

**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**

**November 20, 2015  
7:30 A.M.**

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

Gateway to College Early College High School ("School") and 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](http://www.thinkbeyonddiploma.org).

**I. PRELIMINARY**

**A. CALL TO ORDER**

Meeting will be called to order by the Board Chair at 7:31 A.M.

**B. ROLL CALL**

	Present	Absent
Shelagh Camak	_____	__X__
Ilsa Garza-Gonzalez	__X__	_____
Michele Gracia	_____	__X__
Mark Pedersen	__X__	_____
Debra Postil	__X__	_____
Joan Wells	__X__	_____

**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 September and October 2015 *Minutes-pg.4-14*

Board Chair stated there were a few adjustments that need to be made to October's Board Meeting notes concerning the Strategic Planning Taskforce and The Brown Act. Requested edits will be submitted to staff and will be reflected in the October minutes.

B. Approval of Claims Paid Activity Report for September and October 2015 *Check Register-pg.15-16*

It is recommended that the Board approve Consent Agenda Items A and B.	Motion: <u>X</u>	Action: <u>  </u>
	Second: <u>X</u>	Vote: <u>X</u>

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

**IV. ITEMS SCHEDULED FOR ACTION**

**A. Classified Salary Schedule Update- pg.17-18**

Miguel Contreras stated the classified salary schedule needed to be updated for the English and math coaches to reflect longevity, performance and work experience. The current salary schedule being used is mirrored after the college’s classified salary schedule and takes the current year’s COLA into account.

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

**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.19-21**

As of October 31, 2015 we have received 27% of our budgeted revenue. Expenses incurred so far this year are a bit higher than revenue but should even out within the next month. Expenses budget has \$332,000 uncommitted that will most likely be used to pay our MOU with RCC. We did not encumber the full amount we will ultimately be paying to RCC this year. Budget is tight for this half of the year because of last year’s P-2 ADA. Our P-1 should be higher so our funding will increase, but right now we are only being funded for 148.42 ADA. Questions concerning proper ADA calculations arose as far as budget and how we are calculating the ADA. Miguel explained that with the way our students come in throughout the year, especially now with our bridge program, it is harder to get an exact number at the beginning of the year because that number will constantly change depending on enrollment. If revenue and expenses mirror the cash flow provided, GCCA should end the year with an increase of about \$36,000 in our cash in county funds.

**ii. Public Agency Retirement Services- Classified employee retirement plan**

Currently the classified staff does not have any retirement benefits besides social security. Research was made into acquiring PERS for staff but received a lot of push back from RCOE. Therefore, management felt it was best to look elsewhere. RCC currently uses the PARS system for their substitute employees or those who do not qualify for either STRS or PERS. Michael Wright was able to set up a meeting with the college and PARS representatives and determined it would give our staff the retirement piece that was missing. 7.5% contribution will need to be made by GCCA and can be outside of social security. This contribution rate is the choice made as an institution. Michael Wright would like to make this retirement plan a supplement to Social Security. Cost wise PARS would be less expensive than PERS, and one major difference is that PERS is a defined benefit plan and PARS is a defined contribution plan.

Mark Pedersen discussed some of the hardships of offering a private 401K plan and how difficult it can be for employees to maximize its benefits. He also stated that it is important to look at the costs structure and fee schedule

to make sure you are being charged fairly. Joan Wells would like to some investigation done by staff as to who will be monitoring this retirement plan and if PARS is a plan used in other charter schools. Mark Pedersen cautioned everyone and suggested research needs to be done. GCCA needs to make sure whoever (representative) they are sitting with is being 100% transparent. A suggestion was made to have a conference call with Eric, the representative for PARS, or even invite him to the next Board meeting so questions and concerns can be addressed. With everyone agreeing to a meeting with a PARS representative and feeling strongly about putting a retirement plan into place for classified staff, it was decided not to rush the process and to be involved as a whole Board.

### iii. Student Enrollment Report- Demographic Snapshot

The supplied data was pulled in early October. Since the data was ran there has been some additional enrollments. As of Tuesday November 24<sup>th</sup> GCCA will have a total of 27 bridge students enrolled. There has been a spike in students coming from Perris. The large number of Riverside Unified students happened last year at the start of the new charter. More recently we have seen a jump in Alvord and Corona- Norco Unified. The enrollment from Jurupa Unified was lower this year than last. As far as ethnicity GCCA is still highly populated by Latinos. Joan Wells asked if we are keeping track of performance/success differences between students at the Annex and RCC sites. Miguel stated it's something that can be done within our data system.

### iv. GtCNN Visits

Overall GCCA received great feedback from the Network. Currently there are two National Network staff members on site observing our students and program features.

### v. Charter Extension/Renewal

Miguel detailed the need for pursuing a charter extension from the County Board. Initial charter was granted for three years. This is unusual because most charters are 5 year terms. July 16, 2016 is the current renewal date. A lot of what they are looking for in the renewal process is academic performance, which is not readily available due to the suspension of the API while the State Board of Education releases an updated school accountability rubric. A two year extension will give more time to get a better measure of performance. With the extension GCCA puts itself into a better position for a stronger petition for renewal in 2018. Miguel stated RCOE staff seems on board with this idea and knows it will give the school a fair chance RCOE and GCCA will be working with Young, Minney and Corr for the extension. The request for extension is really straight forward and includes a resolution for the Board and a formal request letter. This will need to be submitted by January 18, 2016 so that RCOE can then present the extension to their Board. Documents they will want to see are not set but Miguel states he would like to include a planning document, updated budget with 5 year predictions, and LCAP. With these items he hopes it will be a strong packet to present.

Joan would like to make a change to current charter in governance section. Miguel recommends waiting because he does not want to bring the change into the extension process. Also stated what she is wanting is a material revision change that can be proposed to RCOE at any time.

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

### i. Governance and Board Development

#### 1. Strategic Planning Taskforce Report-22-34

December 11<sup>th</sup> is the next taskforce meeting. One of the first issues found is in governance. Not only is the Board a 501 (c ) (3) Board, but they are also the charter school's Board. Which brings into question: How do we optimize our relationships with students?

Joan Wells would like to Board to review the documents provided and write down what you see or think could be an issue.

#### 2. Board membership

Joan Wells wants to know if there can be some guidance and opportunity from RCOE. The Bylaws are open as far as who they can appoint but the Charter is more specific. Michele Garcia recently took a new job and was in touch with Miguel Contreras early in the week and feels like she is not giving enough attention to our Board, therefore inquired about taking a leave until February. Michele asked if a leave would work if not she is considering

resigning. Michele holds an open seat so a nominee from most any industry sector could fill her seat. Upon further input from the members it was decided that a leave could be granted as long as we could ensure full meeting attendance through the January meeting. It was suggested that a board membership taskforce be formed and possibly chaired by Shelagh Camak. It will be discussed with her and Board members will be given the opportunity to participate in the taskforce if they wish to.

3. Meeting conflicts
4. Brown Act training

## **VI. ADJOURNMENT**

Meeting adjourned at 8:58 a.m.

The next regular Board Meeting is scheduled for Friday December 18, 2015 at 7:30 am in the RCC Lovekin Complex L4.

Minutes