



Spark Charter School Board Board Meeting

297 N. Frances St.
Sunnyvale, 94085

Monday, December 1, 2014
7:00 p.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

D. Adjourn to Closed Session

Code § 54957(b), Employment: Principal, Curriculum Director, Business Manager

E. Reconvene to Open Session (~8:00pm)

1. Report from Closed Session

F. 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.

G. Board Members Reports

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

H. Action, Discussion, Information Items

1. Adopt conflict of interest code (see below)
2. January 1st conditions update and discussion
3. Prop 39: District's response and discussion
4. PCSGP grant and charter term update
5. Open Enrollment and info sessions discussion and task assignment
6. Fundraising: general update, incl.501c3 and fiscal sponsor status update
7. Approval of articles for posting to FaceBook/Website
8. Approval of Nov 20, and Nov 24 minutes (see below)

I. Return to Public Comments

J. Adjourn

SPARK CHARTER SCHOOL
CONFLICT OF INTEREST CODE

I. ADOPTION

In compliance with the Political Reform Act of 1974, California Government Code Section 87100, et seq., SPARK Charter School hereby adopts this Conflict of Interest Code (“Code”), which shall apply to all governing board members and all other designated employees and consultants of SPARK Charter School (“Charter School”), as specifically required by California Government Code Section 87300.

The terms of the Model Conflict of Interest Code set forth in Title 2, Section 18730 of the California Code of Regulations, and any amendments to the Model Conflict of Interest Code subsequently adopted by the Fair Political Practices Commission, are hereby incorporated by reference.

II. DEFINITION OF TERMS

As applicable to a California public charter school, the definitions contained in the Political Reform Act of 1974, the regulations of the Fair Political Practices Commission, specifically California Code of Regulations Section 18730, and any amendments or modifications to the Act and regulations are incorporated by reference to this Code.

III. DESIGNATED EMPLOYEES

Employees of this Charter School, including governing board members, who hold positions that involve the making or participation in the making, of decisions that may foreseeably have a material effect on any financial interest, shall be “designated employees.” The designated positions are listed in “Exhibit A” attached to this policy and incorporated by reference herein.

IV. STATEMENT OF ECONOMIC INTERESTS: FILING

Each designated employee, including governing board members, shall file a Statement of Economic Interests (“Statement”) at the time and manner prescribed by California Code of Regulations, title 2, section 18730, disclosing reportable investments, interests in real property, business positions, and income required to be reported under the category to which the employee’s position is assigned in “Exhibit A.”

An investment, interest in real property, business position, or income shall be reportable, if the business entity in which the investment is held, the interest in real property, the business position, or source of income may foreseeably be affected materially by a decision made or participated in by the designated employee by virtue of his or her position. The specific disclosure responsibilities assigned to each position are set forth in “Exhibit B.”

Statements Filed With SPARK Charter School. All Statements shall be filed with SPARK Charter School’s filing official. If Statements are received in signed paper format, SPARK Charter School’s filing official shall make and retain a copy and forward the original of this Statement to the Santa Clara County Clerk of the Board of Supervisors. If Statements are electronically filed using the County of Santa Clara’s Form 700 e-filing system, both the Santa Clara County Clerk of the Board of Supervisors and SPARK Charter School’s filing official will receive access to the e-filed Statement simultaneously. SPARK Charter School shall retain a copy for its records. Statements of Economic Interests are public records available for public inspection and reproduction pursuant to Government Code section 81008.

V. DISQUALIFICATION

No designated employee shall make, participate in making, or try to use his/her official position to influence any Charter School decision which he/she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family.

VI. MANNER OF DISQUALIFICATION

A. Non-Governing Board Member Designated Employees

When a non-Governing Board member designated employee determines that he/she should not make a decision because of a disqualifying interest, he/she should submit a written disclosure of the disqualifying interest to his/her immediate supervisor. The supervisor shall immediately reassign the matter to another employee and shall forward the disclosure notice to the Executive Director, who shall record the employee's disqualification. In the case of a designated employee who is head of an agency, this determination and disclosure shall be made in writing to his/her appointing authority.

B. Governing Board Member Designated Employees

Governing Board members shall disclose a disqualifying interest at the meeting during which consideration of the decision takes place. This disclosure shall be made part of the Board's official record. The Board member shall refrain from participating in the decision in any way (i.e., the Board member with the disqualifying interest shall refrain from voting on the matter and shall leave the room during Board discussion and when the final vote is taken) and comply with any applicable provisions of SPARK Charter School's bylaws.

EXHIBIT A

DESIGNATED POSITIONS

<u>Designated Position</u>	<u>Disclosure Category</u>
Governing Board Member	1
Executive Director	1
Consultant	2
Newly Created Position	*

***Newly Created Positions**

A newly created position that makes or participates in the making of decisions that may foreseeably have a material effect on any financial interest of the position-holder, and which specific position title is not yet listed in SPARK Charter School’s conflict of interest code is included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation: the Executive Director may determine in writing that a particular newly created position, although a “designated position,” is hired to perform a range of duties that are limited in scope and thus is not required to fully comply with the broadest disclosure requirements, but instead must comply with more tailored disclosure requirements specific to that newly created position. Such written determination shall include a description of the newly created position’s duties and, based upon that description, a statement of the extent of disclosure requirements. SPARK Charter School’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict-of-interest code. (Gov. Code Section 81008.)

