



**Board of Trustees Meeting Minutes
Thursday, May 21, 2009**

Open Session Meeting called to order at 9:06am

Board Members present:

Chet Pipkin	President
Don Brann	Member
Cheryl Cook	Member
Gary Wayland	Member

Administration present:

Tom Johnstone	Superintendent, Wiseburn School District
Tom Cox	Chief Business Official, Wiseburn School District
Matt Wunder	Executive Director
Nicole Tempel	Principal
Yolanda Saldana-Bautista	Administrative Assistant

Visitors present:

Susan Andriacchi	Recording Secretary
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Minutes

Motion to approve minutes from May 7th.

Don Brann's changes: SAR is supposed to be SARB. Tom Fallo, correct spelling.

First: Brann, Second: Wayland, Motion carries.

Discussion Items

Budget and Financials - Start up year expenses – Tom Cox

- Wiseburn period "July-Dec" includes \$25k grant from CA Community Foundation, balance of -\$97k.
- Charter period "Jan-June" expect balance of \$25k as of June 1st.
- Discussed reimbursements and cash flow issues.
- Will receive \$50k between now and June 30th, first portion of the second \$250k; the other \$200k will come in July.
- ADA money normally starts in October and comes in monthly.
- Will charter be audited? Yes. But this year it will probably be audited with the Wiseburn books, audit starts Tuesday May 26th.

Budget Risks and Opportunities – Matt Wunder (see handout)

- Largest risk is enrollment, \$64k loss for each 10 students below enrollment total
- \$404 on budget for block grant, not available for new charters



Enrollment Summary Discussion – Board and Yolanda Saldana-Bautista

- Enrolled: 180 Science, 150 Design
 - Confirmed: 123 Science, 127 Design
 - Not confirmed: 57 Science, 23 Design
- Waitlist (not enrolled): 35 Science, 29 Design

Motion to direct staff to 1) begin admission of the 64 wait list students, 2) take steps to confirm attendance, communicate by registered letter to people who have not confirmed 3) set a June 15 deadline for confirmation, and 4) continue outreach to 10th graders with a final decision to be taken no later than June 18th.

First: Wayland ; Second: Brann; Motion carries.

Budget Risks and Opportunities (continued) – Matt Wunder

- Team-building camp, 2-3 days, would cost about \$14k and help with retention; Feedback from Board: Insurance not in place yet, time and energy to plan the camp might detract from other planning activities; board directs staff to come up with a formal plan for the camp and other summer activities, might be able to find a funding source.
- John Fernandez working on facility right now, but that job will end; can possibly have a joint position with WSD or Vistamar.

Development/Fundraising - Naming Opportunities

- Smith Multipurpose room and Nathanson library supposed to be shifted to Dana Middle School soon.
- Policy of Wiseburn Board is that name is permanent unless 5 board members agree to change it.
- Board is supportive of giving naming rights to key donors, subject to sensitivity to Wiseburn buildings already named.
- Board recommends delegating this task to the building subcommittee, headed by Don Brann.

Consent Items

Closed Session called at 10:44 a.m

1. Office Manager

Motion to hire Yolanda Saldana-Bautista as Office Manager beginning July 1st at a salary of \$3000 per month, with \$2000 bonus based on survey results.

First: Brann; Second: Wayland; Motion carries.

Closed Session ends 10:52 a.m.



2. Sexual Abuse & Sexual Harassment Policies

- Also need a record retention policy and whistle blower policy. Gary to work with Matt and Nicole.
- Da Vinci staff to work with Wiseburn staff on standard employment policies.

Motion to approve Sexual Abuse and Sexual Harassment Policies.

First: Wayland; Second: Brann, Motion carries.

3. Teach For America Memorandum of Understanding

- Two year agreement; would be free to release teachers that don't work out, TFA would not provide a new corps member in this case, but we would be able to hire a new TFA member in the future.

Motion to enter into an agreement with Teach for America.

First: Cook, Second: Wayland; Motion carries.

Additional Discussion Items

Early College Update

- Tom Johnstone to meet June 13th with Francisco Arce at El Camino.

New Board Members – Chet Pipkin

- Chet Pipkin spoke to Ray Haynes and Frank Flores at Northrop Grumman.
- The board formally thanks Ron Smith for his service, and nominates Frank Flores for membership.
- Action for Matt Wunder: communicate with Ron and distribute Frank's bio to the board.
- Continue to look at names of parents to include on the board, make the decision after school starts.

Furniture purchases – Matt Wunder

- Estimated \$50k to purchase new tables and chairs to furnish the school; should we buy half of it now?
- Direction to staff: look for used furniture first, purchase up to \$25k; work with Wendy to get the order started.

Motion to authorize up to \$50k for furniture purchases.

First: Brann, Second: Cook; motion carries.

Upcoming Dates Next meetings June 4th and June 18th, 9:00 a.m. – 11:00 a.m.

Adjournment Meeting adjourned 11:10 a.m.