

**Circle of Trustees
 Santa Barbara Charter School
 6100 Stow Canyon Road, Goleta, California
 DATE: September 20, 2018
 Submitted Minutes - General Meeting
 7:05 P.M.**

I. PRELIMINARY

A. CALL TO ORDER: 7:05 PM
 Facilitator: Les Stickles
 Minutes Taker: Judy Mitchell

Trustees present: Cristina Cullen, Marianne Kruidenier, Sara Killen, Les Stickles, Elijah Lovejoy, Justin Wilkins, Judy Mitchell, Cristina Garces

Guest present: Laura Donner, Tracy Burson

B. APPROVAL OF MINUTES OF COT MEETING of 8/16/2018

Minutes approved with revisions.

MOTION: Cristina Cullen	SECOND: Sara Killen	ACTION: Approved	VOTE: 6-0-2
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	Cristina Cullen	Marianne Kruidenier	Sara Killen	Les Stickles	Bev Abrams	Elijah Lovejoy	Justin Wilkins	Judy Mitchell	Cristina Garces
YES	X		X	X		X		X	X
NO									
ABSTAIN		X					X		

C. OPEN FORUM: none

D. PREVIEW AGENDA: Agenda accepted with no modifications

E. SET NEXT MEETING: Oct 18th, 2018 starting at 7:15

II. COMMUNICATIONS

BUDGET REPORT:

The budget for both 2018-2019 as well as the “Year End Close of Books” for 2017-2018 were reviewed.

Budget report:

- Circle will be asked to approve a complicated form (Form 09)
- We will start by looking at this year’s budget, which is balanced
- Then look at last year’s budget, which was not balanced, deficit spending of \$476,000 (276,000 for the playground and \$240,000 for salaries, which have shifted)
- Basic changes big picture: we end the year with \$476,693 less than start, which is \$237,578 for pavement project, and approx. \$240,000 approximately for deficit spending for 2017-18. The big number was a one-off
- This year 2018-19 we’re balanced, line E, on Form 09
- Santa Barbara Charter School’s budget is 92% personnel
- The First Interim budget for 2018-19 is due to the District on Oct 31 and will be updated for the October CoT meeting.

Our 2018-19 budget is very solid. Where last year we had deficit spending of \$200,000, this year we have a nearly balanced budget.

Looking first at the 18-19 year-end actuals:

There are four numbers that really matter here:

Expenditures

Revenue

Cash start

Cash end

Look at revenues and expenditures, you’ll see they’re a close match.

3.2 million and 3.2 million

There’s a cash start, and a cash end that are nearly the same.

There’s a restricted reserve, and an unrestricted reserve. (*note on handout)

17-18 second interim and year-end actuals

County reserves (start the year so it stays the same)

Fundraising start, and went up to \$675,229, because it now reflects the After School Program (ASP) account too. And donations, but short timeframe increase is from ASP.

Then Revenues: prediction and actual

LCFF Sources closed with more revenue because we got more \$ from the state; they added more per kid, and also final income gets shifted through the FICMAC calculator.

Federal Revenue: Came in less, this is based on property taxes, which went down

Other state revenue: based on the mandated costs, which is per pupil. The state makes up what we don't get from our property taxes. Other state revenue went down because LCFF went up.

Other Local Revenue: In years past we never included ASP in our budget. ASP is money in and money out, so it zeroes out. Also, we are hiring SELPA, which again is money in and money out, so the staff is reflected here. This wasn't in budget previously, but will be there from now on. It's not a cash difference; it's a flow of money that is going through this account.

Transfer in CSR (Class Size Reduction): Funding we are getting from the District related to CSR From 2013-14 until LCFF is fully funded. (est 2024)

Expenditures:

Certificated we spent more (slightly) than anticipated.

Classified had a big jump too; the SELPA and ASP are listed here, and weren't listed here before, so that's the large jump here.

Employee benefits also went up with these hourly people. Again, it's a wash with the ASP and SELPA.

Books and Services: less

Services and other: less

Capital Outlay: a bit of spending related to the pavement project and the bathroom project. Won't be in 18-19.

Other outgo: payment to SBUSD for all services, came in lower than anticipated. (Internet lower, and other details.)

2018-19 Budget

1st interim

Review new numbers in same categories.

Form 09

The first three pages reflect what you've seen in the previous two documents. The items are in a different order. The Form 09 is the legal document that comes directly from the district and the state.

Page 3 is the Balance Sheet.

Starting on Page 4 are more details for the numbers seen on the first three pages.

DIRECTOR OF DEVELOPMENT REPORT:

\$32,000 of fundraising money spent on classroom improvements: organization, paint, furniture, patio, conference room, HBP bathrooms and carpet.

