



135 Joerschke Drive, Grass Valley, CA 95945 | 530-477-1235

Agenda
Bitney College Preparatory High School Charter Council
Monthly Meeting

Date: Tuesday, February 9, 2009 6pm
Place: 135 Joerschke Drive, Grass Valley

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Public Forum:** *Members of the public are invited to address the Council at the beginning of each meeting regarding possible issues for future agendas, or to speak to a subject not on the agenda. The Council cannot discuss or take action on non-agendized items, but such items may be agendized for discussion and/or action at a later Council meeting.*
5. **Approval of Minutes:** Discussion / Action. Review and approve minutes from last month's meeting(s). 5 minutes
6. **Board Composition: Discussion / Action.** Shall Michael Freedman be named the chairperson? 5 minutes.
7. **Consent Agenda:** Action. *Items on the Consent Agenda are considered routine and/or are deemed to be consistent with adopted Council Policies as well as carrying the recommendation of the Principal. The Consent Agenda may be enacted by a single motion and vote. There will be no separate discussion of the items unless a trustee or citizen so requests, in which case the designated item(s) will be considered following approval of the remaining items. 5 minutes*
 - 7.1. **Principal's Report:** Information. The Principal's report covers administrative, facilities, and Nevada County Charter Cooperative issues [*see Attached*].
 - 7.2 **Warrants:**

8. **Principal's Update.** Discussion / Action. The Principal will provide an update on activities and issues. 20 minutes
9. **Budget.** Discussion / Action. Review, discuss, and potentially change the budget to accommodate enrollment changes. 20 minutes
10. **Policy.** Discussion/action. Discuss and potentially adopt an Independent Study program for the school, including a proposed addendum to our MOU with the County. 10 minutes.
11. **Parent Council Report:** Information. A parent council representative will update us on issues concerning the parents and the Parent Council. 5 minutes
12. **Dean's Report:** Information. The Dean's report covers marketing, enrollment, curriculum, graduation requirements, standardized testing, student schedules, etc. 5 minutes
13. **Student Government Report:** Information. The student representative will update us on issues concerning the student body and student government. 5 minutes
14. **Future Agenda Items:** Discussion. We will consider which topics deserve consideration for upcoming meetings. 5 minutes
15. **Next Meeting:** Discussion / Action. Shall we convene our next meeting at 6pm on Tuesday, 9 March 2010? 2 minutes
16. **Adjournment**



135 Joerschke Drive, Grass Valley, CA 95945 | 530-477-1235

Bitney College Preparatory High School Charter Council
Monthly Meeting Minutes

Date: Tuesday, January 12, 2010 6 p.m.
Place: 135 Joerschke Drive, Grass Valley

17. **Call to Order:** 6:11 p.m.
18. **Roll Call:** Council members: Michael Freedman, Shari Phillips, Shana Stratton, Linda Waring, Sue Hudson, Dave Peterson, Russ Hooper Principal: Bruce Herring
Public: Ann Hobbs
19. **Approval of Agenda:** Shana Stratton moved to approve the agenda as written
Linda Waring seconded. All Ayes.
20. **Public Forum:** No public comment at this time.
21. **Approval of Minutes:** Shari Phillips moved to approve the minutes as written,
Linda seconded. All Ayes.
22. **Consent Agenda:** Shari moved to approve Consent Agenda, Linda Waring
seconded. All Ayes.
 - 6.1. **Principal's Report:** The Principal's Report was removed from the
consent agenda for further discussion. *See item 7a*
 - 6.2 **Warrants:** Information. See warrants covering the period 08/01/09 –
11/05/09, attached.
23. **7a. Principles Report:** Linda Waring motioned to approve the Principal's report
as written, seconded by Dave Peterson. All Ayes.

Administrative issues: Bruce described a proposal for a new charter high school in collaboration with Grass Valley Charter School. This is still in discussion and no definite decisions have been made. Bruce may request the Charter Council create a committee in the future to fully evaluate this proposal.

Facility: The Council discussed plans for the expansion of the school building use. A facility improvement plan will be submitted to Charter Council on the April agenda.

WASC: This process could be beneficial if combined with the Strategic Planning processes as a committee in order to support the development of an action plan.

7b. Principal's Update: A form 700 must be completed within each calendar year by each board member. Forms will be provided at the next Council meeting. In addition, an informal discussion was held with the County Office of Education in regards to Bitney's budgetary standing. This was a positive meeting due to increased enrollment and solid budget standing. This will be discussed at the county level in an upcoming meeting. Further updates will be provided as they become available. A committee has been created by the NCCC and the NCSOS to consider the possibilities and ramifications involved in forming an LEA. Updates will be provided when available.

- 24. Budget.** The first interim budget last month was approved based upon an actual enrollment of 53 students. Currently we have an enrollment of 57 students which should cause our average enrollment of the year to be 53 students. This will keep the ADA within the expected amounts however, the additional unexpected facility costs require that a budget cut of \$15,000 be considered.

Michael Freedman moved to authorize Bruce Herring to use his discretion in making budgetary cuts as needed with these suggestions: reduce Principal's salary from .6 to .3, merge English 11 and English 12, modify film elective and Office Assistant position to consider volunteer film teacher and hourly midyear substitute as necessary and raise for this semester only the cap on enrollment for the sophomore class from 24-26. Seconded by Dave Peterson. Ayes: Shari Phillips, Linda Waring, Shana Stratton, Dave Peterson, Russ Hooper, and Sue Hudson. Abstentions: Michael Freedman.

