



Equity and Excellence for All Students

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

## MEETING LOCATION

Old Town Academy, 7<sup>th</sup> Grade Room

2120 San Diego Avenue, San Diego, CA 92110

**Wednesday, December 13, 6:00 p.m. PDT**

### 1. 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 13, 2017, was called to order by Ken Morris at 6:03 p.m. The Pledge of Allegiance was led by Cathie Berlin.

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	
Christopher Cole, Member	X	
Karen Pasieczny	X	
Kym Tobias		X
Michael Taulbee	X	
Will Tobias, Student Member (non-voting)		X

10 of 11 Voting Board members were present at roll call, constituting a quorum.

Members of the public in attendance:

- Bob Hamm
- Nathalie Hirsch
- Delano Jones
- Mark Burgess
- Alexis McKeon

### 2. Public Comments/Correspondence

None.

### 3. Board Member Comments/Correspondence

Chris Cole mentioned an editorial in the local paper about school funding and bonds which caught his attention.

James Gartland mentioned that things are going well at the school, the environment is very positive, and inquired about the robotics competition results.

Ken Morris updated the board on a Certificate of Excellence which he and Chris Celentino accepted on behalf of the school from the Old Town San Diego Chamber of Commerce and Board of Directors in appreciation of the school’s contributions to the community of Old Town.

**4. Consent Agenda**

- a. Minutes of the Regular Board Meeting dated November 15, 2017.

*Motion:* Chris Cole moved to approve the meeting minutes with the typographical error corrected.

*Second:* Ryan Callan seconded the motion.

Board Member	Yes	No	Abstain	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			
Christopher Cole, Member	X			
Karen Pasieczny	X			
Kym Tobias				X
Michael Taulbee	X			
Will Tobias, Student Member (non-voting)				X

**5. Reports/Presentations–Discussion items only with possible action to be taken**

- a. 2016/2017 Audit Presentation-Alexis McKeon, Auditing Firm Designee, gave some background to the audit process for charter schools, walked the board through the audit paperwork, and reviewed the results of the 2016/17 school year’s audit. The audit resulted in no material weaknesses identified. Due to a mathematical error in calculating the ADA (a non-material finding), the school’s ADA was understated by 1.97, which results in some additional money being owed to OTA. The auditor explained how that works and recommended that, going forward, the school verify that all amounts are properly calculated prior to submitting them to the state. She mentioned that the school has agreed to her recommendation and will be implementing a change in procedure to account for the additional verification step.
- b. Treasurer/Fiscal Report: Delano Jones and Ryan Callan quickly summarized the November report, which was just made available to the board. Nothing in particular stood out. After the board has had time to review, they will come back with any questions at the next meeting.
- c. Educator Effectiveness Block Grant Plan Discussion: Jon Centofranchi educated the board on the Educator Effectiveness Block Grant. This is something which should have been approved every year. A couple of years ago, TVLC created a three-year plan, which we were a part of. We were still operating according to that plan. He and Delano have put together our own plan to continue to support teacher development, conferences, and teacher induction. We have four teachers participating now, and plan to have four more with the next program. It’s a two-year process. This is a draft plan which will be voted on at a future board meeting.

