



Spark Charter School Special Board Meeting

1211 Manzano Way
Sunnyvale, CA 94089

Saturday, April 25, 2015
9:00 a.m.

A. Opening of Meeting by Board President

Roll Call Alexandra Zdravkovic _____ Jane Lii _____
 Christine Hernandez _____ Laura Stuchinsky _____
 Alyson Abrego _____

B. Approval of Agenda

Moved _____ Seconded _____ Board Action _____

C. Public Comments on Closed Session Items

- 1) Public Employment: Business manager, Curriculum resource, Teachers

D. Adjourn to Closed Session

E. Reconvene to Open Session

1. Report out on action taken in Closed Session, if any.

F. Approval of Minutes

1. Special Board Meeting 03/16/2105 (attached below)

Moved _____ Seconded _____ Board Action _____
Approved by _____ Denied/Abst. _____

2. Special Board Meeting 03/30/2105 (attached below)

Moved _____ Seconded _____ Board Action _____
Approved by _____ Denied/Abst. _____

3. Regular Board Meeting 04/06/2105 (attached below)

Moved _____ Seconded _____ Board Action _____
Approved by _____ Denied/Abst. _____

4. Regular Board Meeting 04/20/2105 (attached below)

Moved _____ Seconded _____ Board Action _____
Approved by _____ Denied/Abst. _____

G. Comments from the Public

This portion of the meeting is set aside for members of the audience to make comments or raise issues that are not specifically on the agenda or those items that are on the agenda.

No action can be taken on an item not on the agenda at this time, but may be referred to the governing board or put on a future agenda. Time limits allocated to public testimony are three (3) minutes per person and twenty (20) minutes per topic.

H. Announcements

The members of the Board may give brief announcements/reports on any activities related to their duties as members of the Spark Charter School Governing Board.

I. Report from Staff (Tsai)

- 1) Prop 39 update
- 2) Design thinking conference

J. Review and Discussion (Tsai)

- 1) PCSGP Grant Allocations, Expenditures, Reporting Requirements
- 2) Curriculum
 - i. curriculum maps, scope and sequence
 - ii. PBL - Buck Institute Model
 - iii. Core subjects reference books and solutions
- 3) SEL/Positive Behavior Intervention System Model
- 4) School Schedule/Calendar/Major Events
- 5) School/Parent Handbook
- 6) Food Service Vendors
- 7) Before/After School Providers
- 8) Parent/Teacher Advisory Council
- 9) Social committee events planning (Alyson, Alex)
- 10) Project management plan

K. Review and Action Items (Tsai)

- 1) Secure file cabinet for student records

| | | |
|-------------------|----------------|--------------------|
| Moved _____ | Seconded _____ | Board Action _____ |
| Approved by _____ | | Denied/Abst. _____ |
- 2) Board ratification of consulting agreement with Liane Zimny

| | | |
|-------------------|----------------|--------------------|
| Moved _____ | Seconded _____ | Board Action _____ |
| Approved by _____ | | Denied/Abst. _____ |
- 3) Authorize purchase of membership and board policies from CSDC

| | | |
|-------------------|----------------|--------------------|
| Moved _____ | Seconded _____ | Board Action _____ |
| Approved by _____ | | Denied/Abst. _____ |

4) Open new bank account

Moved _____ Seconded _____ Board Action _____
Approved by _____ Denied/Abst. _____

L. Consent Items (Tsai)

1) HR -personnel -new hires

Moved _____ Seconded _____ Board Action _____
Approved by _____ Denied/Abst. _____

2) Authorize outstanding payments

Moved _____ Seconded _____ Board Action _____
Approved by _____ Denied/Abst. _____

M. Adjourn



**Spark Charter School
Board Meeting Minutes**

NorCal Music & Arts Center
761 E. El Camino Real
Sunnyvale

Monday, March 16, 2015
7:00 p.m.

A. Opening of Meeting by Board President

| | | | |
|-----------|----------------------------|------------------------|----------|
| Roll Call | Alexandra Zdravkovic _____ | Jane Lii _____ | x |
| | Christine Hernandez _____ | Laura Stuchinsky _____ | x |
| | Alyson Abrego _____ | | x |

B. Approval of Agenda

Moved Alyson Seconded Laura Board Action Approved 4-0

C. Comments from the Public Regarding Closed Session Items

None

D. Closed Session

1. Public Employment: Title: Curriculum Director

E. Reconvene to Open Session

1. Report out on action taken in Closed Session, if any.
No action taken

F. Comments from the Public

None

G. Announcements

None

H. Action/Information Items

1. Financials: approve teacher fair and marketing material expenses, ED's computer, conferences, CSDC membership and board policies package, and discuss cashflow issues

Motion by Laura to approve \$500 for teacher fair and \$100 for duplicating marketing materials. Motion seconded by Jane. Motion approved 3:0 (Vote to approve cast by Jane, Alyson and Laura. Christine had left meeting before the vote was taken.) Discussion on other points postponed.

