

EEC
dba EXCELSIOR CHARTER SCHOOLS
BOARD OF DIRECTORS
REGULAR MEETING

MEETING LOCATION:
15505 CIVIC DRIVE
VICTORVILLE, CA 92392

The regular meeting is electronically recorded.

MINUTES

B.2

June 12, 2018

5:15 p.m.

REGULAR SESSION

Open Regular Session at: **Board President, Lucy Rivera called the meeting to order at 5:16 P.M.**

ROLL CALL:

MEMBERS	Present	Absent
Mr. Guy Burnett	X	
Mr. Wayne Costa	X	
Ms. Lucy Rivera	X	
Dr. Alan Kay	X	
Mr. Terrance Stone	X	
Ms. Susan Keightley	X	

OTHERS PRESENT: Nicole Alonzo, Ronnie Henderson, Derek King, Jamie Lowe, Peter Wright, Jennifer Carroll, Alicia Anderson, John Nunes, Amy Stromsodt, Leti Perez, Andre Jones, Camren Jones, Shannon Stout, Brian Lamers, Paul Englehart

Pledge of Allegiance: Terrance Stone led the audience in the Pledge of Allegiance to the United States of America.

Approval of Agenda: **MOTION: GB** **SECOND: WC**

VOTE:

MEMBERS	Aye	Nay	Abstain
Mr. Guy Burnett	X		
Mr. Wayne Costa	X		
Dr. Alan Kay	X		

Mr. Terrance Stone	X		
Ms. Susan Keightley	X		

EXCELSIOR VALUES & BASICS:

Integrity: We take pride in our work which is reflected in our actions.

Guy Burnett read the Excelsior Values and Basics.

CODE OF ETHICS FOR BOARD MEMBERS:

Commitment to Service: I will focus my attention on fulfilling the Board’s responsibilities of goal setting, policymaking, and evaluation.

Guy Burnett read the Excelsior Values and Basics.

COMMUNITY COMMENTS

Comments should be limited to 3 minutes. Unless an item has been placed on the published agenda in accordance with the Brown Act, there shall be no action taken, nor should there be comments on, responses to, or discussion of a topic not on the agenda. The Board members may: (1) acknowledge receipt of information/report; (2) refer to staff with no direction as to action or priority; or (3) refer the matter to the next agenda. *At this time anyone from the audience may share any comments they would like to the board.*

There were no Community Comments.

PRESENTATIONS

Alicia Anderson presented the 2017/2018 staff scholarship recipients to the board.

Mr. John Nunes and student Paul Englehart from Victorville’s A+ Certification course presented to the board.

CONSENT ITEMS

Receive and consider approving and/or ratifying the following consent items:

MOTION: GB

SECOND: AK

A.1 Personnel Report: The Personnel Report for June 12, 2018

A.2 Minutes: The minutes of the Board of Directors regular meeting of May 8, 2018. *(a correction was announced and made on the minutes, reconvening of closed session of whom was present and absent)*

- A.3 Expenditures: The Expenditures for May 2018.
- A.4 Conferences: Conferences, as presented.
- A.5 Donations: Donations, as presented.
- A.6 Action Plans: Action Plans, as presented.

VOTE:

MEMBERS	Aye	Nay	Abstain
Mr. Guy Burnett	X		
Mr. Wayne Costa	X		
Ms. Lucy Rivera	X		
Dr. Alan Kay	X		
Mr. Terrance Stone	X		
Ms. Susan Keightley	X		

CLOSED SESSION

ANNOUNCE CLOSED SESSION ITEMS:

Personnel

INVITATION TO ADDRESS THE BOARD, CLOSED SESSION ITEMS:

Comments should be limited to 3 minutes. Unless an item has been placed on the published agenda in accordance with the Brown Act, there shall be no action taken, nor should there be comments on, responses to, or discussion of a topic not on the agenda. The Board members may: (1) acknowledge receipt of information/report; (2) refer to staff with no direction as to action or priority; or (3) refer the matter to the next agenda.

The Board adjourned to Closed Session at 5:55 p.m.

Personnel: Public Employee Contract

RECONVENE OPEN GENERAL SESSION:

The board reconvened to General Session at 6:06 p.m.

ROLL CALL	Present	Absent
Burnett	<u> X </u>	<u> </u>
Costa	<u> X </u>	<u> </u>
Rivera	<u> X </u>	<u> </u>
Kay	<u> X </u>	<u> </u>
Stone	<u> X </u>	<u> </u>
Keightley	<u> X </u>	<u> </u>

REPORT OUT OF CLOSED SESSION, IF APPLICABLE

No action was taken during closed session.

ACTION ITEMS

B.1 Overnight Fieldtrips: Consider approval and/or ratification of Overnight Fieldtrip requests, as presented.

