

# STUDENT SUCCESS PROGRAMS, INC.

DBA – AUDEO CHARTER SCHOOL · THE CHARTER SCHOOL OF SAN DIEGO · LAUREL PREPARATORY ACADEMY

(A California Non-Profit Public Benefit Corporation)

*Len Hering RADM, USN (ret) – Chairman*

*Jim Hernandez – Member, Jennifer Montgomery – Member, Barbara Peluso – Member, Roman Rubio - Member*

## BOARD OF DIRECTORS

### ANNUAL BOARD MEETING MINUTES

**Thursday, June 21, 2018, 9:00 a.m.**

K5 Homeschool Resource Center ▪ 10725 Tierrasanta Blvd., San Diego, CA 92124

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#### 1.0 OPEN SESSION

##### 1.1. Call to Order

Hering called the meeting to order at 9:08 a.m.

##### 1.2. Roll Call

Board Members and Staff introduced themselves.

##### 1.3. Establishment of Quorum

It was moved by and seconded by Montgomery that the following directors, constituting a quorum of Student Success Programs Board were present: Len Hering, Jennifer Montgomery, Barbara Peluso, Roman Rubio

Absent: Jim Hernandez

Ayes – 4, Nays- 0, Absent – 1, Abstain – 0, Motioned Approved.

Staff members present: Lynne Alipio, Mary Bixby, Angela Neri, Tim Tuter.

##### 1.4. Pledge of Allegiance

Hering lead all in the Pledge of Allegiance.

##### 1.5. Approval of Agenda

It was moved by Montgomery and seconded by Peluso to Approve the Agenda.

Ayes – 4, Nays- 0, Absent – 1, Abstain – 0, Motioned Approved.

#### 2.0 PUBLIC COMMENT

##### 2.1 Non-agenda Public Comment

There were no comments from the public.

##### 2.2 Agenda Public Comment

There were no comments from the public.

#### 3.0 CLOSED SESSION

##### 3.1 Board President Announcement Regarding Closed Session Items

Hering announced the closed session and informed announced of agenda items 3.2.1 – 3.2.3.2

##### 3.2 Public Comment on Closed Session Items

Hering opened the Public Comment at 9:10 a.m. There were no comments from the public. Hering moved to closed

**MOVE TO CLOSED SESSION**

3.2.1 Conference with Real Property Negotiators  
Pursuant to California Government Code section 54956.8: Property: APN# 311-320-17,31,32,34,35,37,40,41,42,57,59,63,64,65  
Agency Negotiator: Mary Bixby, Lynne Alipio  
Negotiating Properties: California Property Owner, LLC  
Under Negotiation: Terms of Lease

3.2.2 Conference with Real Property Negotiators  
Pursuant to California Government Code section 54956.8:  
Property: APN# 416-563-25-00  
Agency Negotiator: Mary Bixby, Lynne Alipio  
Negotiating Properties: IAC Management, LLC  
Under Negotiation: Terms of Lease

3.2.3 Public Employment:  
3.2.3.1 Founder, President and Chief Executive Officer  
3.2.3.2 Chief Business Officer and Chief Financial Officer

**RETURN TO OPEN SESSION at 9:46 a.m.**

3.3 Hering reported out that no action taken in closed session.

**4.0 ADMINISTRATIVE ITEMS**

4.1 President’s Report

4.1.1 Posting for Vacancy of Board Parent Representative 2018-2019 update  
Bixby informed the Board that we posted the Board Parent Representative position for the required 90 days (January 3, 2018 – April 2, 2018). The position will remain vacant as we did not receive any interest during the initial posting and it will remain vacant until a qualified candidate applies and is confirmed under the process for “Subsequesnt Parent Representative” according to the Board policy. . Beginning every January, we shall publicize a notice of vacancy for a period of 90 days for applications to be considered for the current vacancy for the subsequent fiscal year.

4.1.2 Suicide Research

Bixby noted that she is working with a team of designated staff in a qualitative research project to inform the development of innovative Suicide prevention and intervention programs, actions, and services. Through case study analysis, Altus wide research, and stakeholder collaboration, we have developed an action plan that includes staff training, CTE curriculum, and systems of support that focus on equipping teachers, students, and parents with the tools they need to lead healthy, balanced lives.

4.1.3 Presentation of Mentor Projects

The Altus Fellows Program is fulfilling a part of the Altus Strategic Initiative on Leadership Growth. Mary Bixby, Dr. Davis, and Wade Aschbrenner have created and implemented the Altus Fellows Program and it is designed to build the skills, experience, and confidence necessary for emerging leaders to guide our schools through complex challenges. The Fellows have gained a deeper understanding of leadership; strategic planning; sustainability; core competencies; customer engagement; employee engagement; integration of

processes, and goals; and measuring the right things.

