



## Spark Charter School Special Board Meeting Minutes

Spark Charter School, Room 4  
739 Morse Avenue, Sunnyvale  
Monday, Sept. 14, 2015 - 6:30p.m.

### A. Opening of Meeting by Board President

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

### B. Approval of Agenda

	Moved	Jane	Seconded	Christine		
					Board	3-0 (Approved by Christine, Jane and
					Action	Laura. Alexandra arrived after vote
						was taken)

### C. Comments from the Public

None

### D. Announcements

Jane proposed that the Board agendaize consideration of fiscal policies at a meeting in Sept. and appoint a finance committee. Finance committee would recommend an auditor to the board.

### E. Review/Discussion

1. Discuss process for hiring after school care personnel, as well as after school care and after school enrichment contractors (Legend Learning and others)

Discussed two after school programs that Legend will be offering and the need to identify a parent volunteer(s) to coordinate the after school programs.

2. Review and discuss parent participation implementation status for classroom shifts, committee jobs, and PSC Lead positions

Alexandra met with classroom and field trip coordinators this morning to brief them about responsibilities associated with positions and to share tips about how to do the jobs effectively. Some already have begun working and shared their experiences. Others will begin working with their teachers. Alex will talk with a volunteer task force regarding establishing an organizing meeting.

3. Review and discuss PSC role as an advisory group

Discussed role of PSC. Danni will clarify requirements with County.

4. Update on technology purchase status (tablets, staff laptops, docs cam/projectors)

Everything has been bought or is coming except tablets.

5. Discuss conference week scheduling

Half day teaching and half day parent conference meetings. Do pre-sign up for after school care.

6. Update on recess schedule and transition to parent recess helpers

Four parent volunteers have started to help with lunchtime recess. Danni would like to recruit four more.

7. Update on morning fitness implementation

Danni discussed logistical challenges with morning fitness program.

8. Review and update on the implementation of Mandarin classes

Mandarin classes have started every day. All classes have one session per week.

9. Discuss parent communication and feedback process

Postponed to future meeting

## **F. Review and Action Items**

1. Approve 8/31/2015 board meeting minutes

Laura moved to approve; Christine seconded. Approved 4-0 by Christine, Laura, Alexandra and Jane.

2. Review and approve Spark Family Handbook

Christine made motion to approve the handbook with the edits proposed by Alex and Laura. Seconded by Jane. Approved 4-0 by Christine, Laura, Alexandra and Jane.

3. Review and approve Prop 39 outreach plan

Christine outlined plan. Laura made motion approve Christine's proposed plan. Seconded by Alexandra. Approved 4-0 by Christine, Laura, Alexandra and Jane.

4. Approve updated after school care cost

Christine proposed revising the after school care plan to allow for five different participation/payment options, revising drop in pricing, and requiring 24-hr notice for drop in care. The new policy would go into effect 30 days after notice is provided. Laura

made motion to approve proposal, Jane seconded. Approved 4-0 by Christine, Laura, Alexandra and Jane.

5. Review and approve progress reports/report cards

Discuss at next meeting

6. Adopt Board Policies: 1) substitute teacher pay rate 2) lice 3) report cards/progress report 4) parent conference 5) Independent Study Agreement 6) technology use agreement

Held until next meeting.

7. Approve Spark High School Community Service Project

Jane made motion to approve project in concept with modifications requested by Board regarding avoiding the use of pressure treated wood, employing native, drought-tolerant and edible plants, and identifying a water source. Alexandra seconded motion. Approved 3-0 by Laura, Alexandra and Jane. (Christine left meeting before action taken.)

8. Approve coffee time dates for September and October

Jane offered to host a coffee on Thursday, Sept. 24 at 8:30 AM. Laura will host on Monday, Oct. 12.

9. Approve interim committee to get fundraising structures and processes in place

No action required

10. Approve interim committee to help with the organization of the Heritage Diversity Faire on Oct. 8th

No action required

11. Approve interim committee to organize movie screening

Christine proposed screening a movie for marketing/outreach at Spark in November. Alex made motion to approve; Laura seconded motion. Approved 4-0 by Christine, Laura, Alexandra and Jane.

**G. Adjourn**

Meeting adjourned by Board president at 10:05pm