

**RIDGECREST CHARTER SCHOOL  
GOVERNING BOARD  
Special Meeting  
Monday July 30, 2018  
Time: 5:00 PM  
325 South Downs Street, Ridgecrest, CA 93555**

**I. MINUTES**

**A. CALL TO ORDER**

The meeting was called to order at 5:10 pm.

**B. ROLL CALL**

	<b>Present</b>	<b>Absent</b>
Eric Bruen President	X	_____
Chip Holloway, Vice President	X	_____
Arzell Hale, Member	X	_____
Ray Miller, Treasurer	X	_____
Deanna Lukens, Secretary	X	_____

**C. FLAG SALUTE**

The flag salute was observed.

**D. MOMENT OF SILENCE**

The moment of silence was observed.

**E. OATH OF OFFICE**

The Oath of Office was administered to new Board Member Arzell Hale by President Eric Bruen.

**F. ELECTION OF OFFICERS**

The Board Members held a discussion on duties and responsibilities. The following was motioned and approved.

- Eric Bruen President
- Chip Holloway – Vice-President
- Ray Miller – Treasurer
- Deanna Lukens – Secretary
- Arzell Hale - Member

**Motion: RM Second: DL Vote: 5-0**

There was a break in the meeting between 5:17 pm and 5:22 pm. Outgoing Board member Elsa Hennings was honored for her hard work on behalf of the school for over 17 years. She was presented with an engraved clock. She will be missed by all.

## II. APPROVAL OF BOARD MEETING MINUTES

Minutes of the Special Meeting of June 8<sup>th</sup>, 2018

Motion: DL Second: CH Vote: 5-0

Minutes of the Special Meeting of June 28<sup>th</sup>, 2018

Motion: DL Second: CH Vote: 5-0

## III. COMMUNICATIONS

### A. REPORTS

#### 1. PTO No Report

#### 2. Facility/Finance – Steve Martinez

- The parking lot will be completed and ready to drive on by August 7<sup>th</sup>.
- The first payment was made for the current construction in the amount of \$331,000.00. We should be getting an invoice shortly.
- A construction meeting is being held every week on the progress.
- The drawings for the gym project have not been completed.
- The easement is almost complete.
- Summertime cleaning is finishing up and the campus will be ready for teachers return on August 6<sup>th</sup>.
- We have decided to hold off on the bond till after renewal. There will be a timeline of 30 to 45 days for approval.
- Ray asked for a cash flow analysis to be completed. He would like to see cash on hand and all variables. He asked that this be completed for the present time not in 4 year projections. He would like to see; a. cash on hand, b. what we have spent, and c. what we have left.

### B. STAFF REPORTS

#### 1. Administrative Reports

- We are getting ready the Charter Renewal. It is progressing and will be presented to SSUSD when complete.
- Teachers come back on August 6<sup>th</sup>, 2018.
- Curriculum is being delivered and brought to the classrooms. Some is still on back order and will be delivered when it arrives.
- We had the admin building painted and refreshed. The lounge was spruced up.
- New light bulbs have been put in the admin building and also all classrooms.
- Security will be enhanced with the new design of playground fences.
- The playground will be rebuilt the 2nd week of school for the students.
- The classroom carpets have been cleaned and sanitized.
- A schedule has been prepared with trainings and staff will be served breakfast and lunch the first week as we all get together with returning and new staff.

**C. PUBLIC COMMENT**

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.

Oral Communications was opened at 6:06 pm and closed at 6:07 pm.

**IV. 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 for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board vote. The Director recommends approval of all consent agenda items.

**It is recommended that the Board approve Consent Agenda Items 1 – 2.**

1. Approval of the June Payments to Staff and Vendors
2. Approval June Financial Reports - **The financial reports were pulled**
  - Comparative Balance Sheet Detail
  - Statement of Operations Summary Budget to Actual
  - Statement of Operations Summary by Month
  - Statement of Operations Summary by Program

<p><b>A Motion was made to approve Consent Item Number 1</b> <b>Motion: CH Second: RM Vote: 5-0</b></p>
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**V. ITEMS SCHEDULED FOR ACTION/DISCUSSION/INFORMATION**

**1. Enrollment Report**

<p>Motion: RM Second: DL Vote: 5-0</p>
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**2. Approval of Food Service Agreement with Preferred Meals**

<p>Motion: RM Second: CH Vote: 5-0</p>
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**3. Approval of SELPA Agreement with KCSOS**

<p>Motion: RM Second: DL Vote: 5-0</p>
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**4. Approval of School Secretary Job Description and Salary Schedule**

<p>Motion: RM Second: DL Vote: 5-0</p>
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**5. Approval of History-Social Science Textbook Adoption**

Motion: DL Second: RM Vote: 5-0

**6. Approval of MTSS Grant Agreement**

Motion: RM Second: CH Vote: 5-0

**7. Approval of the Employee Handbook**

**With an amendment on page 11**

Motion: RM Second: CH Vote: 5-0

**VI. FUTURE MEETINGS**

1. August 22, 2018
2. September 26, 2018
3. October 25, 2018

**VII. CLOSING BOARD COMMENTS**

**The 2018-019 Governing Board meetings will be held the 4<sup>th</sup> Wednesday of each month at 5 pm.**

**VIII. ADJOURNMENT**

The meeting was adjourned at 6:41 pm.

*In compliance with the Americans with Disabilities Act (ADA) and upon request, the School may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternative modifications of the agenda in order to participate in Board meetings are invited to contact the Director's office. Per Brown Act 54954.3(a) at any special meeting the public has the right to address any item described in the agenda before or during consideration of that item.*