

**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**

**February 19, 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 agendaed and publicly noticed, the Board can discuss, respond, and possibly 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 7:45 A.M.

B. ROLL CALL

	Present	Absent
Shelagh Camak	<u>X</u>	_____
Ilsa Garza-Gonzalez	<u>X</u>	_____
Michele Gracia	<u>X</u>	_____
Mark Pedersen	<u>X</u>	_____
Debra Postil	<u>X</u>	_____
Joan Wells	<u>X</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 Claims Paid Activity Report for January 2016 *Check Register-pg.4*

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

IV. ITEMS SCHEDULED FOR ACTION

A. Approval of Board Meeting Minutes for January 2016- pg.5-8

It is recommended that the Board approve Agenda Item A.		Motion: <u> X </u>	Action: <u> </u>
		Second: <u> X </u>	Vote: <u> X </u>
	Motion	2nd	In Favor
Michele Gracia	X		X
Mark Pedersen			X
Debra Postil		X	X
Joan Wells			X
Shelagh Camak			X
Ilsa Garza-Gonzales			X

Board discussed the style and content they would like to see on meeting minutes. Board has decided to have samples brought to the next meeting for further discussion. Attending training with a California and educational emphasis was also suggested to staff. It was recommended that February minutes be left out of consent items next meeting to continue conversation.

B. Notice of the Governing Board’s Intention to Provide for an Audit - pg.9

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

Discussion regarding the current three year contract Gateway has with Hosaka, Rotherman & Co. 2015-2016 is the last year of the current services agreement. Board has decided to approve agenda item B with the strong recommendation to change auditing firms after this year.

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.10-13

The Board received the monthly updated cash flow chart, financial update and petty cash register.

ii. Fall/Winter Graduates

The Board was updated on the status of recent graduates by counseling staff. Board Secretary Michele Gracia brought up a security concern when using forms and reports that include double identifiers (first and last names of the students). Board has recommended a follow up on data security with HIPPA and FERPA. The Board also received a graduation checklist used to make sure students are aware of all necessary steps to fully transition to college.

iii. Spring enrollment update

Miguel Contreras informed the Board that enrollment for spring semester was still underway. As of February 19, 2016 there were 172 students enrolled.

iv. Charter extension update

The Board was informed that the school's current charter has been approved for a two year extension and will be up for renewal in June 2018.

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

i. Strategic Planning Update

Board President Joan Wells gave the Board an update on the ongoing strategic planning process. It was decided the Board will hold and extended regular meeting on May 20th to discuss the mission and vision of the organization and finalize the current planning process. The strategic planning session scheduled on May 20th will last approximately three hours.

ii. Membership/Succession Planning Update

Three documents were presented to the Board by the Recruitment/Succession Planning Taskforce. First was the recruitment nomination process form which lays out the steps nominees will take during the nomination and on-boarding process. The second document presented was an updated version of the existing Board Member Profile document. The last form reviewed was a call for nominations message to partner organizations/stakeholders. Miguel Contreras asked the Board Members to submit comments and edits for the forms by March 11, 2016. After final edits are made, the Recruitment/Succession Planning Taskforce will bring the documents back to the Board for adoption during the March regular meeting.

i. Next meeting 3/11, 9-10 a.m.?

VI. ADJOURNMENT

Board meeting adjourned at 9:42 am.

The next regular Board Meeting is scheduled for Friday March 18, 2016 at 7:30 am in the RCC Lovekin Complex L4.