2. Board ratification of back office service contract
Laura made motion to approve CSMC two-year contract. Alyson seconded motion. approved 3:0 (Vote to approve cast by Jane, Alyson and Laura. Christine had left meeting before the vote was taken.)

3. After/before school program: discuss program (time, location, goals)
Item postponed
4. Middle School electives: discuss elective options for Spark's first year
Item postponed
5. Curriculum development: discuss curriculum development, parent involvement in curriculum, and curriculum enrichment options. Assign team to work on curriculum development and enrichment proposal to be submitted to the Board at subsequent meetings
Item postponed
6. Information: risk management, understand the risks/liabilities involved with the school and how it relates to budget/funding
Item postponed
7. Approve 2/23/2015 board meeting minutes (see below)
Item postponed

I. Adjourn

Meeting adjourned at 8:45 PM



**Spark Charter School
Special Board Meeting Minutes**

297 N. Frances St.
Sunnyvale, 94085

Monday, March 30, 2015
7:00 p.m.

A. Opening of Meeting by Board President

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|-----------|----------------------|-----------------|----------|------------------|-----------------|----------|
| Roll Call | Alexandra Zdravkovic | <u> </u> | x | Jane Lii | <u> </u> | x |
| | Christine Hernandez | <u> </u> | x | Laura Stuchinsky | <u> </u> | x |
| | Alyson Abrego | <u> </u> | x | | | |

B. Approval of Agenda

| | | | | | |
|-------|---|----------|---|--------------|--|
| Moved | Alex | Seconded | Jane | Board Action | Approved 4-0 (Alyson not present when vote taken) |
| | <u> </u> | | <u> </u> | | <u> </u> |

C. Public Comments on Closed Session Items

- Public Employment: Business manager, Curriculum resource, Teachers

D. Adjourn to Closed Session

E. Reconvene to Open Session

- Report out on action taken in Closed Session, if any.

No Action taken

F. Approval of Minutes

- Special Board Meeting March 03/09/2105 (attached below)

Moved Jane Seconded Alyson Board Action Approved 4-0 (Alyson, Alex, Jane, and Laura voted to approve. Christine left the meeting before board acted on this item.)

G. Comments from the Public

None

H. Announcements

None

I. Report from Staff (Tsai)

- Santa Clara County Office of Education Meetings (3/27) Updates: LCAPP, MOU, ELD
 - LCAPP: Must submit LCAPP by June 30. Danni will prepare.
 - MOU: Danni spoke to County about MOU. They will get document to us.

- ELD: Need to conduct home language survey of incoming Kindergardeners. Danni will conduct soon.
2. Recruitment Fair (3/28) Update
Went well. Got a number of strong applications.

J. Review and Discussion (Tsai)

1. Operations review and discussion

Discussed teacher hiring process

2. Schedule of Committee Meetings

i. Prop.39

Jane is setting up meeting with Danni and Alex with YM&C to discuss next steps. Not a committee.

ii. Curriculum Task Force

Discussed setting up a committee. Danni will take lead

iii. Parent Partnership Task Force

Discussed setting up a committee. Danni will take lead

iv. School calendar/events

Discussed setting up a committee. Danni will take lead

v. Parent/Teacher Advisory Council (aka program/school site council)

Discussed setting up a committee. Continue this item to next Saturday meeting.

Discuss committee structure at next Saturday meeting

3. Board policies update

Postponed to next meeting

4. Financials: Year One budget, PCSGP budget

Motion by Jane: Authorize Jane and Alex to obtain a line of credit for up to \$11k to assist with cash flow. Motion seconded by Christine. Approved 5:0 (Jane, Christine, Alex, Alyson, and Laura voted affirmative). Jane will inquire with bank tomorrow.

K. Review and Action Items (Tsai)

1. Enrollment update, classroom configurations

Will call families that have not made decision to enroll to seek their decision by April end of day. Danni, Alex and Laura will make calls. No action.

2. Authorize outstanding payments

No action.

L. Adjourn

Meeting adjourned by Board President at 10:45pm

None

H. Announcements

None

I. Report from Staff (Tsai)

1. Financial reporting to SCCOE
2. Financial reporting to CDE
3. LCAP Update
4. Funding Update

Staff reported on above points.

