



**Spark Charter School
Regular Board Meeting**

Aakilarose, Inc.
3073 Lawrence Expy
Santa Clara, CA 95051

Monday, June 1, 2015
7:00pm

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. 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.

D. 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.

E. Approval of Minutes (attached)

1. Regular Board Meeting 03/02/2015
2. Regular Board Meeting 05/04/2015
3. Regular Board Meeting 05/18/2015
4. Special Board Meeting 05/21/2105
5. Special Board Meeting 05/27/2105

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

F. Report from Staff (Tsai)

- 1) Update on June 01 requirement to SCCOE
- 2) Update on health benefits (see previous email with breakdown)
- 3) School schedule/calendar
- 4) Childcare provider options
- 5) Community meetings
- 6) Task calendar
- 7) SESD facilities/move in/furniture

G. Review and Action Items (Tsai)

1. Review and adopt enrollment numbers

Moved _____ Seconded _____ Board Action _____

Approved by _____ Denied/Abst. _____

2. Edlio -website provider

Moved _____ Seconded _____ Board Action _____

Approved by _____ Denied/Abst. _____

3. Legend Learning - enrichment program provider

Moved _____ Seconded _____ Board Action _____

Approved by _____ Denied/Abst. _____

4. CPR/first aid training provider

Moved _____ Seconded _____ Board Action _____

Approved by _____ Denied/Abst. _____

5. Authorize additional hours for consulting (Liane Zimny)

Moved _____ Seconded _____ Board Action _____

Approved by _____ Denied/Abst. _____

H. Consent Items (Tsai)

- 1. Board policy -employee handbook
- 2. Board policy- sick days/Personal day for staff
- 3. Purchase of school materials
- 4. Increase authorization of purchases for Supt. to \$10,000

Moved _____ Seconded _____ Board Action _____

Approved by _____ Denied/Abst. _____

I. Adjourn

Spark Charter School
Regular Board Meeting
1117 Rockefeller dr.
Sunnyvale, 94087

Monday, March 2, 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 Christine Seconded Laura Board Action Approved 5-0

C. Comments from the Public Regarding Closed Session Items

No comments

D. Closed Session

1. Public Employment: Title: Curriculum Director

E. Reconvene to Open Session

1. Report from Closed Session:
No action taken

F. Comments from the Public

The following individuals addressed the board regarding items 6:

Gayatri Chandramohan
Einat Clarke
Kurt Erikson
Jugnu Ohja
Susannah Medley
Niti Madan

G. Announcements

No announcements

H. Action/Information Items

1. Open Enrollment: Status, info session dates, and outreach
March 9 info session has been scheduled for NorCal Music & Arts Center. Discussed outreach.
2. Lottery: Assign team to work on lottery.
Christine will lead the lottery logistics. Laura to confirm independent observer.
3. Applications received after open enrollment: Discuss how to handle these applications and

application priorities after lottery.
Item postponed.

4. Middle School electives: discuss options for Spark's first year
Discussed briefly. Item will be carried over to future meeting.
5. Financials: approve teacher fair and marketing material expenses, ED computer, conferences, CSDC membership, and board policies package and discuss cash flow issues.
Item postponed
6. 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 Board at subsequent meeting.
Discussed. Item will be carried over to future meeting.
7. Information: risk management, understand risks/liabilities involved with school and how it relates to budget/funding.
Item postponed.
8. Board retreat session: set date for March and discuss agenda
Discussed briefly. Date set for March 22.
9. Fundraising status update
Item postponed.

I. Adjourn

Board President adjourned meeting at 10:30pm

**Spark Charter School
Regular Board Meeting Minutes**

297 N. Frances St.
Sunnyvale, 94085

Monday, May 4, 2015
7:00 p.m.

A. Opening of Meeting by Board President

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

B. Approval of Agenda

Moved Alex Seconded Alyson Board Action 5-0 approved

C. Public Comments on Closed Session Items

- a. Public Employment: Business manager, Curriculum resource, Teachers

D. Adjourn to Closed Session

E. Reconvene to Open Session

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

F. Approval of Minutes

Special Board Meeting 04/25/2105 (attached)

Moved Christine Seconded Alyson Board Action 4-0-1
Approved by Alex, Alyson, Christine and Laura. Denied/Abst. Jane abstained

G. Comments from the Public

No comments

H. Announcements

No announcements

I. Review and Discussion (Tsai)

- a. Curriculum
 - i. curriculum maps, scope and sequence
 - a. Will continue discussion of scope and sequence at next Saturday meeting (May 16)
 - ii. PBL - Buck Institute Model
 - a. Discussed the Buck Institute model and other resources for the teacher.