Shari Phillips moved to approve the payment of sewer mitigation fee of \$10,033 and the addendum to the lease for 133b in the amount of \$666.67 per month. Seconded by Shana Stratton. All Ayes.

- 25. Planning:** The issue of board member duties shall be tabled at this time pending WASC process and strategic planning considerations.
- 26. Policy:** Weekly meetings are held to discuss student concerns. Several SST's were held in the fall. An Academic Support class has been added to the schedule for this semester.
- 27. Parent Council Report:** Charlie Hooper will be participating as a parent representative on Charter Council starting next month. T-shirts continue to be on sale. A wine tasting event is coming up on January 21st. A Northridge Pizza fundraiser is upcoming January 25th. Parent council currently has \$4,400 of unallocated dollars.

28. **Dean's Report:** Student enrollment interviews continue for this year and next year. College and career meetings are underway. 8th grade presentations continue.
29. **Student Government Report:** Ballroom dance scheduled for February 11th, Ultimate Frisbee team is being formed. Finals are this week.
30. **Future Agenda Items:** Form 700, Draft of Building Plan, Interim status of Chair position.
31. **Next Meeting:** February 9th at 6:00 p.m.
32. **Adjournment:** Shari Phillips moved that the meeting be adjourned, seconded by Shana Stratton. Meeting adjourned at 9:08 p.m.

Bitney College Preparatory High School

Administrator's Report for

February 9, 2010 Charter Council Meeting

Consent Agenda

7a.

Facility Issues

As a condition for the issuance up the Building Permit, the balance of the sewage mitigation fee (\$10,233.72) was paid to the City of Grass Valley on February 1. Also, recall that as a condition of our Use Permit, the city Planning Department is required to submit a report to the Planning Commission of our progress at their February 16 meeting. To assist in the preparation of that report, I sent a letter outlining our progress to date, enrollment figures, and future plans to Community Development Director Joe Heckel. The letter has been forwarded to Planning Director Tom Last, and each member of the commission. I will be meeting with Tom Last Monday, February 8, to further discuss his report. I will offer a summary of that meeting to the council.

Administrative Issues

We have initiated Independent Study programs for two students who are participating in Finding the Good. In addition, one other student from the general Bitney population may be going into an IS program. Per conversations with Charter and Independent Study experts at the California Department of Education, Dave and I have learned that we are good to go forward with this as we see fit; as long as there is a mutual understanding between Bitney and the sponsoring entity. Therefore, at the meeting Tuesday night, I will propose language that could be added to our MOU with the NCSOS office. Essentially, we intend to operate this program as a small adjunct to our site-based services, and voluntarily limit participation to ten percent of our general population.

Budget

The state has informed all county education offices that they will be withholding 80% of cash disbursements in June, and defer them into July and August. Prudently, officials at the NCSOS have urged us to voluntarily consider a spending freeze on all non-essential line items for the remainder of the year. NCSOS has projected a negative cash flow for May and June. Any spending that can be held off until July, or next school year, would assist in making this crunch more manageable. Except for absolutely essential office and school supplies (perhaps more paper), I am taking this to heart, and intend to submit for payment only payroll, rent, and utilities. I will be sharing this information with Joe Heckel and Tom Last.

Nevada County Charter Cooperative

The co-op directors met on Tuesday, February 2. We have agreed to move forward with the creation of a JPA, in order to give the co-op more legal and budgetary authority to provide Special Ed and other student services. Along with that decision, we will explore the possibility of elevating the co-op to LEA status, which among other things will give us direct representation on the Superintendents SELPA council. In addition, the county will be coming up with a draft re-write of the Charter Co-op MOU, for consideration at the March 9 meeting. That meeting will be held here on the Bitney campus.

Marketing/Outreach

We have concluded most of the presentations to area middle schools. A key event remains the February 24th Information Night. Ongoing radio ads, the bags at SPD, and a direct emailing campaign to most 8th grade parents will aid us in this endeavor.

WASC

In order to better organize our thoughts and pursue all necessary preparations for the WASC Self-Study Report, Michael Freedman and I are continuing the process of creating a WASC time-line. We will both be attending the second of three preliminary seminars in Sacramento on March 19. The staff is in the process of developing a comprehensive administrative, peer, and student evaluation process. We are also undergoing a review of our school wide Expected Student Learning Results (ESLRs). Part of the WASC process includes collecting, analyzing, and assessing data that serves to illustrate how well we are going about achieving these ESLRs.

Notwithstanding the fact that we are undergoing many of these tasks to satisfy particular requirements of the WASC process, or to address issues that the NCSOS is asking us to do, there is a much larger and more fulfilling reason to do so. These tasks could and should actually improve the quality of our program, and strengthen the already good bond amongst staff, parents and students. These tasks will improve our teaching methodologies, and allow us to work collaboratively and thematically in a more cohesive manner. In other words, compliance with WASC and NCSOS requirements can and will actually enable us to better achieve the vision we are laying out for ourselves.

An additional part of this process will be a parent and student survey that the council will play a role in developing.