



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, December 14, 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, December 14, 2016, was called to order by Ken Morris at 6:09 pm. Pledge of Allegiance led by James Gartland.

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

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

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

- Delano Jones
- Bob Hamm
- Nathalie Hirsch
- Laura Studebaker
- Kevin Olenick
- Monika Hanft
- Kim Huynh
- Alexis McKeon

Public comment

Kevin Olenick commented that he has been informally interviewing teachers and staff recently and has been impressed with their satisfaction with the school, administration, morale, etc. He updated the board on the success of our school’s robotics team.

Board member comments

Jon Centofranchi thanked Kevin Olenick for his and Samantha’s involvement in the robotics team. They have given a lot of hours to the success of this program.

Cathie Berlin commented that perhaps we could have an ‘official’ student videographer or team of videographers for the board meetings.

Chris Celentino thanked Kevin Olenick for his dedication to the robotics team. Chris also suggested that we reach out to ResMed who generously gave us a grant for the robotics program. He suggested that we send them a thank you video, picture, etc. in addition to the thank you card which was already sent.

James Gartland thanked Jon Centofranchi for his hard work and impressive leadership of our school.

Ken Morris reminded the board that some members still need to update their bios on the website. He thanked Parker Olenick and Elio Celentino for being the top earners at the recent Jogathon. After the trauma that we all went through a few years ago, the board has made great efforts to avoid any Brown Act violations, however it came to his attention yesterday by our contact at the SDUSD that an anonymous complaint for 2 Brown Act violations were submitted regarding our June strategic planning meeting as well as our last meeting where the discussion of the preliminary audit was moved to closed session. Ken discussed the matter with SDUSD and the concerns have been settled.

Approval of minutes

Minutes of the prior meeting of November 16, 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, November 16, 2016, was made by Chris Celentino, and seconded by Chris Cole.

Vote results: all present voting members voted to approve the prior minutes, and Mark Burgess abstained.

Reports/Presentations for Discussion only (no action taken)

Treasurer/Fiscal Report: Delano Jones.

Delano Jones walked the board, line by line, through the First Interim Report for the period between July 1, 2016 through October 31, 2016. Chris Cole asked if it's possible to view a per capita/per student number as compared to other schools for each category. Delano said that we can pull some of that data now (for our school) in Charter Vision. Chris Celentino said that the same reports for other schools are publicly available and not proprietary.

In regard to the emergency funds proposal from the OTA Parents Foundation, Ken Morris reported that the Foundation met since the board's last meeting and decided that the funds of \$60,000 were a donation to the school for operational expenses, and the Foundation is not expecting repayment or expecting us to set aside any money for an emergency fund. He thanked the Foundation for their support. As a result, there is no action or need to change any policy.

Principal's Report: Jon Centofranchi.

Mr. Centofranchi reported that, in regard to the proposed student lockers, the fire codes prevent us from putting the lockers in the hallway. The school is exploring other options to meet the need, and the board discussed some possible alternatives. The school is working on disaster bins for each classroom. The school ordered an extra id card for each student with their name and picture, and families will provide a snack, water, and a small toy or object for each student to use in the event of a disaster where

the students would be moved to an offsite location. A parent, Cecilia Marcondes, proposed the idea, and the idea snowballed at a discussion during coffee with the principal, and has been generally well received.

Teacher Liaison Report: Gabriel Solis.

Mr. Solis was absent, no report this month.

Office Manager's Report: Nathalie Hirsch.

Nathalie updated the board on the attendance rate, which is slightly higher than last year. Re-enrollment will open up January 30th, despite the email that was automatically generated recently. She discussed the CALPADS compliance issues, and the board discussed the struggle the school has had to date to get parents to comply with completing the form.

Student Representative Report: Elio Celentino.

We recently had an earthquake drill that went really well. The Principal's Advisory Committee met recently about the Sock Drive and Spirit Days. We have Ugly Sweater Day coming up on Friday. Last week the middle school dance was held, and was a success. Price of admission was a donation to the San Diego Rescue Mission, donations were very generous.

OTA Strategic Planning Advisory Panel Report: Ken Morris.

