

**Minutes**  
Chancellor William McGill School of Success Charter School  
Board of Directors Meeting  
January 18, 2018

**Call to Order-** The meeting was called to order by Board Secretary Idalia Rodriguez at 9:03 AM at the McGill School of Success conference room, located at 3025 Fir Street, San Diego CA, 92102.

**Roll Call:**

President Norma Cazares (NC) – Present	Board Secretary Idalia Rodriguez- Present
Treasurer Maria Alabi (MA) – Present	Board Member Denis Morgan (DM) – Present
Board Member Josh Nelson (JN) – Present	Board Member Rosalba Ponce (RP)- - Present
Board Member Ed. Hieshetter (EH) – Present	Board Member Charles Gulley (CG)- Present
Board Member Dr. Robert Brown (RB) - Present	

Denis Morgan arrived at 9:08 AM.

Charles Gulley arrived at 9:12 AM.

Norma Cazares arrived at 9:20 AM.

Eileen Logue arrived at 9:34 AM.

**Also Present:** Principal Kimberly Lopez and Eileen Logue, from CSMC  
Brenda Panneton, Education Specialist/Coordinator at McGill School of Success recorded the minutes.

**Quorum-** Idalia Rodriguez confirmed that a quorum was present.

**Public Comments-**Opportunity for Public Comments Regarding Agenda Items and Items not on the Agenda (Gov. Code 54954.3). There were no public comments.

## **Action Items**

### **Board Minutes**

***M/S/C to approve the Minutes of the December 14, 2017 Regular Meeting (Nelson, Dr. Brown)***

*A copy of this document is attached.*

The following items were discussed as updates to the minutes:

- a. Change Rosalba Ponce from absent to present
- b. Add the reason for closed session which is a personnel matter.
- c. D.M. voted “yes”, J.N. voted “yes”, E.H. voted “yes”, M.A voted “yes”, C.G voted “yes”, I.R. voted “yes”, R.P. voted “yes”

### **Convection Oven (Information)**

Board Member Morgan was able to procure a donation of a convection oven for the kitchen as well as an electrician who volunteered most of his time on Saturday to ensure the electricity requirements and voltage were according to code, as per previous inspection. Principal Lopez reported that Janet, McGill’s kitchen supervisor, reported that the oven is too big and in a convenient location. She also stated to Lopez that it has to be approved by SDUSD. It was reported that Irene Ru (admin assistant) clarified that the Diego County Health Department is the entity that approves. The County has been called for final inspection and Irene was told it should take place within 2-3 weeks. Mr. Morgan reported that the work was done per the County Health Department’s last inspection. Ms. Lopez wrote a letter of thanks to the gentleman who donated the oven, valued at \$7000 (copy attached) and will now write a thank you letter to the electrician.

### **Financial/Fiscal Update (Information)**

Agenda item tabled until Eileen Logue arrives.

### **Solar Panel Project (Information)**

The solar project has to go through another review by SDG&E to get approved after the major amendment. The breaker box needs to be relocated, a major job. This may take 4-6 weeks to complete. Our share of the cost of the project from remains the same. The 64% reduction is due to not needing a boiler.

### **Financial/Fiscal Update (Information)**

Most recent financial report was reviewed. Expenses trending only slightly higher than anticipated. At end of fiscal year, a projected deficit of approximately \$135,000. The ASES grant has not come through and to date, the school has paid out of the school budget which is reflected in the fiscal report presented. Ms. Lopez reported the ASES reimbursement was submitted to SDCOE. Announcement of restoration of Title IV by Gov. Gerry Brown which will go towards Title I schools. More information to come.

The difference in cost for solar project covered by additional Prop 39 funds if work is started before July 1, 2018. Ms. Logue stated the school is not in a cash crisis, but a deficit at the end of FY 2018 is projected to be approximately \$255,000. This amount is due to an accumulation of FY 2017 ending deficit and projected FY 2018 spending. Much of our funds are tied up in personnel, which increases health benefits as well as increasing PERS and STRS contribution. An additional line of credit was not extended due to the current negative balance and deficit at end of FY 2018. Ms. Logue reported that Gov. Gerry Brown proposed a weighted per pupil ADA amount.