- d. Principal's Report: Jon Centofranchi informed the board about an Aspire meeting he went to a few weeks ago. This was the last required meeting, however the members have decided that there is value in continuing to meet regularly, and have renamed the group, the "Aspire Community Council". The group consists of members of the Aspire Center, OTA, and various neighbors. Members of the council will attend the next Coffee with the Principal, they will open their doors and allow the parents to tour the facility, and answer any parent questions. We've been working on a preliminary proposal for Prop 39 funds, regarding energy efficiency. For example, we are considering replacing all the fluorescent lighting with LED lighting and rebuilding about half of the HVAC units. We've started our annual cardiac emergency drills. Last night, he and about twenty families attended the first S.E.T./OTA family night (the School for Entrepreneurship and Technology). There were presentations from S.E.T.'s teachers, students, principal, and board members, and it was followed by a student-led tour of the school. The board members who attended reported that they were very impressed by the school and the students, and that the culture of the school felt a lot like OTA. Mr. C agreed, and encouraged families who are interested to tour the school and attend one of their Saturday events. This is the only school, currently, in which OTA students have guaranteed enrollment.
  - i. I.T. Report: Mark Burgess updated the board on all of the various technological upgrades and improvements he has done at the school, including investigating whether it is worth upgrading the current student laptops to a military grade version, at a slightly higher cost. He answered questions from the board regarding the IT role in the future. Much of Mark's work has been to streamline processes and procedures to ease the process for the future.
- e. Teacher Liaison Report: Gabriel Solis updated the board on last week's staff meeting. He explained what Thinking Maps are, and how the teachers are planning on using them in the classroom. Teachers are in the process of planning an OTA Field Day. He informed the board about various projects going on at each grade level. Mr. Solis' global awareness class is involved in a nationwide essay contest where the winner gets to go to New York. Mr. Solis thanked the 6<sup>th</sup> grade parents for the staff luncheon. The teachers are excited about the upcoming winter break, with several of them traveling, and are also looking forward to the staff holiday party.
- f. Office Manager's Report: Nathalie Hirsch thanked parent foundation for the poinsettias in the office. Compliance-wise, we filed several reports this week with the SDUSD. We certified our CALPADS earlier this month, and we received a certificate from CALPADS for our data management. We are slightly above 96% on attendance, about the same as this time last year. Some board members had questions about attendance, and Mr. Centofranchi spoke about the school's policy on chronically absent students.
- g. Student Representative Report: Mr. Centofranchi presented Will Tobias' report in his absence. Everyone had a lot of fun at the middle school dance, and a lot of donations were raised for the children's center of the San Diego Rescue Mission. The sock drive seems to be going well, with many classes raising a lot of donations.
- h. High School Advisory Panel Update: No new report.
- i. Real Estate Advisory Panel Update: James Gartland reported that the advisory panel met with the school board and also with the original architects who designed the original renovation plan for the current school building. The school board's recommendation was to pick one of the options from the original architect's plan and update the Prop Z

application. The cost to update the plan is approximately \$25,000. The school district is looking to see if there are funds available for charter schools for this kind of update. Once the details are more developed, the advisory panel will bring this to this board for a vote. James Gartland left the Board of Directors meeting after this presentation.

- j. Safety Advisory Panel Update – Mr. Centofranchi reported that he got price estimates for blinds for all of the windows off the atrium. It will cost approximately \$5,000. He also reported that he had a SDPD officer come out to the school to give a safety assessment. The officer had some good ideas, and will do a 15-20 minute presentation to the staff.
- k. OTA Parent Foundation Update – No update.

**6. New Business Action Items & Advisory Panel Reports Requiring Action**

**a. Action Item: Approval of the 2016/2017 Audit.**

(Note: this vote was taken after the presentation of item 5(a))

*Motion:* Ken Morris moved to approve the 2016/2017 Audit.

*Second:* Chris Cole seconded the motion.

Voting Board Members	Aye	Nay	Abstain	Absent
Kenneth Morris	X			
James Gartland	X			
Ryan Callan	X			
Cathie Berlin	X			
Jon Centofranchi	X			
Gabriel Solis	X			
Sarah Ozeroff	X			
Karen Pasieczny	X			
Christopher Cole	X			
Kym Tobias				X
Michael Taulbee	X			

**b. Action Item: Approve extension to Page Mountain, LLC MOU for IT Services through the end of the 2017/2018 academic year.**

*Motion:* Ken Morris moved to approve the extension.

*Second:* Cathie Berlin seconded the motion.

Voting Board Members	Aye	Nay	Abstain	Absent
Kenneth Morris	X			
James Gartland				X
Ryan Callan	X			
Cathie Berlin	X			
Jon Centofranchi	X			
Gabriel Solis	X			
Sarah Ozeroff	X			
Karen Pasieczny	X			
Christopher Cole	X			
Kym Tobias				X
Michael Taulbee	X			

**c. Action Item: Approve 11/10/17 to 12/11/17 Check Register listing.**

*Motion:* Chris Cole moved to approve the check register (distributed in advance of the meeting).

*Second:* Ryan Callen seconded the motion.

<b>Voting Board Members</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Kenneth Morris	X			
James Gartland				X
Ryan Callan	X			
Cathie Berlin	X			
Jon Centofranchi	X			
Gabriel Solis	X			
Sarah Ozeroff	X			
Karen Pasieczny	X			
Christopher Cole	X			
Kym Tobias				X
Michael Taulbee	X			

## **7. Public Comments on Closed Session Items**

No comments.

## **8. Closed Session – With Possible Action to be Taken**

The board entered closed session at 7:23p.m. regarding the following:

- a. Conference with Legal Counsel; Pending litigation – OTA v. FPLG (legal counsel related to former Donahue matter).
- b. Conference with Principal on student IEP issue
- c. Conference with Principal on personnel issues, evaluations and related matters

## **9. Report on Closed Session**

The board came out of closed session at 8:21 p.m., with nothing to report.

## **10. Adjournment**

The meeting was adjourned at 8:22 p.m.