Staff greatly appreciated the 2% retirement funds of the seed money.

DIRECTOR OF OPERATIONS REPORT:

We had two very successful work parties! The outdoor work party sticks out as I saw families' commitment to our school in action as they worked in the heat to weed, plant, prune and mulch the entryway garden. We cleared the

We've had a busy month with lots of operational improvements, fixes, etc. On September 11th we had our "District Maintenance Day". On "maintenance day" we get the majority of district maintenance staff for focused work/maintenance on our site to complete priority "needs" of the grounds and building. The crews worked on: tree trimming, painting crosswalks, repainting the courtyard fence, fixing sprinklers, and other odd maintenance jobs around the school. Current issues on campus are: yellow jackets, playground rope broken, and keeping the grass alive.

Cristina met with the teachers to go over the Emergency Plan and discuss/fill roles for the EOP (Emergency Operation Plan). We discussed protocol for different emergencies and passed out a "cheat-sheet" for teachers to have handy in their rooms. Cristina and Laura will be meeting with the district safety specialist, Kelly Moore, on 9/25 to get specific information about Lockdown Drills, ideas for safety for our campus, and ask him pertinent questions about safety.

DIRECTOR OF EDUCATION REPORT:

School has begun!

We've gotten underway with full classes. Only one student who was expected to attend did not show up for the first day of school, 235 students, with class sizes from 21-25 students. The school is fully staffed. We have at least 20 hours of instructional aide time in each classroom, a new school-based counselor, a behavior aide, extra yard aide time, and our continuing support staff with special education, intervention support, and more. I covered yard duty for each of the aides so they had time to meet with their teacher.

Many teachers have already hosted class meetings, where they explain their annual curriculum plans, child development information, and other relevant class information. PE instruction has started and other specialists are getting underway soon. Math specialists are working in multi-grade classrooms, as well.

In the past month, there have been many amazing things happening in the classrooms! A few activities to note: second graders sewing with yarn and burlap, fifth and sixth graders learning about bearded dragon lizards and animal rescue, third graders exploring erosion, kindergarteners, first graders, and fourth graders studying and making bubbles, many classes got to experience the Drum Bus, and lots of fun has been happening on the new grass! With the extension of the grass area into the shade under the trees, children are able to sit around, play, lay around, and enjoys "hanging out" on the grass.

With new teachers on staff this year I am meeting weekly with each of them in order to discuss any relevant issues and talk about curriculum, student issues, etc. Teaching teams have completed year-long plans and are working with our math and science consultants to work on teaching and curriculum development. We've continued to work as a teaching staff to develop understandings around the Common Core State Standards and Next Generation Science Standards, particularly focusing on math practices, and developing norms of argumentation in science.

HOME BASED PARTNERSHIP REPORT (HBP):

We are excited to have the HomeBased Partnership underway for the school year. We have 52 students enrolled from TK to 8th grade. Two of those students are in our Customized Program, which is new program we are offering.

Today, HBP students had an Activity Day at the Santa Barbara Museum of Natural History. This included an informational scavenger hunt and a picnic lunch.

Our weekly Writing Club, Reading Club, and Math Club have begun and our enrollment in these direct instruction clubs is at a record high. We are happy to be able to support our students in this way.

We had our annual fire drill this week, and we will have an earthquake drill and lockdown drill in upcoming weeks.

Elective classes begin next week. Some of these classes include: Art in Nature, Folktales, Cooking, Martial Arts, Bookmaking, Math Puzzles, Spanish, Escape Rooms, Gnomes, My Backyard, Theater Adventures, and Fiber Arts. These are 90 minute classes that meet weekly for eight weeks.

In October, HBP will host a Game Night Parent Workshop to introduce to families the many educational games we have in our Lending Library. Our four teachers will manage their game stations and present various games throughout the evening.

DIVERSITY REPORT:

Homework Club, a free homework and tutoring program, has begun. We have implemented the scholarship program for children to attend the After School Program if the families qualify for the free or reduced lunch program. Approximately 25 children are attending through this scholarship program daily.

III. ACTION ITEMS

BUSINESS:

AGENDA ITEM A.1. Approve Form 09 End of Year

MOTION:Justin Wilkins	SECOND: Les Stickles	ACTION: Approved	VOTE: 8-0-0
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	Cristina Cullen	Marianne Kruidenier	Sara Killen	Les Stickles	Bev Abrams	Elijah Lovejoy	Justin Wilkins	Judy Mitchell	Cristina Garces
YES	X	X	X	X		X	X	X	X
NO									
ABSTAIN									

ADJOURNED: 8:27PM