No new information to report.

Real Estate Advisory Panel Update: James Gartland

No new information to report. They plan on making this a quarterly meeting in the new year.

Safety Advisory Panel Update: Kevin Olenick.

Kevin Olenick gave a quick update regarding concerns with parents failing to comply with the drop off/pick up rules.

OTA Parent Foundation Update: Monika Hanft.

Middle School Dance put on by the 8th grade went well. We also had a first time Kindergarten led food drive that went very well. The Foundation is sponsoring two \$500 classroom supply grants for which teachers can apply. The Jog-A-Thon raised over \$40,000, well over our goal of \$10,000. This was the most raised to date. However, the total number of and overall percentage of students participating was among the lowest ever.

New business action items and Advisory Panel reports requiring action

Action Item: Discussion and approval of the 2015/2016 Audit Report: Alexis McKeon, auditor with Christy White Associates.

Note: This item was moved up before the Principal's report in order to be respectful of Alexis' time and to be cost-conscious because the school is billed hourly for her time.

OTA's independent auditor, Alexis McKeon, walked the board through the audit report for the year ending June 30, 2016, including the summary. No material weakness, but significant deficiencies were identified which are not considered to be material weaknesses. These are for the board to be advised of, but they do not rise to the level to change the auditor's opinion of the school's financial statements. They issued an unmodified opinion, which is the best opinion they could issue. Ms. McKeon went through the various findings as all are noted in the audit report. Also, included was OTA's response to many of the findings, which includes suggested corrective actions.

There was much discussion among the board of process improvement ideas for getting 100% of the necessary CALPADS income forms returned from OTA families. This is the one issue that has come up in 6 of 6 audits. The other items are getting on track as the school's policies and procedures have been tightened up after the split with TVLC.

Motion was made to accept the audit and authorize the auditor to file it as required.

Motion made by: Chris Celentino.

Motion seconded by: James Gartland.

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

Action Item: Board resolution regarding modification of the 2016/2017 school calendar (discussion around Monday, January 2nd and Friday, February 17th)

Ken Morris described that we were under the impression that we needed 180 days of instruction like SDUSD. CSAA confirmed that charter school need to only have 175 days. Mr. Centofranchi explained January 2nd is a federal holiday and we were going to have many students not in attendance and lost revenue that follows. He would also like to add February 17th as a holiday as this mirrors the SDUSD schedule.

Motion was made to approve.

Motion made by: James Gartland

Motion seconded by: Chris Celentino.

Vote: all 8 voting members who were present voted in favor. The motion carries. Board President Ken Morris and Board Secretary Cathie Berlin signed a written resolution documenting the change.

Action Item: Approval of Approval of Legal Invoice from Phil Jelsma (Crosbie Firm) for work done to obtain/restore 501c3 number and lien release for OTA (summary distributed in advance)

Chris Celentino described the legal work that had been done by the Crosbie Firm due to OTA having lost its 501c3 number and the effects that had on the school and its bank accounts. Lien garnishments had been placed on the school's account. He gave kudos to Natalie who negotiated a lower fee.

Motion was made to pay the bill as submitted.

Motion made by: James Gartland.

Motion seconded by: Chris Cole.

Vote: 6 voting members who were present voted in favor and the motion carried. Chris Celentino abstained and Mr. Centofranchi was not present (he left the room for a moment to lock the school's front door).

Action Item: Approve 11/12/16 to 12/9/16 Check Register listing

Ken Morris described the negotiations with the landlord surrounding expenses incurred for the fire sprinkler repaired and the 2nd grade classroom air conditioning and that a settlement had been made.

Motion was made to approve the Check Register.

Motion made by: James Gartland.

Motion seconded by: Chris Celentino.

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 8:12 p.m. regarding:

- 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
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Report on closed session items

Note: Brett Weaver not present.

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

Nothing to report on (OTA v. Donahue and related matters, evaluations and related matters, or student excessive absence issue)

The board gave instruction to Mr. Centofranchi on how to proceed on a personnel matter.

No further information to report.

Adjournment

Meeting was adjourned at 8:59 p.m.