MOTION: AK **SECOND: SK**

VOTE:

MEMBERS	Aye	Nay	Abstain
Mr. Guy Burnett	X		
Mr. Wayne Costa	X		
Ms. Lucy Rivera	X		
Dr. Alan Kay	X		
Mr. Terrance Stone	X		
Ms. Susan Keightley	X		

B.2 Salary Schedule: Receive and consider approval of the 2018/2019 Salary Schedule.

MOTION: AK **SECOND: WC**

VOTE:

MEMBERS	Aye	Nay	Abstain
Mr. Guy Burnett	X		
Mr. Wayne Costa	X		
Ms. Lucy Rivera	X		
Dr. Alan Kay	X		
Mr. Terrance Stone	X		
Ms. Susan Keightley	X		

B.3 Employee Handbook: Receive and consider approval of the 2018/2019 Employee Handbook.

MOTION: GB

SECOND: AK

VOTE:

MEMBERS	Aye	Nay	Abstain
Mr. Guy Burnett	X		
Mr. Wayne Costa	X		
Ms. Lucy Rivera	X		
Dr. Alan Kay	X		
Mr. Terrance Stone	X		
Ms. Susan Keightley	X		

B.4 Student Handbook: Receive and consider approval of the 2018/2019 Student Handbook.

MOTION: GB

SECOND: WC

VOTE:

MEMBERS	Aye	Nay	Abstain
Mr. Guy Burnett	X		
Mr. Wayne Costa	X		
Ms. Lucy Rivera	X		
Dr. Alan Kay	X		
Mr. Terrance Stone	X		
Ms. Susan Keightley	X		

B.5 Excelsior's LEA/SPSA Plan: Receive and consider approval of Excelsior's Local Education Agency (LEA) Plan/Single Plan for Student Achievement (SPSA).

MOTION: AK

SECOND: WC

VOTE:

MEMBERS	Aye	Nay	Abstain
Mr. Guy Burnett	X		
Mr. Wayne Costa	X		
Ms. Lucy Rivera	X		
Dr. Alan Kay	X		
Mr. Terrance Stone	X		
Ms. Susan Keightley	X		

B.6 CharterSafe-JPA Insurance Agreement: Receive and consider approving the CharterSafe Agreement to provide insurance services for the 2018/2019 school year. Authorization for signature is approved for Peter Wright, Superintendent or Alicia

Anderson, CFO.

MOTION: AK

SECOND: WC

VOTE:

MEMBERS	Aye	Nay	Abstain
Mr. Guy Burnett	X		
Mr. Wayne Costa	X		
Ms. Lucy Rivera	X		
Dr. Alan Kay	X		
Mr. Terrance Stone	X		
Ms. Susan Keightley	X		

B.7 2018/2019
Budget Report:

Receive and consider approval of the 2018/2019 Budget Report, as presented.

MOTION: GB

SECOND: SK

VOTE:

MEMBERS	Aye	Nay	Abstain
Mr. Guy Burnett	X		
Mr. Wayne Costa	X		
Ms. Lucy Rivera	X		
Dr. Alan Kay	X		
Mr. Terrance Stone	X		
Ms. Susan Keightley	X		

B.8 Vehicle Purchase:

Receive and consider ratification of the purchase of a vehicle not to exceed \$45,000.00. Authorization for signature is approved for Peter Wright, Superintendent, and Alicia Anderson, Chief Financial Officer.

MOTION: GB

SECOND: WC

VOTE:

MEMBERS	Aye	Nay	Abstain
Mr. Guy Burnett	X		
Mr. Wayne Costa	X		
Ms. Lucy Rivera	X		
Dr. Alan Kay	X		
Mr. Terrance Stone	X		
Ms. Susan Keightley	X		

B.9 Local Control and
Accountability
Plan:

Receive and consider approval of Excelsior's Local Control and Accountability Plan (LCAP).

MOTION: AK

SECOND: WC

VOTE:

MEMBERS	Aye	Nay	Abstain
Mr. Guy Burnett	X		
Mr. Wayne Costa	X		
Ms. Lucy Rivera	X		
Dr. Alan Kay	X		
Mr. Terrance Stone	X		
Ms. Susan Keightley	X		

B.10 2018/19 Board Meeting Schedule:

Receive and consider approval of the 2018/19 Excelsior Board Meeting Schedule.

MOTION: GB

SECOND: AK

VOTE:

MEMBERS	Aye	Nay	Abstain
Mr. Guy Burnett	X		
Mr. Wayne Costa	X		
Ms. Lucy Rivera	X		
Dr. Alan Kay	X		
Mr. Terrance Stone	X		
Ms. Susan Keightley	X		

B.11 Closure of Excelsior Charter School VVUHSD Res. #2018-0612-03:

Receive and consider approval of the Closure of Excelsior Charter School VVUHSD Resolution #2018-0612-03.

