

**MINUTES OF SEPTEMBER 13, 2016 GENERAL MEETING**  
**OF**  
**BOARD OF DIRECTORS**  
**OF**  
**MUSEUM SCHOOL COLLABORATIVE**

The Directors of the above corporation held a General Meeting on September 13, 2016, at 211 Maple Street, San Diego, California 92103, commencing at 4:30pm.

**1. Roll Call**

The following Directors, constituting a quorum of the Board of Directors, were present: Nick Watson, Kerry Kawamura, Sharon Payne, Perry Vasquez, Diana de la Pena, John Maschino and Donna Banzhof.

Also present: Phil Beaumont and Eileen Logue.

**2. Approval of Minutes**

Upon motion duly made, seconded, and, following a roll call vote, unanimously carried, the Minutes of the May 31, 2016, General Meeting and June 14, 2016, General Meeting of the Board of Directors of the Museum School Collaborative were approved.

**3. Director's Report**

**a. Summer Updates**

**i. New Staff** – The Director hired 6 new staff including a new PE teacher; new Education Specialist, new School Counselor; new 1<sup>st</sup> grade teacher (to replace teacher who left during the summer); and new support staff (to replace additional support staff/teachers who left during summer). The curriculum has been changed to allow more time for PE for all students. The Director increased the School Counselor position to .9 (almost full time) based on the significant contribution from this position to the School.

**ii. Facilities** – The Director is in the process of addressing various facilities issues. The Director advised the Board regarding the Annual Notification document. The Director is assessing ways to send this document electronically to parents.

**iii. Powerschool/Haiku** – The School transitioned to Powerschool. The School has experienced several growing pains with this transition.

**iv. Teacher Evaluation and Professional Development Tool** – Over Summer Break the Director worked with several teachers in the preparation of this Tool. This Tool addresses both individual teacher issues and School-wide issues. The Board reviewed and discussed the proposed Tool.

- v. **Kickboard** – The School started using Kickboard in grades 3-8. Kickboard is a tool used to provide positive reinforcement to students for good/model behavior.
- b. **Test Scores – Charter Vision Achievement Reports** – The Director briefly presented the report of test scores. The School's scores went down slightly from last year. The Director is still in the process of evaluating the test scores. The Director will also evaluate test scores with teachers to develop a plan to address the issues presented by the test scores. The Director will present an analysis of the test scores, and update the Board regarding plans to address test scores, at a future meeting.
- c. **Site Visit** – The next SDUSD Site Visit is scheduled for January 26, 2016.
- d. **Loss Control Review** – Poms & Associates performed a loss control review for the School. This is a free service through CharterSafe, the School's insurance broker. Poms & Associates reviewed School facilities and School policies and provided risk management and regulatory suggestions to the School. The Director is working with Poms & Associates to address and resolve the issues raised.
- e. **Board of Directors Projects – Policies.** The Director plans to undertake a comprehensive review of all existing School policies in May 2017 with a goal of having all policies available on the School web site by the start of the next school year.
- f. **Budget** – (See discussion below under 4.

#### **4. Unaudited Actuals 2015-2016 Consideration for approval of the UA for 2015-2016**

The Board reviewed and considered the Unaudited Actuals Financial Report for July 1, 2015 to June 30, 2016.

The School received more Mental Health funds and more SB 740 funds than expected. The Museum School Foundation was also able to provide more fundraising monies than anticipated. Certificated salaries came in under budget; Classified staff ended over budget; Benefits came in under budget; State Employee insurance came in under budget; Books and Materials also under budget. With all the staffing adjustments, overall salaries have decreased. This decrease combined with a reduction in the substitute teacher stipend, allowed for an increase in the School Counselor to .9.

Upon motion duly made, seconded, and, following a roll call vote, unanimously carried, the Board approved the Unaudited Actuals Financial Report for July 1, 2015 to June 30, 2016.

#### **5. Special Education Maintenance of Effort – Ratification of MOE 2015-2016 Report – Action Item**

The Board reviewed and considered the Special Education Maintenance of Effort Report for 2015-2016.

Upon motion duly made, seconded, and, following a roll call vote, unanimously carried, the Board ratified the Special Education Maintenance of Effort for 2015-2016.

**6. Consent items – Consideration for approval of Policy & Procedure Items – Action Item**

- a. Bullying and Student Interaction
- b. Visitors Policy
- c. Williams Complaint Procedures
- d. Child Find Procedures
- e. Integrated Pest Management Plan & Procedures

The Board reviewed and considered the Bullying and Student Interaction policy, Visitors Policy, Williams Complaint Procedures policy, Child Find Procedures policy and Integrated Pest Management Plan & Procedures policy.

Upon motion duly made, seconded, and, following a roll call vote, unanimously carried, the Board approved the Bullying and Student Interaction policy, Visitors Policy, Williams Complaint Procedures policy, Child Find Procedures policy and Integrated Pest Management Plan & Procedures policy.

**7. Safety Plan – Consideration for approval of School Site Safety Plan 2016-2017 – Action Item**

The Board reviewed and considered the School Site Safety Plan for 2016-2017.

Upon motion duly made, seconded, and, following a roll call vote, unanimously carried, the Board approved the School Site Safety Plan for 2016-2017.

**8. Employee Handbook – Consideration for approval of the 2016-2017 Employee Handbook – Action Item**

The Director presented the updated Employee Handbook. The Board reviewed and considered Employee Handbook.

Upon motion duly made, seconded, and, following a roll call vote, unanimously carried, the Board approved the Employee Handbook for 2016-2017.

**9. Parent Handbook – Consideration for approval of the 2016-2017 Parent Handbook – Action Item**

The Director presented the updated Parent Handbook. The Board reviewed and considered Parent Handbook. The Board discussed combining the Annual Notification document and Parent Handbook for next school year.

Upon motion duly made, seconded, and, following a roll call vote, unanimously carried, the Board approved the Parent Handbook for 2016-2017.

## **10. Prop Z Update**

The Board went into closed session 6:16pm

The Director updated the Board on the search for property for the new School site.

The closed session ended 6:25pm.

## **11. MSC Board Meeting Schedule 2016-2017**

- a. Tuesday, September 13
- b. Tuesday, October 18
- c. Tuesday, November 15
- d. Tuesday, December 13
- e. Tuesday, January 17
- f. Tuesday, February 21
- g. Tuesday, March 21
- h. Tuesday, May 16
- i. Tuesday, June 20

There being no further business to come before the Board, upon motion duly made, seconded and unanimously carried, the meeting was adjourned at 6:25pm.

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Secretary

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President