The projects are designed to meet one of the **I3 Categories** (Introduce, Improve, and Innovate).

**Introduce** The project is an introduction of a new process/technology to the Altus Affiliated Schools

**Improve** The project is an improvement to an existing process/technology at Altus

**Innovate** The project is an innovation in use or delivery of a process or technology at Altus

#### 4.1.4 Graduation Numbers

Bixby informed the Board that we had 711 graduates. It was noted that we anticipate the number to increase with the summer graduates.

#### 4.1.5 Marketing Efforts

Bixby reported that we continue to market and advertise for the Schools as this helps to support our enrollment.

#### 4.1.6 Audeo Prop Z Building Update

Bixby indicated the San Diego Unified School District has begun construction on the East Building. The projected completion date is June 2019.

### 4.2 Strategic Plan Update

#### 4.2.1 Audeo Charter School

4.2.1.1 The Board reviewed the School Participation Report for the period of 2017-2018  
Month 7 - 11:12/18/17 – 5/4/18

#### 4.2.2 The Charter School of San Diego

4.2.2.1 The Board reviewed the School Participation Report for the period of 2017-2018  
Month 7 - 11: 12/18/17 – 5/4/18

#### 4.2.3 Laurel Preparatory Academy

4.2.3.1 The Board reviewed the School Participation Report for the period of 2017-2018  
Month 7 - 11:12/18/17 – 5/4/18

## 5.0 CONSENT AGENDA

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 President recommends approval of all consent agenda items.

### 5.1 Consent Action Items for The Audeo Charter School, The Charter School of San Diego and Laurel Preparatory Academy for each School

5.1.1 Approval of Meeting Minutes for February 22, 2018

### 5.2 Consent Action Items for The Audeo Charter School and The Charter School of San Diego for each School

5.2.1 Approval of the Independent Study Policy 3200 Amendment

5.2.2 Ratification of the Annual Review of the Resource Supervision Policy 3400

5.2.3 Approval to Renew Authority to Establish Bank Accounts and Invest Surplus Funds Resolution

5.2.4 Approval of 2018-2019 Pupil Attendance Calendar

5.2.5 Approval of the Consolidated Application for

5.2.5.1 2018-2019 Certificate of Assurance

5.2.5.2 2018-2019 Protected Prayer Certification

5.2.5.3 2018-2019 LCAP Federal Addendum Certification

5.2.5.4 2018-2019 Application for Funding

5.2.6 Approval of 2018-2019 Board Meeting Dates

*Thursday, October 18, 2018, Thursday, February 21, 2019, Wednesday, June 26, 2019*

It was moved by Rubio and seconded by Peluso to Approve the Consent Items 5.1.1 – 5.2.6  
Ayes – 4, Nays- 0, Absent – 1, Abstain – 0, Motioned Approved.

## **6.0 ACTION ITEMS**

### **6.1 Approval of Board Member Barbara Peluso Term II: July 1, 2018 – June 30, 2020**

It was moved by Montgomery and seconded by Rubio to Approve the Board Member Barbara Peluso Term II:  
July 1, 2018 – June 30, 2020.

Ayes – 3, Nays- 0, Absent – 1, Abstain – 1, Motioned Approved.

*Abstained- Peluso*

### **6.2 Approval of Board Member Jennifer Montgomery Term II: July 1, 2018 – June 30, 2020**

It was moved by Peluso and seconded by Rubio to Approve the Board Member Jennifer Montgomery Term II:  
July 1, 2018 – June 30, 2020.

Ayes – 3, Nays- 0, Absent – 1, Abstain – 1, Motioned Approved.

*Abstained- Montgomery*

### **6.3 Approval for the Compensation Comparability Study for the Founder, President/Chief Executive Officer Position and Chief Business Officer/Chief Financial Officer Positions**

Bixby and Alipio recused themselves and left the room while the Board Members discussed the study. It was moved by Peluso and seconded by Rubio to Approve the Compensation Comparability Study for the Founder, President/Chief Executive Officer Position and Chief Business Officer/Chief Financial Officer Positions

Ayes – 4, Nays- 0, Absent – 1, Abstain – 0, Motioned Approved.

### **6.4 Board Chair Oral Report Regarding Salary and Benefits under Contract for Founder, President/Chief Executive Officer and Chief Business Officer/Chief Financial Officer**

Bixby and Alipio recused themselves and left the room. Hering, Board Member and Compensation Committee Member presented and read out loud the Oral Report Regarding Salary and Benefits under Contract for Founder, President/Chief Executive Officer and Chief Business Officer/Chief Financial Officer.