As soon as SPARK Charter School has a newly created position that must file Statements of Economic Interests, SPARK Charter School’s filing official shall contact the County of Santa Clara Clerk of the Board of Supervisors Form 700 division to notify it of the new position title to be added in the County’s electronic Form 700 record management system, known as eDisclosure. Upon this notification, the Clerk’s office shall enter the actual position title of the newly created position into eDisclosure and SPARK Charter School’s filing official shall ensure that the name of any individual(s) holding the newly created position is entered under that position title in eDisclosure.

Additionally, within 90 days of the creation of a newly created position that must file Statements of Economic Interests, SPARK Charter School shall update this conflict-of-interest code to add the actual position title in its list of designated positions, and submit the amended conflict of interest code to the County of Santa Clara Office of the County Counsel for code-reviewing body approval by the County Board of Supervisors. (Gov. Code Sec. 87306.)

EXHIBIT B

DISCLOSURE CATEGORIES

Category 1:

Persons in positions designated Category 1 must report:

- A. Interests in real property which are located in whole or in part either (1) within the boundaries of the Sunnyvale School District, or (2) within two miles of the boundaries of the Sunnyvale School District, or of any land owned or used by SPARK Charter School, including any leasehold, beneficial or ownership interests or option to acquire such interest in real property; and
- B. Investments in, business positions in, and income (including gifts, loans, and travel payments) from sources which:
 - 1) are contractors or subcontractors which are or have been within the previous two-year period engaged in the performance of building construction or design within the District;
 - 2) are engaged in the acquisition or disposal of real property within the jurisdiction;
 - 3) manufacture or sell supplies, books, machinery or equipment of the type utilized by the department for which the designated employee is responsible; or
 - 4) are contractors or sub-contractors engaged in the performance of work or services of the type utilized by the department for which the designated employee is responsible.

Category 2:

Consultants, as defined for purposes of the Political Reform Act (2 CCR 18701), shall disclose pursuant to the broadest disclosure category in SPARK Charter School’s conflict of interest code subject to the following limitation: The Executive Director may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that are limited in scope and thus is not required to comply fully with the disclosure requirements of the broadest disclosure category, but instead must comply with more tailored disclosure requirements specific to that consultant. Such a determination shall include a description of the consultant’s duties and a statement of the extent of disclosure requirements based upon that description. All such determinations are public records and shall be retained for public inspection in the same manner and location as this conflict of interest code.

Spark Charter School Special Board Meeting Minutes

297 N. Frances St.
Sunnyvale, 94085

Thursday, November 20, 2014
7:30 p.m.

A. Opening of Meeting by Board President

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

B. Approval of Agenda

Moved Laura Seconded Alex Board Action 3:0 approve__

C. Public Comments on Closed Session Items

none

D. Adjourn to Closed Session

Code § 54957(b), Employment: Principal, Curriculum Director, Business Manager

E. Reconvene to Open Session (~8:15pm)

Report from Closed Session

1. Policy: President will respond to any applications received for Spark job openings, unless she asks another board member to respond in her place. Approved 3:0

F. Comments from the Public

G. Board Members Reports

Laura reported on organizations she provided principal job description to for posting.

H. Action, Discussion, Information Items

1. January 1st conditions update and discussion
 - Discussed progress on the various deliverables.
2. Prop 39. Update about meeting with District. Discuss next steps
 - Discussed District's script questions and questionnaire sent in response to parent e-mail confirmation of "meaningful interest".
3. Open Enrollment: Discussion and info sessions planning
4. Fundraising: general update, incl.501c3 and fiscal sponsor status update
 - Alex is meeting with Mayurion Sunday to review 501c3 application and ready for submission
5. Training for posting on website
 - Christine provided written directions to board members.
6. Approval of articles for posting to FaceBook/Website

- item postponed
7. Approval of October 28 and November 10 minutes
- Jane made motion to approve, seconded by Laura. Approved 3:0 vote.

I. Return to Public Comments

None

J. Adjourn

President adjourned the meeting at 10:04 PM

**Spark Charter School Board
Special Board Meeting Minutes**

297 N. Frances St.

Sunnyvale, 94085

Monday, November 24, 2014
7:00 p.m.

A. Opening of Meeting by Board President

Attended by Alyson, Alex, Jane and Laura. Christine out ill.

B. Approval of Agenda

Laura made motion, Alyson seconded motion. Vote 4:0 to approve.

C. Public Comments on Closed Session Items

None

D. Adjourn to Closed Session

Code § 54957(b), Employment: Principal, Curriculum Director, Business Manager

E. Reconvene to Open Session (~8:30pm)

Report from Closed Session

None

F. Comments from the Public

No comments

G. Board Members Reports

None

H. Action, Discussion, Information Items

1. January 1st conditions update and discussion

Laura made motion to hire consultant to help Spark with preparation of deliverables. Seconded by Alyson. Board voted 4:0 in support of motion.

2. Prop 39. Update and discussion

Discussed feedback from parents regarding District survey.

3. PCSGP and Charter term update
Discussed draft letter to County Board of Education
4. Open Enrollment: Discussion and info sessions planning
Laura and Alex will develop proposal to bring back to board next week.
5. Fundraising: general update, incl.501c3 and fiscal sponsor status update
Mayuri is completing form this week. Alex will arrange for external review before submission.
6. Approval of articles for posting to FaceBook/Website
Postpone until next meeting

I. Return to Public Comments

None

J. Adjourn

Alexandra adjourned the meeting at 9:55 PM