



135 Joerschke Drive, Grass Valley, CA 95945 | 530-477-1235

**Minutes**  
Bitney College Preparatory High School Charter Council  
 Monthly Meeting

Date: Tuesday, May 24th, 2016, 6:00 PM

Place: 135 Joerschke Drive, Grass Valley

1. **Call to Order:** meeting was called to order at 6:04pm.
2. **Roll Call**

<b>Council Position</b>	<b>Member Name</b>	<b>Attending</b>
Parent	DietLinde Williams	x
Parent	Lang Norris-Waters	x
Parent	Joan Moskowitz Lewin	x
Faculty	Amy Pugel <i>Secretary</i>	x
Faculty	Beth Grebe	x
Academic Dean	Dave Peterson	x
Student	Jacob Arnold	
Student (alternate)	Annekin Ove	
Community	Eric Robins	x
Community	Shana Stratton <i>Chair</i>	x
Community		
Director (non-voting)	Russ Jones	x

Also attending: Claudia Aguirre

3. **Approval of Agenda:** Amy Pugel moved to accept the agenda as presented. Beth Grebe seconded. Unanimously approved. (Dietlinde arrived after this motion.)
4. **Public Forum:** No public present.
5. **Approval of Minutes:** Move information from Director's Report to Update. If we want to talk about the report, we need to remove it from the agenda. Correct "Land" to "Lang" in approval of agendas. Dave Peterson moved to accept the minutes with corrections. Beth Grebe seconded. Unanimously approved.

6. **Consent Agenda:** Lang Waters moved to approved the consent agenda. Beth Grebe seconded. Unanimously approved.
  - 6.1. **Director's Report:** Russ presented a report summarizing his activities this past month.
  - 6.2 **Warrants:** No warrants were presented.
7. **Director's Update and Committee Reports:** Russ briefly updated the Council on the BPL model going forward. There was much interest from the Bitney Community and 30 initial spots have been filled with 7 more on the waiting list. This points to our success in re-branding the school. If we set a deadline, then it creates a sense of urgency. This Friday, we will decide what to do with all current applicants: split extra evenly or consider opening a new advisory. The extra funding from the computer lab will help to pay for upgrades to the lab: chairs, carpeting, air conditioning, repainting floors. The fire inspector is expected to send a report to Russ regarding a recent review. Marketing committee is following up with thank-you letters to Computer Lab donors and Beemer Bash donors as well. No other committees had anything to report.
8. **2016/2017 School Year Budget Review:** Claudia presented the proposed budget for next year based on a decrease in ADA numbers. She was able to put in step increases for all staff. She is confident that our numbers will increase back into a normal range during P1. The budget does show a deficit of \$7473 due to an expenditure that hasn't yet been paid for PD funds for Educator Effectiveness. There was a large difference in Books and Supplies from last year to this due to upgrading the computer lab. Claudia is keeping it on the meager side until the numbers increase. There is an encroachment of \$67,346 for Special Ed that comes out of our budget. Because we have a large number of special needs students at Bitney, we increased our Resource costs by adding another full day of services. We also hired a new Special Ed teacher that has a higher salary due to experience. Our normal ADA has been in the low 90's but this past year, our P2 ADA was 88 which affects the bottom line. An increase in our LCFE makes it so that our ADA appears higher even though our enrollment shows a decrease. The Multi-Year Projections show slight increases in enrollment which would mean that there would be no increases in staff salaries. However, we expect the enrollment will increase which will allow us to increase staff salaries in future years. Amy Pugel moved to approved the budget as presented. Beth Grebe seconded. Unanimously approved.
9. **Big Picture Learning Progress:** Russ indicated that we received the final report of the School Success Study from Javier and Ann from BPL. It wasn't significantly different from what was expected. Their rubric for readiness based on their 10 Distinguishers indicates that we are progressing along the continuum. Our pilot program appears to be unique in Javier's experience. Training the Advisors is next on the to-do list. BPL will train Misha and Scott who will then train others as new advisories are added. Russ hopes that as our budget increases, this will allow Bitney to pay staff for this type of training. Affiliation alone costs

\$3500. Dietlinde asked about what would happen if we increase the number of advisory students. Is there a plan in place to increase the number of students in each advisory or a way to pull another staff member out of their curriculum to be able to offer an advisory to accommodate these extra students? There may be some funding from local work-training programs that we might be able to work an MOU with, especially for our Special Ed students. Russ cautioned us to not bite off more than we can chew. More next month.