### **6.5 Approval of Employee Contract for Founder, President/Chief Executive Officer presented in Item 3.2.3.1**

Bixby and Alipio recused themselves and left the room. It was moved by Peluso and seconded by Montgomery to Approve the Employee Contract for Founder, President/Chief Executive Officer presented in Item 3.2.3.1

Ayes – 4, Nays- 0, Absent – 1, Abstain – 0, Motioned Approved.

### **6.6 Approval of Employee Contract for Chief Business Officer/Chief Financial Officer presented in Item 3.2.3.2**

It was moved by Rubio and seconded by Peluso to Approve the Employee Contract for Chief Business Officer/Chief Financial Officer presented in Item 3.2.3.2

Ayes – 4, Nays- 0, Absent – 1, Abstain – 0, Motioned Approved.

### **6.7 Approval to Amend Student Success Programs Leave Policy to Add Paid Maternity Leave Benefits**

It was moved by Rubio and seconded by Peluso the Approval to Amend Student Success Programs Leave Policy to Add Paid Maternity Leave Benefits

Ayes – 4, Nays- 0, Absent – 1, Abstain – 0, Motioned Approved.

### **6.8 Approval of Increase to Base Compensation for Certificated and Classified Employees for Fiscal Year 2018-2019**

Bixby and Alipio Recused themselves and left the room. It was moved by Montgomery and seconded by Rubio to Approve the Increase to Base Compensation for Certificated and Classified Employees for Fiscal Year 2018-2019

Ayes – 4, Nays- 0, Absent – 1, Abstain – 0, Motioned Approved.

#### 6.9 Approval of Email Retention Policy

It was moved by Peluso and seconded by Montgomery to Approve the Email Retention Policy  
Ayes – 4, Nays- 0, Absent – 1, Abstain – 0, Motioned Approved.

#### 6.10 Approval of Grade Level Determination Policy

It was moved by Peluso and seconded by Rubio to Approve the Grade Level Determination Policy  
Ayes – 4, Nays- 0, Absent – 1, Abstain – 0, Motioned Approved.

#### 6.11 Approval of the Resolution to Amend the Conflict of Interest Code

It was moved by Montgomery seconded by Peluso to Approve the Resolution to Amend the Conflict of Interest Code . Ayes – 4, Nays- 0, Absent – 1, Abstain – 0, Motioned Approved.

### **6.12 Action Items Specific to The Audeo Charter School**

#### 6.12.1 Ratification of New Facility Lease APN# 416-563-25-00 Presented in Item 3.2.2

It was moved by Montgomery and seconded by Rubio to Ratify the New Facility Lease APN# 416-563-25-00 Presented in Item 3.2.2

Ayes – 4, Nays- 0, Absent – 1, Abstain – 0, Motioned Approved.

#### **6.12.2** Approval of FY 2017-18 Second Interim Report

It was moved by Rubio and seconded by Peluso to Approve the FY 2017-18 Second Interim Report  
Ayes – 4, Nays- 0, Absent – 1, Abstain – 0, Motioned Approved.

#### 6.12.3 Review the FY 2017-18 May Revised Budget Assumptions and Approval of FY 2017-18 May Revised Budget

The Board reviewed the FY 2017-18 May Revised Budget Assumptions. It was moved by Peluso and seconded by Rubio to Approve the FY 2017-18 May Revised Budget  
Ayes – 4, Nays- 0, Absent – 1, Abstain – 0, Motioned Approved.

#### 6.12.4 Review the FY 2018-19 Preliminary Operational Budget Assumptions and Approval of FY 2018-19 Preliminary Operational Budget

The Board reviewed the FY 2018-19 Preliminary Operational Budget Assumptions. It was moved by Montgomery and seconded by Peluso to Approve the FY 2018-19 Preliminary Operational Budget  
Ayes – 4, Nays- 0, Absent – 1, Abstain – 0, Motioned Approved.

#### 6.12.5 Approval of FY 2018-19 Education Protection Account (EPA) Resolution and Expenditure Plan

It was moved by Peluso and seconded by Montgomery to Approve the FY 2018-19 Education Protection Account (EPA) Resolution and Expenditure Plan  
Ayes – 4, Nays- 0, Absent – 1, Abstain – 0, Motioned Approved.

#### 6.12.6 Approval of the 2018-2019 Local Control and Accountability Plan and Annual Update

It was moved by Peluso and seconded by Rubio to Approve the 2018-2019 Local Control and Accountability Plan and Annual Update  
Ayes – 4, Nays- 0, Absent – 1, Abstain – 0, Motioned Approved.

#### 6.12.7 Approval of Local Control Accountability Plan Every Student Succeeds Act Federal Addendum

It was moved by Rubio and seconded by Peluso to Approve the Local Control Accountability Plan Every Student Succeeds Act Federal Addendum  
Ayes – 4, Nays- 0, Absent – 1, Abstain – 0, Motioned Approved.

