



Equity and Excellence for All Students

# Old Town Academy K-8 Charter School Minutes of the Regular Board Meeting

## MEETING LOCATION

2120 San Diego Avenue, San Diego, CA 92110

Wednesday, February 15, 2017

6:00 p.m. PDT

## Call to order

A regular meeting of the Old Town Academy K-8 Charter School Board of Directors, held at 2120 San Diego Avenue, San Diego, CA 92110 on Wednesday, February 15, 2017, was called to order by Kenneth Morris at 6:00 p.m. The Pledge of Allegiance was led by Cindy Stullich.

## Attendance-Board Members

Board Member	Present	Absent
Kenneth Morris, President	X	
James Gartland, Vice President	X	
Ryan Callan, Treasurer		X
Cathie Berlin, Secretary		X
Jon Centofranchi, Principal	X	
Gabriel Solis, Teacher Seat	X	
Sarah Ozeroff, Member	X	
Chris Celentino, Member	X	
Christopher Cole, Member	X	
Mark Burgess, Member	X	

Elio Celentino, Student Member (non-voting)*	X	
Emma Denton, Student Member (non-voting)*		X

\*Eighth grade students will be sharing one position, which is a non-voting position

8 of 10 Voting Board members were present, constituting a quorum.

Members of the public in attendance (as noted from sign-in sheet):

- Laura Studebaker
- Monika Hanft
- Cindy Stulich
- Bob Hamm

**Public comment**

No public comments.

**Board member comments**

No board comments.

**Approval of minutes**

Minutes of the prior meeting of January 18, 2017 were available for any members of the public to review and comment on. Motion to approve the minutes of the prior regular meeting of the board dated Wednesday, January 19, 2017, was made by Mark Burges and seconded by Gabriel Solis.

Vote results: All 6 of the voting members present at the time of the motion voted to approve the minutes. There were no abstentions or neighs.

**Reports/Presentations for Discussion items only (possible action to be taken)**

Treasurer/Fiscal Report: Prepared by Ryan Callan/presented by Chris Cole.

January financials: OTA’s actual vs. budget is doing very well. We’ll be working on the 2017-18 budget in April.

Principal’s Report: Jon Centofranchi.

The Great Kindness Challenge took place the week of January 23<sup>rd</sup> -27<sup>th</sup>, organized by several 2<sup>nd</sup> grade families. A video detailing the event was posted on the OTA website. Throughout the same week, Day

to Donate also brought in several hundred dollars. January 27<sup>th</sup> marked the end of the 2<sup>nd</sup> quarter with report cards and MAPP scores mailed out the following week. By the next mailing, spring MAPP scores will also include growth from fall to winter to spring and will be put into the students' accumulative records. OTA has started tours for 2017-18 new parents and will be providing 1 tour a week for 6 weeks. This year, student leaders have been included in the tours and they have done an impressive job. The Pokémon family dance included about 50 families and all reports were positive. Coffee with the Principal took place within the month with a video of how we talk to kids being shown and a restorative circle taking place afterwards. After the end of the 2<sup>nd</sup> quarter, excessive tardy and absence letters were mailed out as well.

Payroll Lien from 2015/2016 school year: OTA received a \$17,000 payroll lien from the 2015/16 school year (only the month of June) mailed to OTA on January 30<sup>th</sup>. While Chris Celentino will investigate further in the next week, it looks as if it is regarding the school's portion of monies that are due in conjunction with what we pay to our employees for trust fund taxes. This is a function for which TVLC and its principles would have been personally responsible under the law and Chris Celentino has reached out to the TVLC lawyer. It is unlikely that the payroll company would have distributed money to the employees without simultaneously making the contribution to the state, and it's more likely to get resolved as an accounting error.

LCAP Advisory Panel Update: Jon Centofranchi.

The LCAP panel, which includes Jon Centofranchi, Gabriel Solis, and Sarah Ozeroff, met and went over the new format and discussed the LCFF funding. Digital Tracking Services (DTS) who have already uploaded everything from our past LCAP to the new format. Therefore, we just need to adjust our current goals, adding any input we receive from the community. We'll soon put out a survey and possibly have a meeting with parents attending to help look at the LCAP goals. Then, funding sources can be matched to those goals. The LCAP is due in June.

Teacher Liaison Report: Gabriel Solis.

Incorporating Project-Based Learning has been a major mission at OTA this year. Asking the teachers what projects they have planned for 3<sup>rd</sup> quarter, STEM teacher, Ms. Schlose, has a notable project that includes making a stereo with an opportunity to win in different categories. A lot of upper-grade teachers would also like to collaborate with the lower-grade teachers to have their students work together on projects in the future. A professional development staff meeting is being held February 16<sup>th</sup> to further coach in creating restorative circle practices. Pi day is coming up March 14<sup>th</sup> (3.14), which should be a lot of fun with memorization competitions.....and pie.

Office Manager's Report: Prepared by Nathalie Hirsch/presented by Jon Centofranchi.

