

**REGULAR MEETING AGENDA
GOVERNING BOARD
RIVERSIDE GATEWAY TO COLLEGE EARLY COLLEGE HIGH SCHOOL
Riverside City College
Lovekin Complex L4
4800 Magnolia Avenue
Riverside, CA 92506**

**January 22, 2016
7:30 A.M.**

**INSTRUCTIONS FOR PRESENTATIONS TO
THE BOARD BY PARENTS AND CITIZENS**

Gateway College and Career Academy (“GCCA”) welcomes your participation at the School’s Governing Board meetings. The purpose of a public meeting of the Governing Board (“Board”) is to conduct the affairs of the School in public. We are pleased that you are in attendance and hope that you will visit these meetings often. Your participation assures us of continuing community interest in our School. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to all audience members at the door to the meeting.
2. Ivory “Request to Speak” forms are available to all audience members who wish to speak on any agenda item(s) or under the general category of “Oral Communications.”
3. “Oral Communications” is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes each and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.
4. With regard to items that are on the agenda, you may specify that agenda item on your ivory request form and you will be given an opportunity to speak for up to five (5) minutes when the Board discusses that item.
5. When addressing the Board, speakers are requested to state their name and address and adhere to the time limits set forth.
6. Citizens may request that a topic related to school business be placed on a future agenda. Once such an item is properly agendized and publicly noticed, the Board can discuss, respond, and possible act upon such an item.
7. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. The agenda shall include information regarding how, to whom, and when a request for disability related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting.
8. The Board shall make any writing that is a public record and that relates to an agenda item in open session which is distributed less than 72 hours in advance of the meeting, available for public inspection at Lovekin Complex L5, Riverside City College, 4800 Magnolia Avenue, Riverside, CA 92506. The writing will also be posted on the Gateway College and Career Academy website:
www.thinkbeyonddiploma.org.

I. PRELIMINARY

A. CALL TO ORDER

Meeting will be called to order by the Board Chair at 7:51 A.M.

B. ROLL CALL

	Present	Absent
Shelagh Camak	<u> X </u>	<u> </u>
Ilsa Garza-Gonzalez	<u> </u>	<u> X </u>
Michele Gracia	<u> X </u>	<u> </u>
Mark Pedersen	<u> X </u>	<u> </u>
Debra Postil	<u> X </u>	<u> </u>
Joan Wells	<u> X </u>	<u> </u>

II. COMMUNICATIONS

A. **ORAL COMMUNICATIONS:** Non-agenda items: no individual presentation shall be for more than three (3) minutes and the total time for this purpose shall not exceed fifteen (15) minutes. Ordinarily, Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation.

III. CONSENT AGENDA ITEMS

All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board votes on them. The Director recommends approval of all consent agenda items.

REFERENCES

A. Approval of Board Meeting Minutes for November 2015 and December 2015 *Minutes-pg.4-13*

Chair was passed to Debra Postil so Joan Wells could move to pull minutes for brief discussion. Michele Gracia seconded. Board would like to see minutes cleaned up and professional as possible. Miguel let the Board know Samantha was scheduled for a webinar for board minute training on February 9th. Board decided to approve November 2015 and December 2015 minutes. During the February meeting the minutes will be placed on the agenda as a discussion item for Board input and staff recommendations for the minutes moving forward.

It is recommended that the Board approve Consent Agenda Item A, with further discussion and direction during the February meeting .	Motion: <u> X </u> Action: <u> </u> Second: <u> X </u> Vote: <u> X </u>

	Motion	2 nd	In Favor	Against
Michele Gracia		X	X	
Mark Pedersen			X	
Debra Postil			X	
Joan Wells	X		X	
Shelagh Camak			X	
Ilsa Garza-Gonzales				

B. Approval of Claims Paid Activity Report for December 2015

Check Register-pg.14-15

C. Uniform Complaints Procedures 2nd Quarter Report

pg.16

D. The following personnel actions are for the Board's approval and authorize the school Director to sign the employment agreements.

Certificated full-time

Name	Position	Start Date	FTE
Christopher Rosado	Counselor	1/4/16	1.0

It is recommended that the Board approve Consent Agenda Items B, C, D		Motion: <u> X </u>	Action: <u> </u>	
		Second: <u> X </u>	Vote: <u> X </u>	
	Motion	2 nd	In Favor	Against
Michele Gracia	X		X	
Mark Pedersen			X	
Debra Postil		X	X	
Joan Wells			X	
Shelagh Camak			X	
Ilsa Garza-Gonzales				

IV. ITEMS SCHEDULED FOR ACTION

No Items Scheduled for Action

V. ITEMS SCHEDULED FOR INFORMATION

A. Director's Report - This is a presentation of information which has occurred since the previous Board meeting.

i. Financial Report-pg.17-20

Michael Wright stated that at the midpoint of the year, 46.2% of projected revenue has been received, which is consistent with previous years. Gateway's financials are showing \$306,387 in uncommitted expenses with plans to spend down most of it. Based on the cash flow sheet provided the ending balance in Gateway's accounts is \$786,000. This amount has stayed consistent throughout the year. Petty cash has a balance of \$4222 and plans are to keep it around that amount. Currently petty cash is used for wire transfers for payroll taxes and incidental expenses. On January 13, RCOE made a presentation to its Board regarding the three charters they currently manage. Based on the slides provided by Michael to the Board, RCOE only had one recommendation; that we continue to monitor average daily attendance closely. Overall Michael Wright believes RCOE is extremely happy with everything our Charter is doing.

ii. Fall Enrollment

Board members received an informal internal document to give them a sense of how students performed during the Fall 2015 semester. Gateway served a total of 198 students during the semester. 76 new foundation, 33 bridge, 13 repeaters and 76 students were continuing. Gateway experienced an 88.45% overall attendance rate. This means attendance is going to be a real focus for not only students but staff in order to get the overall percent for 2015-2016 to 89%. Miguel Contreras and Cindy Gibbons have been working closely with Windy McEwen, RCC's Dean of Institutional Effectiveness, to create additional reports on student progress and outcomes. Some Board members

would like to see a further breakdown of class performance to identify courses our students are struggling with.

B. Board/Staff Discussions - Board and staff discuss items of mutual interest.

i. Strategic Planning Update

Changes to reflect decisions made in December have been made to page 8 of version 3 of the strategic plan prototype. These changes will help with clarifying roles and exploring opportunities. Currently the task force is working on three strands of information: data gathering, environmental scan, and Counseling Team is working to develop student personas. The Strategic Planning Taskforce would like to have a plan in place for full Board approval by the May planning meeting.

ii. Membership/Succession Planning Update

The membership/recruitment taskforce reported their progress on updating our recruitment and onboarding processes. The taskforce is working on developing a standard process for requesting nominations to the Board and orienting them once they have joined. Miguel Contreras is to create a step by step flow sheet and a request for nomination form that he will bring to the next taskforce meeting. Joan Wells requested that the "Board member profiler" document better reflect the two organizations (RGTC and GCCA). Once a member is elected the Board would like to look into activates, such as an orientation with that person to make sure everyone is acquainted.

VI. ADJOURNMENT

Board Meeting adjourned at 8:45 am

The next regular Board Meeting is scheduled for Friday February 19, 2016 at 7:30 am in the RCC Lovekin Complex L4.