Ms. Logue left meeting at 9:48 AM

### **Principal's Report**

- **Current Total Enrollment:** 154
- **Grade Level/Teacher Reorganization:** One teacher has taken a leave of absence. Mrs. Scull will take over this position of a ½ combo and 4<sup>th</sup> grade teacher will take the 4/5 combo. If absent teacher returns, Mrs. Scull will remain in her new grade-level assignment so as not to create another disruption by a restructure of classrooms. Letters were sent to parents. Parents have been pleased with the change. Teachers have been very supportive of the teachers who moved classrooms.
- **Resource Teacher for Instructional Support:** Principal's goal is to be in the classrooms more. She has met with and is contracting with an instructional coach, Michelle Montali, to provide support for teachers. The instructional coach's time at the site will be 8-10 hours/week, which was presented to teachers. Teachers were very enthusiastic about this resource. This support will begin when Livescan report comes back, either the week of January 22<sup>nd</sup> or the week of January 29<sup>th</sup>.

Board President Cazares asked about progress on the website. Principal is sending all mandatory documents that need to be on website to the new IT support person assigned to McGill. The priority is to ensure all required documents are posted on the site. After completion of that, the next focus for the school's website is to make it look more professional. N.C. stated that SDUSD periodically checks charters' websites and our website can be marked as deficient and will be taken into account at our annual audit. She added that it needs attention immediately and D.M. agreed. N.C. suggested giving Certain staff members access to the site to upload documents.

### **President's Items**

Nothing to report

### **Standing Committees**

**Performance & Standards Committee:** nothing to report

**Human Resources Committee:** nothing to report

**Marketing Committee:** 8 persons met yesterday, 5 teachers, Irene Rublacaba, Principal Lopez, and Maria Alabi agreed to get out the good word, committee officials were determined, mission agreed upon, we need to sell and present one brand, will be making flyers, postcards, have one large event at a venue other than the school, perhaps once a year. Ms. Alabi suggested this be done in September as this is the anniversary month of the opening of the school. Ms. Alabi stated the importance of inviting local businesses, elected official, and other people who would be likely to attend and learn more about McGill. Next meeting scheduled for February 14<sup>th</sup>.

Principal Lopez suggested at the committee meeting that she send out a regular Sunday evening call to all parents with information and reminders for the upcoming week. Committee members were in agreement and families will appreciate the regular communication. We need a Parent Advisory Committee (PAC) to promote parent involvement. Charter schools in California are not required to have to have an SSC but it is required that stakeholders- parents and community members- be given the opportunity to provide input on decisions made that affect the school. At our next Principal Chat we will discuss this to get a Parent Advisory Committee. Mr. Nelson agreed to assist in developing and recruiting parents for the PAC. Principal wants to prioritize the zip codes to where McGill promotion postcards be sent. These are being designed and ordered and would le to get them out in the next two weeks.

Board Member Hieshetter told the Board about a new daycare on corner of Redwood and 30<sup>th</sup> and would like to market our school to them. Would like to schedule a time to meet with their director to go with Principal Lopez will make an appt. to visit. Mr. Heishetter. Suggested a music demonstration during,

**Adjournment to Closed Session at 10:17 a.m.**

**Brenda Panneton exited the meeting**

**Closed Session Open at [REDACTED]**

**Adjournment of Close Session at [REDACTED]**

**Return to Regular Session at [REDACTED]**

**Report of Closed session:**

No actions were taken during closed session.

**Round Table:**

**(I am unsure if this came up during Round Table) Parent Involvement Pledge Form**

We need to be careful to stay within the law regarding what we can and cannot ask parents to do. We need to be conscious of not requiring parents volunteer at the school, pay for field trips if they want their children to attend. that parents read Norma's letter before we look at the Pledge Form. Ms. Lopez will forward this letter to all board members. All in agreement to do this first.

**Board of Directors Meeting Adjourned at [REDACTED]. ([REDACTED]/[REDACTED]).**

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Brenda Panneton, Minute Recorder

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Norma Cazares, Board President

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Idalia Rodriguez, Board Secretary