10. **2016-17 Calendar approval:** Russ presented a copy of the proposed calendar for 2016-2017 and explained the number of workdays, minimum days for Finals (for attendance accounting reasons) in both January and June. Amy Pugel moved that we approve the calendar. Beth Grebe seconded. Unanimously approved.
11. **LCAP Report:** Russ projected a copy of the LCAP report for the Council to see. The LCAP covers our goals and how they align with our funding from the LCFF. There are three goals that hit priorities set by the state. Goals and metrics must include specific, measurable outcomes. The LCAP is a 3-year rolling document. 2015/16 is the update year and goals for the next three school years are presented. Stakeholders include staff, students, parents, community, and Charter Council members. The three goals we are focusing on include: empowering our students to become more involved in their learning; improving and strengthening our brand in the community; and increasing enrollment. Russ presented how we are measuring each of these goals and what parts of our funding (from LCFF) support achieving those goals. Are there consequences for not meeting our goals? No, but it does direct us back to the document to see if our goals or metrics are realistic. Is there any way the Charter Council could help with this document? Amy Pugel moved that we approve the LCAP as presented. Beth Grebe seconded. Unanimously approved.
12. **Math Placement Policy:** Dave presented to the Council that Senate Bill 359 states that we need to adopt a math placement policy before the next school year. This policy allows math placement to be more fair, objective, and transparent for incoming 9<sup>th</sup>-graders. Previously, within the state of California, students appeared to be placed according to their ethnicity and socioeconomic background. This policy would add a sixth bullet point under new students: Placement needs to happen within the first month of the school year. Teachers will also do periodic assessments to make sure placement is correct throughout the year and adjust students as necessary. Those assessments can be curriculum-based. Lang Waters moved to approved the new policy with proposed changes. Beth Grebe seconded. Unanimously approved.
13. **Transgender Bathroom Use:** It is already a California State law from 2013. It would be a positive gesture to affirm what the law has put into place. This comes from AB 1266: students will be able to use facilities consistent with a student's gender identity... Do we need a policy or do we add language into our Student Handbook? If we do nothing, it's a non-issue because it is already law. Even though we have gender-neutral bathrooms, students are still legally allowed to use

a multi-stall bathroom consistent with the gender identity that they consistently express.

14. **Bylaws & Policy Committee Update:** Russ, Dave, and Lang met on 5/16/16 to discuss the need for the Epi-Pen policy. Tracy Larson will need to provide training for undiagnosed students. Tracy sent a document regarding administration of medication to students. We do not have a policy in place, but there is language in the Student Handbook prohibiting students from taking medication while at school without specific doctor guidelines. Russ asked NCSOS if we can adopt their policy but replace it with our name. Is there a policy in place from the California Education Code? But just because there is a law doesn't mean we don't need to have our own policy in place. The Bylaws committee will go through that document and make it appropriate for Bitney. The committee also discussed the Math Placement Policy and they also resumed discussion of Article 7 from prior meetings. They will bring a complete policy update to future meetings. They are meeting next on Monday, June 6<sup>th</sup>.
15. **Parent Council Report:** Parent Council is losing members as parents of seniors graduate. They will meet one more time before this school year is over and discuss how to increase participation as the new school year begins. They will work with Patti Glenn about the Wine-Tasting Fundraiser. Food service for next year was discussed also. There was talk about Sierra Harvest working with student interns to provide fresh salad, soup, food. Alternatively, can we contract with a food truck or a catering facility? Joan will talk to John about his future plans for the Bistro.
16. **Dean's Report:** Juniors took the CAASPP and it went mildly okay. The first one was cancelled due to technical difficulties. Rescheduling created a morale issue that may affect results.
17. **Student Government Report:** no student representative was present.
18. **Future Agenda Items:** BPL updates; Epi-Pen policy; Director's Evaluation; Bistro/Food Service;
19. **Next Meeting:** Dave Peterson moved that we convene our next meeting at 6:00 PM on Tuesday, June 14<sup>th</sup>, 2016. Lang Waters seconded. Unanimously approved.
20. **Adjournment:** Eric Robbins moved that we adjourn the meeting. Beth Grebe seconded. Unanimously approved. Meeting adjourned at 8:32pm.