a procedure to be put in place for ongoing Board recruitment and succession planning. It will consist of 3 members, 2 Board Members and a staff member. The first meeting was set to take place on January 8th before the strategic planning task force meeting.

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.45-47

Michael believes we closed out November on the right track. Expenses are in line with our cash flow projections. We will be keeping a close eye on the P2 ADA for potential budget adjustments during the second half of the fiscal year. Cash flow predicts the year will end with revenues up \$200,000. Petty cash account primary use is for payroll taxes and wires from the county and petty cash purchases that are more easily processed using it instead of checks.

- B. Board/Staff Discussions - Board and staff discuss items of mutual interest.
- i. Strategic Planning Update

Letter GCCA will be sending with request of extension of charter states our strategic plan will be included. There was concern about including our prototype in what will essentially be a public document, as the extension request is

set to be discussed during a public meeting. It was decided that the strategic planning task force would continue to develop the prototype and decide if it was far enough along to include in the charter extension request. The decision will be discussed at the next strategic planning meeting.

i. Feedback on Structure and Content of Prototype v2

Board Members were encouraged to look through documents and see if they could find any mistakes or catch anything that might need updating along with feedback of the document. Want to all be in agreement that the structure and content are satisfactory and in line with what the Board deems to be our areas of need. The prototype being developed and presented is mainly being used to stimulate discussions and should not be treated as a draft document.

ii. GtCECHS/GCCA and Governance ("Whose plan?")

The discussion centered on the distinction between the non-profit organization and the charter school. The organization is evolving and even though it has been around for 10 years many aspects can begin to function differently. The prototyping process has raised an important initial question about how the non-profit corporation functions and how it relates to the school. This strategic plan gives the organization an opportunity to better understand this interaction. The SPTF will proceed with development of the plan with an understanding that all goals developed do not necessarily apply to both entities and future planning may further distinguish between plans for the school and the non-profit.

iii. Related strategy 3 and/or Other Updates

Strategic plan will be done and is currently in planning process.

iv. Mission/Vision dialogue

With the Board struggling to figure out who it serving has also effected the mission statement and vision statement, which has yet to be written because they are waiting on Data and qualitative information. Plans are to work on the mission statement and then the vision statement will follow. The overall target for the Board is to have a plan in place as soon as possible and making that happen while keeping in mind the overall vision needs to be looked at to serve GCCA's student population.

v. Resources to support the dialogue

If the Board is comfortable attaching the strategic plan to the charter extension request a prototype v3 will be presented to the Board before deciding to include it or not.

C. Recess to Closed Session in accordance with The Ralph M. Brown Act/Government

Code section §54957.6-Closed sessions regarding employee matters- Discussion of
PARS plan proposal.

Closed session ended. Resume agenda at 9:20 am.

D. Reconvene Regular Meeting- Board/Staff Discussions

- a. Public Agency Retirement Services conference call with Board members and staff

Board would like to see other potential retirement options brought to the table, PERS being one of them. Ideally would like to see and compare 3 different options and plans. Board wants to make sure their due diligence is done.

VI. ADJOURNMENT

Board Meeting adjourned at 9:26am

The next regular Board Meeting is scheduled for Friday January 22, 2015 at 7:30 am in the RCC Lovekin Complex L4.

Minutes