J. Review and Discussion (Tsai)

1. Financials: Year One budget, PCSGP budget
Postponed to next meeting
2. Milestones calendar
Danni will act as Spark's project manager
3. Before and after school program
Discussed needs for morning and afternoon childcare as well as different scenarios to provide childcare and enrichment
4. Board policies update
Postponed

K. Review and Action Items (Tsai)

1. Enrollment update, classroom configurations

Moved: Laura made motion to inform all 6th graders that the class will be 5/6 combo
Seconded by Christine.
Board Action: 4-0 approved (Vote by Alyson, Christine, Alexandra and Laura)

2. Authorize STRS setup

Moved by Laura, seconded by Alyson.
Board Action: 3-0 (Christine left before vote taken. Approved by Alexandra, Alyson and Laura)

3. Board ratification of payroll service agreement

Moved by Laura, seconded by Alyson.
Board Action_3-0 (Christine left before vote taken. Approved by Alexandra, Alyson and Laura)

4. Board ratification of services agreement with Liane Zimny

Moved: Alyson made a motion to not ratify the agreement.

Seconded by Christine

Board Action: 4-0 approved (Vote by Alyson, Christine, Alexandra and Laura)

5. Authorize outstanding payments

Moved_____seconded_____Board Action_____

No action taken

Adjourn

Meeting adjourned by Board President at 9:50pm

**Spark Charter School
Regular Board Meeting Minutes**

297 N. Frances St.
Sunnyvale, 94085

Monday, April 20, 2015
7:00 p.m.

A. Opening of Meeting by Board President

| | | | | | | |
|-----------|----------------------|-----------------|----------|------------------|-----------------|----------|
| Roll Call | Alexandra Zdravkovic | <u> </u> | x | Jane Lii | <u> </u> | x |
| | Christine Hernandez | <u> </u> | x | Laura Stuchinsky | <u> </u> | x |
| | Alyson Abrego | <u> </u> | x | | | |

B. Approval of Agenda

Moved Jane Seconded Christine Board Action **5-0**

C. Public Comments on Closed Session Items

1. Public Employment: Business manager, Curriculum resource, Teachers

D. Adjourn to Closed Session

E. Reconvene to Open Session

1. Report out on action taken in Closed Session, if any.

No action taken.

F. Approval of Minutes

Special Board Meeting March 03/16/2105 (attached below)

Moved Seconded Board Action
No action taken.

Special Board Meeting March 03/30/2105 (attached below)

Moved Seconded Board Action
No action taken.

G. Comments from the Public

None

H. Announcements

None

I. Review and Discussion (Tsai)

1. Teacher hiring process: discuss teacher contract and decision process
Danni summarized status of hiring process with teacher candidates and next steps.
- 2) Curriculum update (scope and sequence, committee)
First meeting of curriculum committee is scheduled for Wednesday. Four people will be serving on it, in addition to Danni, including two board members (Alex and Jane).
- 3) Prop 39 update:
Discussed components of Prop 39 response. Alex will follow up with YM&C.
- 4) Discuss board policies
Board needs to work on these. Carry over as action item to next meeting.
- 5) Financials: Year One budget, PCSGP budget, Discuss accounting responsibilities
Reviewed year one budget. Discussed scheduling a mini training on PCSGP for the board at next board meeting. CSMC will set up our accounting system.
- 6) Review before/after school programs
Carry over to future meeting
- 7) Social committee update
Alyson and Alexandra will suggest activities that the social committee might lead. Laura and Jane will organize fundraising committee.
- 8) Discuss information system
Discussed needs for central access of key documents and software solution to organize parent community , classrooms activities, and other extra-curricular activities. Carry over to future meeting.

J. Review and Action Items (Tsai)

1. Enrollment update, decide classroom configurations

Motion by Christine to offer 11 spots to out of district and four to in district students on the wait list.
No action on classroom configuration.

Moved: Christine____Seconded: Laura_____Board Action: 4-0 (Vote by Alyson, Christine, Jane and Laura, abstention by Alexandra)
2. Board ratification of consulting agreement with Liane Zimny
Moved_____seconded_____Board Action_____
3. Curriculum Resource job description approval
Laura moved to approve the draft job description. Jane seconded the motion, which was approved unanimously.

Moved: Laura ___ Seconded: Jane _____ Board Action: 5-0 (Vote by Alyson, Christine, Jane, Laura, and Alexandra)

4. Decide whether to use district or other food service

Laura made a motion that Spark use the District's food service. Christine seconded the motion, which was approved unanimously.

Moved: Laura ___ Seconded: Christine __ Board Action: 5-0 (Vote by Alyson, Christine, Jane, Laura, and Alexandra)

5. Authorize outstanding payments

Moved _____ seconded _____ Board Action _____

No action needed

K.Adjourn

Board President adjourned meeting at 10:40pm



