



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, November 16, 2016

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, November 16, 2016, was called to order by Ken Morris at 6:01 pm. Pledge of Allegiance led by OTA 2nd grader, Abby Berlin.

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-Scott, 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

9 of 10 Voting Board members were present, constituting a quorum (Emma Denton and James Gartland were late arrivals after a roll call of attendance was taken).

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

- Monika Hanft
- Delano Jones
- Bob Hamm
- Nathalie Hirsch
- Roseann Denton
- Lexi Berlin
- Abby Berlin
- West Gartland
- Hudson Gartland
- Brett Weaver

Public comment

Bob Hamm spoke about OTA’s prior support of Stand Up For Kids (annual sock drive, middle school students provide home cooked dinners for the kids at the center once per month, etc.). He presented a Certificate of Appreciation that was given to OTA by Stand Up For Kids to be displayed on campus.

Board member comments

Chris Celentino thanked Bob for all he’s done with Stand Up For Kids, and for bringing that to OTA. He also gave a ‘shout out’ to Mr. C and the staff for the great turnaround in the safety issues with pick up and drop off. Things are much safer now, and there’s been a huge reduction in unsafe drop offs and pick-ups.

Approval of minutes

Minutes of the prior meeting of October 19, 2016 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, October 19, 2016, was made by Chris Cole, and seconded by Ryan Callan.

Vote results: 8 voting members voted to approve the prior minutes, and Chris Celentino abstained.

Reports/Presentations for Discussion only (no action taken)

OTA Audit Report: Christy White or designee.

Christy White was not in attendance. Due to the sensitive nature of some of the topics of the draft audit report, Ken Morris made a motion to move this item to Closed Session. Chris Celentino seconded the motion. All 9 voting board members agreed to move this item to Closed Session.

Treasurer/Fiscal Report: Ryan Callan.

Ryan Callan and Delano Jones gave an interactive presentation of the school's financials, year to date, budget vs. actual, etc.

Principal's Report: Jon Centofranchi.

1st annual OTA Renaissance Faire was a great success. Halloween parade and celebration was really fun and successful also. OTA's robotics team recently competed at High Tech High, we got 1st place and will go to Legoland to compete there for the next round of competition. We've had several visits from community high schools to present to our middle schoolers. So far we've had visits from: Thrive, St Augustine, Ideate and Our Lady of Peace. In turn, Mr. C will visit their campuses. The HeartSafe School annual certification and CPR training went well with all grades K-8 involved.

Teacher Liaison Report: Gabriel Solis.

Parent Teacher Conferences are happening this week. We've had a good turn out from parents. Teachers are having their evaluation meetings right now. We received MAPP data, the school did very well, however we don't want to grow complacent.

Office Manager's Report: Nathalie Hirsch.

New enrollment period opens January 30th. Working with CSMC and PowerSchool. Letters went home to families who have had 4 or more absences. Overall attendance has improved compared to last year although still working at further improvement.

Student Representative Report: Emma Rose Denton.

Jog-a-thon went really well. 8th grade sold hats, bracelets, and H₂O bottles to raise money for their class field trip. Halloween parade went well. Donations for Stand Up For Kids are coming in. With regard to the high school presentations, the majority of the students really enjoyed being exposed to the different possibilities and options.

OTA Strategic Planning Subcommittee Report: Ken Morris.

No new information to report.

Real Estate Sub-Committee Update: James Gartland

No new information to report.

Safety Sub-Committee Update: Sarah Ozeroff.

No new information to report. Chris Celentino mentioned that we need to meet at least annually with the VA across the street (it is in our agreement with them). Mr. C will bring it up on their next board meeting on December 7, since he also serves on that board.

Governance Academy Report: Sara Ozeroff/Chris Cole/Cathie Berlin

All board members were invited to attend governance and compliance training. The three who attended summarized the information they learned and suggested some minor adjustments we could make in our agendas, meeting minutes, etc.

OTA Parent Foundation Update: Monika Hanft.

Monika Hanft described the fundraising ideas for the future, and the various committees that have been formed: Grants & Sponsorship, Bridge the Gap campaign, Jog-a-thon, and Gala committee. Amazon Smile account has now been set up, so OTA can receive a portion of the monies spent there. The Gala date has been moved to Saturday, April 22nd at the New Children's Museum. There's been a higher level of involvement and parent participation this year than in years past. She would like to get every branch of the school (staff, board, Foundation, etc.) to work together to determine the priorities, and our "wish list". James Gartland presented an idea with a 5 year plan regarding the 360 campaign, and exploring various revenue streams to increase our fiscal sustainability.

New business action items and sub-committee reports requiring action

Action Item: Middle School Locker Proposal

This is a follow up to the student presentation in October. Mr. C researched ADA issues and fire evacuation routes, and found that we're ok. We can be in compliance and still add the lockers. Mr. C recommended adding lights to the area as well. There are different options to consider regarding cost as well as how many students will be in a given area at the same time. Chris Celentino recommended that we get an approval on the hallway compliance from Mario Ramirez as well, just to be certain.

Motion was made to approve in concept having lockers established, pending approval from the fire marshal.

Motion made by: Chris Cole.

Motion seconded by: James Gartland.

Vote: all 9 voting members who were present voted in favor. The motion carries.

Action Item: Approval of revisions to the Employee Handbook (Benefits/PTO Policy)

This amendment would put us in compliance with the new laws with regards to sick time.

Motion was made to approve as submitted.

Motion made by: Ken Morris.

Motion seconded by: Ryan Callan.

Vote: all 8 voting members who were present voted in favor and the motion carried.

Note: James Gartland had to leave the meeting early and missed this vote and subsequent votes.

Action Item: Approval of new policy Emergency Funds in OTA Finance Manual

The board, Monika Hanft (Foundation), and Delano Jones (CSMC) discussed the intention of the emergency funds line item and the proper way to designate funds for such a cause.

Motion was made to approve the policy, by Chris Celentino. After further board discussion, Chris Celentino withdrew his motion.

Ken Morris stated that we would table this item for the month, and as the board chair he appointed an advisory committee to be headed by Ryan Callan, to include Cindy Stulich, Monika Hanft, and Chris Celentino to explore how to best accomplish the goal of having an emergency fund using donated funds.

Vote: No vote was taken, no board action was taken.

Action Item: Approve 10/15/16 to 11/11/16 Check Register listing

Motion was made to approve the Check Register.

Motion made by: Ryan Callan.

Motion seconded by: Chris Cole.

Vote: all 8 voting members who were present voted in favor. Motion carries.

Public Comment on Closed Session Items

No comments.

Closed Session

The board entered closed session at 8:01 p.m. regarding:

- OTA Audit Report (moved from the reports section of the agenda)
 - Conference with Legal Counsel regarding litigation--OTA v. Donahue and related matters
 - Conference with Principal on personnel issues, evaluations and related matters
 - Conference with Principal on student excessive absence issue and appointment of an Administrative Panel
-

Report on closed session items

The board came out of closed session at 9:16 p.m. and had the following information to report:

Ken Morris appointed an advisory group for the audit response: Ryan Callan, Jon Centofranchi, Chris Celentino, and Cathie Berlin.

Ken Morris appointed an administrative panel to oversee any hearings in relation to any potential expulsions. The panel consists of: Ken Morris, Sarah Ozeroff, and Chris Cole.

No further information to report.

Adjournment

Meeting was adjourned at 9:17 p.m.