### **6.13 Action Items Specific to The Charter School of San Diego**

6.13.1 Approval of Lease Renewal APN #311-320-17,31,32,34,35,37,40,41,42,57,59,63,64,65 as Presented in Item 3.2.1

It was moved by Montgomery and seconded by Peluso to Approve the Lease Renewal APN #311-320-17,31,32,34,35,37,40,41,42,57,59,63,64,65 as Presented in Item 3.2.1

Ayes – 4, Nays- 0, Absent – 1, Abstain – 0, Motioned Approved.

6.13.2 Ratification of New Facility Lease APN# 416-563-25-00 Presented in Item 3.2.2

It was moved by Montgomery and seconded by Rubio to Ratify the New Facility Lease APN# 416-563-25-00 Presented in Item 3.2.2

Ayes – 4, Nays- 0, Absent – 1, Abstain – 0, Motioned Approved.

**6.13.3 Approval of FY 2017-18 Second Interim Report**

It was moved by Rubio and seconded Montgomery approve the FY 2017-18 Second Interim Report

Ayes – 4, Nays- 0, Absent – 1, Abstain – 0, Motioned Approved.

6.13.4 Review the FY 2017-18 May Revised Budget Assumptions and Approval of FY 2017-18 May Revised Budget

The Board reviewed the FY 2017-18 May Revised Budget Assumptions. It was moved by Peluso and seconded by Montgomery to Approve the FY 2017-18 May Revised Budget

Ayes – 4, Nays- 0, Absent – 1, Abstain – 0, Motioned Approved.

6.13.5 Review the FY 2018-19 Preliminary Operational Budget Assumptions and Approval of FY 2018-19 Preliminary Operational Budget

The Board reviewed the FY 2018-19 Preliminary Operational Budget Assumptions It was moved by Montgomery and seconded by Rubio to Approve the FY 2018-19 Preliminary Operational Budget

Ayes – 4, Nays- 0, Absent – 1, Abstain – 0, Motioned Approved.

6.13.6 Approval of FY 2018-19 Education Protection Account (EPA) Resolution and Expenditure Plan

It was moved by Peluso and seconded by Rubio to Approve the FY 2018-19 Education Protection Account (EPA) Resolution and Expenditure Plan

Ayes – 4, Nays- 0, Absent – 1, Abstain – 0, Motioned Approved.

6.13.7 Approval of the 2018-2019 Local Control and Accountability Plan and Annual Update

It was moved by Montgomery and seconded by Rubio to Approve the 2018-2019 Local Control and Accountability Plan and Annual Update

Ayes – 4, Nays- 0, Absent – 1, Abstain – 0, Motioned Approved.

6.13.8 Approval of Local Control Accountability Plan every Student Succeeds Act Federal Addendum

It was moved by Rubio and seconded by Montgomery to Approve the Local Control Accountability Plan every Student Succeeds Act Federal Addendum

Ayes – 4, Nays- 0, Absent – 1, Abstain – 0, Motioned Approved.

#### **6.14 Action Items Specific to Laurel Preparatory Academy**

**6.14.1 Approval of FY 2017-18 Second Interim Report**

It was moved by Rubio and seconded by Montgomery to Approve the FY 2017-18 Second Interim Report.

Ayes – 4, Nays- 0, Absent – 1, Abstain – 0, Motioned Approved.

6.14.2 Review the FY 2017-18 May Revised Budget Assumptions and Approval of FY 2017-18 May Revised Budget

The Board reviewed the FY 2017-18 May Revised Budget Assumptions. It was moved by Peluso and seconded by Montgomery to Approve the FY 2017-18 May Revised Budget

Ayes – 4, Nays- 0, Absent – 1, Abstain – 0, Motioned Approved.

## **7.0 BOARD ANNOUNCEMENTS AND COMMENTS**

From time to time, the board has topics of interest that they would like to share with the community. These are informational in nature and do not require action.

- Hering noted that he encourages staff to attend meetings.
- Bixby reported that we are actively seeking to hire a Business Financial Advisor to run the Schools Financial Department.

## **8.0 ADJOURNMENT**

It was moved by Montgomery and seconded by Peluso to adjourn the meeting at 12:04 p.m.

Ayes – 4, Nays- 0, Absent – 1, Abstain – 0, Motioned Approved.

*Next Regular Board Meeting: October 18, 2018, Location - TBA  
Meeting Agenda available at: [www.charterschool-sandiego.net](http://www.charterschool-sandiego.net), [www.audeocharterschool.net](http://www.audeocharterschool.net)*