



OLIVE GROVE CHARTER SCHOOLS, INC.

BOARD OF DIRECTORS

REGULAR MEETING MINUTES

Thursday, November 16, 2023, 4:00 pm (Pacific Time)

MINUTES

1. **CALL TO ORDER** Deb Willems called the meeting of the Olive Grove Charter Schools, Inc. Board of Directors to order at 4:03pm.
2. **ROLL CALL**

Deb Willems, Board Chair	present
Terry Dickinson	present
Hank Gallina	absent
Jackie Heidt	present
3. **APPROVAL OF AGENDA**

MOTION: Deb Willems moved to approve the agenda as presented.

SECONDED: Jackie Heidt

DISCUSSION: None

APPROVED by a vote of 3-0
Deb Willems (Y) Terry Dickinson (Y) Jackie Heidt (Y)
4. **PUBLIC COMMENT**

None
5. **APPROVAL OF CONSENT AGENDA**

MOTION: Deb Willems moved to approve the consent agenda as presented, which included the minutes from the Board meeting on September 14, 2023 and the check registers for the month of September and October.

SECONDED: Jackie Heidt

DISCUSSION: None

APPROVED by a vote of 3-0
Deb Willems (Y) Terry Dickinson (Y) Jackie Heidt (Y)
6. **REPORTS/ TRAININGS/ PRESENTATIONS**
 - A. Reports
 - i. Executive Director's Report

Meg Rydman reported that we had a great article published in the Santa Barbara Independent newspaper. The topic is school choice, but it really highlights Olive Grove. The first & second Advisory Council meetings were held, one in late September and the second in November. Each school has their own Advisory Council, and the council endeavors to include parents/guardians, students, and staff. Topics included: establishing the purpose and protocols for Advisory Council; reviewing LCAP goals, actions, and metrics; reviewing State priority 3 parent/family engagement for our local indicators; comprehensive data review; and an opening

safety discussion. The next meetings are in late January. Meg provided a brief recap of our authorizer site visit. She said everything went really well. Verbal indications are that we are compliant and doing very well in so many regards, but low math proficiency rates on the 2023 CAASPP is of concern. Thanks to Hank for participating as the Board representative.

Enrollment - As of today, we have 394 students.

- 40 are elementary (TK-5),
- 61 are middle school (6-8) and
- 293 are high school (9-12).
- We have 72 sped and 31 EL/1 tbd students across the schools.

Enrollment is closed for first semester. After Thanksgiving break we will begin planning for second semester enrollments.

- ii. Board Members' Reports
None

- iii. Financial Report
Kristin Nowak introduced Dennis Nguyen, who is taking over as the CSMC School Business Manager assigned to the Olive Grove schools. Dennis provided a financial report through September. Revenue is coming in lower than projected, and the organization is coming in over budget on expenses to date. It is in a surplus position on the balance sheet.

B. Presentations

- i. Santa Barbara Learning Center
On behalf of Jennifer Cloud, Lea Lippincott presented a slideshow introducing the staff and providing some information about the Santa Barbara Learning Center.

C. Trainings

- i. Annual Board Training - Brown Act & Conflict of Interest
Kristin Nowak from CSMC presented a training on the Brown Act and Conflict of Interest to satisfy the annual Board training requirement.

7. ACTION ITEMS

- A. Approval of "OGCS Inc. Policy for Administration of Medications, Emergencies, Opioid Antagonist Administration, and Head Lice"

MOTION: Deb Willems moved to approve the "OGCS Inc. Policy for Administration of Medications, Emergencies, Opioid Antagonist Administration, and Head Lice".

SECONDED: Jackie Heidt

DISCUSSION: Meg Rydman explained that this policy is presented for approval in the interest of student health and safety. It is not a requirement for charter schools to have such a policy, but it is good practice, and this policy addresses medical emergencies, and the administration of general medications, epinephrine auto injectors, and opioid antagonists. Some staff members have expressed an interest in having Narcan or a similar opioid antagonist onsite, in the event of an apparent overdose. So among other things, this policy will allow us to stock Narcan and have staff voluntarily trained to administer Narcan.

APPROVED by a vote of 3-0

Deb Willems (Y) Terry Dickinson (Y) Jackie Heidt (Y)

- B. Approval of 3rd Amendment to lease for Lompoc facility

MOTION: Deb Willems moved to approve the 3rd amendment to the lease for the Lompoc facility..

SECONDED: Jackie Heidt

DISCUSSION: Meg Rydman explained that this amendment extends the lease for Lompoc learning center until July 31, 2026, to match the term of the charter. Monthly base rent for the first year will be \$4,811.11, and it will increase by 4% on December 1 of each year thereafter.

APPROVED by a vote of 3-0

Deb Willems (Y) Terry Dickinson (Y) Jackie Heidt (Y)

C. Discussion of and approval to move forward with lease renewal for Orcutt/Santa Maria facility

MOTION: Deb Willems moved to approve moving forward with lease renewal for the Orcutt/Santa Maria facility.

SECONDED: Terry Dickinson

DISCUSSION: Meg Rydman explained that this lease has expired, and we are operating on a month-to-month basis. The building is under new ownership, and the lease renewal will increase the total rent from \$13,428 to \$19,227 per month. This was one lease but it will be separated into two leases - one for the learning center and a separate lease for the office. The cost breaks down as follows - \$15,051 for the learning center and \$4,176 for the office. The annual increase will be minimum 2% and maximum 3% depending on the consumer price index (CPI).

APPROVED by a vote of 3-0

Deb Willems (Y) Terry Dickinson (Y) Jackie Heidt (Y)

A. Annual Board Organizational Items

DISCUSSION: Meg Rydman explained what the OGCS, Inc. Bylaws indicate for the election of a chairperson for the Board and officers for the corporation.

i. Election of Chairperson of the Olive Grove Charter Schools, Inc. Board of Directors

MOTION: Jackie Heidt moved to elect Deb Willems Chairperson of the OGCS, Inc. Board of Directors.

SECONDED: Terry Dickinson

DISCUSSION: None.

APPROVED by a vote of 3-0

Deb Willems (Y) Terry Dickinson (Y) Jackie Heidt (Y)

ii. Election of Officers of the Olive Grove Charter Schools, Inc. Corporation

Since one Board member was absent, this item was tabled to the next meeting.

8. DISCUSSION/INFORMATIONAL ITEMS

A. Board Business

None

B. New Business/Future Agenda Items

None

9. NEXT MEETING DATE

- December 14, 2023, 4:00pm

10. ADJOURNMENT

The meeting was adjourned at 5:15pm.