



PARKER CORE KNOWLEDGE  
CHARTER SCHOOL

## **PCK Operating Council Board Meeting, March 10, 2011**

Meeting was called to order at 6:40 p.m.

### **Board Members Present:**

Heidi Kassal, President  
Rick Bellefeuille, Vice President  
Melissa Grissom, Secretary  
Teri Aplin  
Johanna Harth  
Lisa Sitzmann  
Al Munekata  
Karin Piper  
Dan Farland

### **Board Members Absent:**

None

### **Others Present:**

None

### **Approval of Agenda:**

- Resolved: Agenda approved.

### **Approval of Minutes:**

- Resolved: The Minutes from February 10th Board meeting approved.

### **Reports:**

- Board Members will complete Board Training Modules entitled, “Policy Development and Accountability and Program Assessment,” for the month of March.
- We will look at the Mission and Vision Statement in the summer working session. In addition, a strategic plan table will be created and a board calendar.
- Building Corp. update given by Dan Farland. The building project is going well. Some changes have been made. The walls will be poured March 12<sup>th</sup> or 13<sup>th</sup>. Ward construction will be working on the weekends and over Spring Break. Retro fit work will be done over Spring Break. Still deciding on the Middle School Science room, commons room, and storage room floors. Dan would like us to work on the front of the school, improving the curb appeal. The rock will need to be moved again and a new sign purchased.
- Policy Review Discussion. This will occur during the summer working session. Teri and Sheree are working on the Board and Policy Manual, to be completed by April.
- June 1<sup>st</sup> was chosen for the Summer Session.
- Sunshine Law Question. Rick will keep working on it. He will talk to Nora Flood to gather more information on the matter. We are not in violation of Sunshine Law, but we still need to review it. See attachment.

- Sunshine List. The Sunshine List is a list of people that are notified regarding upcoming board meetings. The list is given to the secretary, who informs the Sunshine list of the meetings. An annual meeting, held at the beginning of the year, defines the Sunshine List and offers the parents the opportunity to be on the Sunshine List. We are looking into a tab on the OC Board website. Karin will write a summary regarding the Sunshine list and Melissa will talk to Janet about the website capability for the Sunshine List, possibly on Twitter.
- OC Board Member Document and for the Staff member at large. This document states what is required to be a member of the OC Board. Elections will be held on the third Tuesday in April. A call for candidates will go out after Spring Break. The next meeting will be open for the board to meet the candidates.
- OC Board Member Handbooks includes: Mission and Vision, Board Role and Responsibilities, Code of Conduct, how a board operates Board training module information, sample agenda and minutes, Robert's Rules, By-laws, strategic plan, budget, contract/waiver document, Unified Improvement Plan.

### **Business**

- None

### **Reports**

- Teri is offering at-will contracts, an offer letter regarding a staff member's job and salary. The staff evaluation is linked to bonus pay. District is going to change contract purchased services to a menu of services, reducing the amount of required services. This will allow Teri and Johanna to select their SPED services. They will be attending a meeting next week, regarding SPED services. Director and Academic Director reports attached.
- The budget will be presented next month. We have been able to pull from the reserve to cover the deficit.

**Meeting adjourned at 8:35pm.**

Respectfully submitted,

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Heidi Kassal, President

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Melissa Grissom, Secretary