MOTION: AK

SECOND: WC

VOTE:

MEMBERS	Aye	Nay	Abstain
Mr. Guy Burnett	X		
Mr. Wayne Costa	X		
Ms. Lucy Rivera	X		
Dr. Alan Kay	X		
Mr. Terrance Stone	X		
Ms. Susan Keightley	X		

B.12 Surplus E-Waste: Receive and consider approving the Surplus E-Waste list that will be sent to an E-Waste Recycler.

MOTION: GB

SECOND: SK

VOTE:

MEMBERS	Aye	Nay	Abstain
Mr. Guy Burnett	X		
Mr. Wayne Costa	X		
Ms. Lucy Rivera	X		
Dr. Alan Kay	X		
Mr. Terrance Stone	X		
Ms. Susan Keightley	X		

B.13 Services Agreement Frick, Frick & Jette: Receive and consider approving the Services Agreement between EEC and Frick, Frick and Jette to provide services as noted in the agreement. Authorization for signature is approved for Peter Wright, Superintendent, or Alicia Anderson, CFO.

MOTION: GB

SECOND: SK

VOTE:

MEMBERS	Aye	Nay	Abstain
Mr. Guy Burnett	X		
Mr. Wayne Costa	X		
Ms. Lucy Rivera	X		
Dr. Alan Kay	X		
Mr. Terrance Stone	X		
Ms. Susan Keightley	X		

B.14 Job Description- Band Director: Receive and consider approval of the Band Director Job Description.

MOTION: GB

SECOND: AK

VOTE:

MEMBERS	Aye	Nay	Abstain
Mr. Guy Burnett	X		
Mr. Wayne Costa	X		
Ms. Lucy Rivera	X		
Dr. Alan Kay	X		
Mr. Terrance Stone	X		

Ms. Susan Keightley	X		
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B.15 Job Description-
Curriculum
Coordinator:

Receive and consider approval of the Curriculum Coordinator Job Description.

SUPERINTENDENT'S RECOMMENDATION: APPROVAL AND/OR RATIFICATION, AS REQUIRED

MOTION: GB

SECOND: AK

VOTE:

MEMBERS	Aye	Nay	Abstain
Mr. Guy Burnett	X		
Mr. Wayne Costa	X		
Ms. Lucy Rivera	X		
Dr. Alan Kay	X		
Mr. Terrance Stone	X		
Ms. Susan Keightley	X		

B.16 Job Description-
Assistant
Facilitator:

Receive and consider approval of the Assistant Facilitator Job Description.

MOTION: GB

SECOND: AK

VOTE:

MEMBERS	Aye	Nay	Abstain
Mr. Guy Burnett	X		
Mr. Wayne Costa	X		
Ms. Lucy Rivera	X		
Dr. Alan Kay	X		
Mr. Terrance Stone	X		
Ms. Susan Keightley	X		

B.17 Food Services
Agreement:

Receive and consider approval of the food services agreement for services to all campuses for the 2018-19 school year. Authorization for signature is approved for Peter Wright, Superintendent, and Alicia Anderson, Chief Financial Officer.

MOTION: SK

SECOND: GB

VOTE:

MEMBERS	Aye	Nay	Abstain
Mr. Guy Burnett	X		

Mr. Wayne Costa	X		
Ms. Lucy Rivera	X		
Dr. Alan Kay	X		
Mr. Terrance Stone	X		
Ms. Susan Keightley	X		

B.18 Shared Employee Services Agreement: Receive and consider approving the Employee Services Sharing Agreement between EEC and ECG to provide services as noted in the Agreement. Authorization for signature is approved for Peter Wright, Superintendent, or Alicia Anderson, CFO.

MOTION: GB

SECOND: AK

VOTE:

MEMBERS	Aye	Nay	Abstain
Mr. Guy Burnett	X		
Mr. Wayne Costa	X		
Ms. Lucy Rivera	X		
Dr. Alan Kay	X		
Mr. Terrance Stone	X		
Ms. Susan Keightley	X		

B.19 Superintendent Compensation Res #2018-0612-04: Receive and consider approval of the Superintendent Compensation Resolution # 2018-0612-04.

MOTION: GB

SECOND: WC

VOTE:

MEMBERS	Aye	Nay	Abstain
Mr. Guy Burnett	X		
Mr. Wayne Costa	X		
Ms. Lucy Rivera	X		
Dr. Alan Kay	X		
Mr. Terrance Stone	X		
Ms. Susan Keightley	X		

B.20 Retirement Resolution #2018-0612-05: Receive and consider approval of the Retirement Resolution # 2018-0612-05 for Sue White.

MOTION: WC

SECOND: AK

VOTE:

MEMBERS	Aye	Nay	Abstain
Mr. Guy Burnett	X		
Mr. Wayne Costa	X		
Ms. Lucy Rivera	X		
Dr. Alan Kay	X		
Mr. Terrance Stone	X		
Ms. Susan Keightley	X		

B.21 Contract for the Deputy Superintendent:

Receive and consider approval of the contract for the Deputy Superintendent.