- b. SEL/Positive Behavior Intervention System Model
 - i. Discussed using Second Step as primary curriculum. Danni suggested other materials that could be used to complement.
- c. Teacher contract
 - i. Discussed draft contract for teachers. Danni will circulate employee manual for review by board. This is referred to in the contract.
- d. Food Service Vendors
 - i. Danni recommends for first year we go with the District.
- e. Before/After School Providers
 - i. Danni will send info on one bid to Alyson. Alyson will evaluate this proposal and investigate other options.
- f. Social committee events planning update (Alyson, Alex)
 - i. Looking at 2-5pm on Sat, May 30 or Sun, May 31 will send announcement.
- g. School/parent information/communication software solutions (Alex)
 - i. Carry over to next meeting
- h. Project management plan
 - i. Laura will draft initial integrated project management plan for Board and Danni

J. Review and Action Items (Tsai)

- a. Authorize 10 additional hours for consulting with Liane Zimny

Moved <u>Jane</u>	Seconded <u>Laura</u>	Board Action <u>5-0 approved</u>
Approved by <u>Jane, Alyson, Christine, Laura, Alexandra</u>	Denied/Abst. <u>0</u>	
- b. Authorize space rental – carry over to next meeting

Moved _____	Seconded _____	Board Action _____
Approved by _____	Denied/Abst. _____	
- c. Approval of tax exempt form. Designating Susannah Medley and Mayuri Venmuri as signatories of the tax deduction form for the May 9 garage sale event.

Moved <u>Jane</u>	Seconded <u>Laura</u>	Board Action <u>3-0 approved</u>
Approved by <u>Alexandra, Laura and Jane. Christine and Alyson left meeting before vote was taken.</u>	Denied/Abst. _____	

K. Consent Items (Tsai)

- a. HR -personnel – approving contract for Emily Duncan, Melissa Hasan, Leah Lusby, and Martha Haake

Moved <u>Alexandra</u>	Seconded <u>Jane</u>	Board Action <u>3-0 approved</u>
Approved by <u>Jane, Alexandra and Laura</u>	Denied/Abst. _____	
- b. Authorize outstanding payments - no action needed

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

L. Adjourn

Board president adjourned meeting at 10:50pm

**Spark Charter School
Special Board Meeting Minutes**

4021 Teale Ave,
San Jose, CA 95117
ROOM 2

Monday, May 18, 2015
6:30pm

A. Opening of Meeting by Board President

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

B. Approval of Agenda

Moved Christine Seconded Laura Board Action 5-0 approved

C. Public Comments on Closed Session Items

a. Public Employment: Business manager

No comment from public

D. Adjourn to Closed Session

E. Reconvene to Open Session

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

Board voted to hire Liane Zimny as Spark’s operations manager for 2015-16 academic year

F. Comments from the Public

No comment from public

G. Announcements

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H. Report from Staff (Tsai)

1. Prop 39 update
Spark accepted District’s offer. District and Spark will resolve minor details.
2. Update on Resolution Approving Charter Petition SCCOE
On track with work on conditions.

I. Review and Action Items (Tsai)

1. Approve Budget adjustments – continued to next meeting

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

9. Approve Teacher Employment Letter – no action

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

3. Review and approve board development - continued to next meeting

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

J. Consent Items (Tsai)

a. HR -personnel -new hires - no action needed

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

K. Adjourn

Meeting adjourned by Board President at 9:45pm

**Spark Charter School
Special Board Meeting Minutes**

297 N. Frances St.
Sunnyvale, 94085

Thursday, May 21, 2015
8:00pm

A. Opening of Meeting by Board President

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

B. Approval of Agenda

Moved Jane Seconded Alex Board Action 3-0 approved

c. Comments from the Public

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No comments

D. Announcements

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No announcements

E. Review and Action Items

1. Review and Approve Loan Proposal (Lii)
Authorized Jane to proceed with short term financing

Moved Laura Seconded Jane Board Action 3-0 approved
Approved by Laura, Jane, Alexandra Denied/Abst.

F. Adjourn

Board President adjourned the meeting at 8:20pm

**Spark Charter School
Special Board Meeting Minutes**

297 N. Frances St.
Sunnyvale, 94085

Wednesday, May 27, 2015
8:15pm

A. Opening of Meeting by Board President

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

B. Approval of Agenda

Moved Laura Seconded Alex Board Action 3-0 approved

C. Comments from the Public

No Comments

D. Announcements

No announcements/reports

E. Review and Action Items

1. Review and approve revised budget (Lii)

Moved Laura Seconded Jane Board Action 3-0
Approved by Alexandra, Jane, Laura Denied/Abst. 0

F. Consent Items

1. Adopt Comprehensive School Health/Safety/Disaster Prep Handbook
2. Adopt Risk Management Handbook/Policies

Moved Jane Seconded Alex Board Action 3-0
Approved by Jane, Alexandra, Laura Denied/Abst. 0

G. Adjourn

Board President adjourned meeting at 8:50pm