Intent for Re-Enroll paperwork for 2017-18 school year have all been turned in and all but one student will be returning to OTA next year. There are 19 siblings applying to attend next year, 14 of which are for kindergarten. This greatly reduces the number of kindergarten slots available. In addition, kindergarten has 6 sets of twins in the lottery which could potentially further reduce the available spots. There are currently 146 new-family applications for OTA next year, 81 are for kindergarten. The application process will remain open for approximately 3 more weeks and then the lottery will be held April 21<sup>st</sup>. Form 700's for board members are due April 3<sup>rd</sup>. The office staff is coming across many obstacles in using only Mac computers and we're looking into getting 6 PCs in the office for just under \$3,000 from the same company that provided OTA's chrome books.

Student Representative Report: Elio Celentino.

The end of the 2<sup>nd</sup> quarter was marked by spirit day, which went over very well. The theme was sports and it seemingly has been everyone's favorite so far. Mr. C's student advisory committee discussed having middle school students leading restorative circles in the lower grades. The middle school is looking for volunteers to help lead the circles. Auditions for OTA's first talent show will be March 8<sup>th</sup> and 9<sup>th</sup> and the talent show will actually be held on April 14<sup>th</sup>.

OTA Strategic Planning Advisory Panel Report: Ken Morris.

No new updates.

Real Estate Advisory Panel Update: James Gartland/Jon Centofranchi

Preliminary SDUSD Proposition 39 Proposal Update: We received a response regarding Prop 39 funds for which we applied with the district. The offer was for two split sites; a total of 12 classrooms between Walker Elementary School and Wangenheim Middle School. The real estate advisory panel will meet soon to go over options and provide a recommendation to the Board for our March Board meeting.

Safety Advisory Panel Update: Kevin Olenick

No new updates.

OTA Board Election Advisory Panel Update: Laura Studebaker

An informational meeting will be held on February 22<sup>nd</sup> about the one open Board of Directors seat. A link to the application and documents to be handed out at the meeting will also be emailed. Applications will be open until March 3<sup>rd</sup> with the applications being posted online for public review the following week. Voting will take place the week of March 6<sup>th</sup>.

## OTA Parent Foundation Update: Monika Hanft/Cindy Stullich

The Pokémon dance was successful and it remains one of the fundraisers that helps offset the cost of those class events that don't bring in money. March 5<sup>th</sup> will be the OTA Skateworld event, which should be another popular event. It was originally planned to fund 2 teacher grants, but they ultimately decided to fund 5 of them, all coming to about \$500 each. Lacrosse equipment will be purchased for Mr. Killacky, Mr. Watts' school newspaper in his journalism class will be funded, a text-based coding curriculum will be purchased for Ms. Schlose, a SmartMusic subscription for 60 students will be purchased for Mr. Kaneaster to use with 7<sup>th</sup> and 8<sup>th</sup> graders, and an art cart for Mirielle will be purchased for her art class. A PA system was also purchased for the school. In addition, funding was just completed for all items pledged at the 2016 gala: Year 1 and 2 biology (just under \$20,000), and year 2 robotics, plus \$1,000 towards the spring robotics registration, have been funded. Researching is ongoing regarding remaining money and one resounding request is for improved playground space for the children. Currently options are being vetted. A survey went out to parents requesting opinions on which aspects of OTA they would most like to see supported with gala-raised funds. Project-based learning came up at the top, followed by music, robotics, art and foreign language. Coming into May and April, the board is being urged to look at the 2017-18 budget to see what the current funds available for these areas are, allowing the parent foundation to understand what can be contributed beyond the budget to support these needs. In July, \$70,000 will be given to the school to support operations and the remaining \$20,000 will be given in January, streamlining the process by which the foundation turns over funds to the school. Matt Johnson has taken over as the new fundraising chair on the parent foundation council and will oversee all fundraising and corporate sponsorship. Parent Foundation council elections will take place in May.

## **New business action items and Advisory Panel reports requiring action**

### Action Item: Closure of Foundation Designated Field Trip & Principal's Bank Accounts.

Dissolve foundation-designated field trip and principal's account, donating those funds instead to the OTA general account and creating restricted line items for these purposes. Amended to additionally authorize a designated officer to close these accounts.

Motion was made to dissolve foundation-designated field trip and principal's account as amended.

Motion made by: James Gartland

Motion seconded by: Chris Cole

Vote: All 8 members who were present voted in favor. The motion carries.

Action Item: Approve Revised Fiscal Policies & Procedures (distributed in advance of Wednesday, February 15, 2017)

As part of the corrective action plan for our audit, fiscal policies and procedures were updated.

Motion was made to approve and accept revised fiscal policies and procedures.

Motion made by: James Gartland. Motion seconded by: Chris Cole

Vote: All 8 members who were present voted in favor. The motion carries.

Action Item: Action Item: Approve 1/13/17 to 2/12/17 Check Register listing (distributed in advance of Wednesday, February 15, 2017)

Motion was made to approve check schedule.

Motion made by: James Gartland. Motion seconded by: Chris Celentino

Vote: All 8 members who were present voted in favor. The motion carries.

**Public Comment on Closed Session Items**

No public comment.

**Closed Session – With possible action to be taken**

The board entered closed session at 7:03 p.m. regarding:

- Conference with Legal Counsel; Pending litigation--OTA v. FPLG (legal counsel related to former Donahue matter)
  - Conference with Principal on student issues (excessive absence issue and IEP provision issue)
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**Report on closed session items**

The board came out of closed session at 7:35 p.m. and had the following information to report:

No report.

**Adjournment**

Meeting was adjourned at 7:36 p.m.

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