MOTION: WC

SECOND: AK

VOTE:

MEMBERS	Aye	Nay	Abstain
Mr. Guy Burnett	X		
Mr. Wayne Costa	X		
Ms. Lucy Rivera	X		
Dr. Alan Kay	X		
Mr. Terrance Stone	X		
Ms. Susan Keightley	X		

B.22 Performance Stipend Resolution # 2018-0612-06:

Receive and consider approval of Resolution 2018-0612-06 for 3% performance stipend calculated on each staff member's salary for the 2017/18 year; and a token performance stipend for long-term substitutes and temporary staff.

MOTION: GB

SECOND: AK

VOTE:

MEMBERS	Aye	Nay	Abstain
Mr. Guy Burnett	X		
Mr. Wayne Costa	X		
Ms. Lucy Rivera	X		
Dr. Alan Kay	X		
Mr. Terrance Stone	X		
Ms. Susan Keightley	X		

B.23 Durham
Contract-VV
Summer 2018:

Receive and consider the service agreement with Durham Commercial Cleaning to provide services for Excelsior Charter Schools Victorville Campus for the summer starting July 5, 2018-August 5, 2018. Authorization for signature is approved for Peter Wright, Superintendent, and Alicia Anderson, Chief Financial Officer.

MOTION: AK

SECOND: WC

VOTE:

MEMBERS	Aye	Nay	Abstain
Mr. Guy Burnett	X		
Mr. Wayne Costa	X		
Ms. Lucy Rivera	X		
Dr. Alan Kay	X		
Mr. Terrance Stone	X		
Ms. Susan Keightley	X		

B.24.1 Prop 39 Solar:

Receive and consider approval of the Prop 39 Solar budget. Authorization for signature is approved for Peter Wright, Superintendent, and Alicia Anderson, Chief Financial Officer.

MOTION: AK

SECOND: WC

VOTE:

MEMBERS	Aye	Nay	Abstain
Mr. Guy Burnett	X		
Mr. Wayne Costa	X		
Ms. Lucy Rivera	X		
Dr. Alan Kay	X		
Mr. Terrance Stone	X		
Ms. Susan Keightley	X		

B.24.2 Prop 39
Victorville
Lighting:

Receive and consider approval of the Prop 39 Victorville Lighting budget. Authorization for signature is approved for Peter Wright, Superintendent, and Alicia Anderson, Chief Financial Officer.

MOTION: GB

SECOND: SK

VOTE:

MEMBERS	Aye	Nay	Abstain
Mr. Guy Burnett	X		
Mr. Wayne Costa	X		
Ms. Lucy Rivera	X		

Dr. Alan Kay	X		
Mr. Terrance Stone	X		
Ms. Susan Keightley	X		

B.24.3 Prop 39
Central Office
Lighting:

Receive and consider approval of the Prop 39 Central Office Lighting budget. Authorization for signature is approved for Peter Wright, Superintendent, and Alicia Anderson, Chief Financial Officer.

MOTION: WC

SECOND: GB

VOTE:

MEMBERS	Aye	Nay	Abstain
Mr. Guy Burnett	X		
Mr. Wayne Costa	X		
Ms. Lucy Rivera	X		
Dr. Alan Kay	X		
Mr. Terrance Stone	X		
Ms. Susan Keightley	X		

B.25 Change of
Service Provider:

Receive and consider approval of the change in service agreement for lease agreements from TNN to Burtronics for our copiers. Authorization for signature is approved for Peter Wright, Superintendent, and Alicia Anderson, Chief Financial Officer.

MOTION: GB

SECOND: AK

VOTE:

MEMBERS	Aye	Nay	Abstain
Mr. Guy Burnett	X		
Mr. Wayne Costa	X		
Ms. Lucy Rivera	X		
Dr. Alan Kay	X		
Mr. Terrance Stone	X		
Ms. Susan Keightley	X		

COMMENTS

The Governing Board took comments/updates from fellow board members, Assistant Superintendents and the Superintendent.

Adjourn Regular Session:

MOTION: WC

SECOND: AK

VOTE:

MEMBERS	Aye	Nay	Abstain
Mr. Guy Burnett	X		
Mr. Wayne Costa	X		
Ms. Lucy Rivera	X		
Dr. Alan Kay	X		
Mr. Terrance Stone	X		
Ms. Susan Keightley	X		

Next Meeting Date: July 24, 2018 (Central Office)

Adjourned regular session at 7:18 p.m.

EEC
dba Excelsior Charter Schools
Board of Directors Minutes
June 12, 2018
APPROVED: July 24, 2018

Lucy Rivera, Board President

Peter Wright, Superintendent
