



OLIVE GROVE CHARTER SCHOOLS, INC.
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
Thursday, December 14, 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 4:02pm.
2. **ROLL CALL**

Deb Willems, Board Chair	present
Terry Dickinson	present
Hank Gallina	present
Jackie Heidt	present - left the meeting at 5:08pm
3. **APPROVAL OF AGENDA**

MOTION: Deb Willems moved to approve the agenda as presented with the removal of agenda item 8. Closed Session.

SECONDED: Terry Dickinson

DISCUSSION: Meg Rydman indicated there would be no closed session.

MOTION: Deb Willems revised her motion to approve the agenda amended to remove agenda item 8 Closed Session.

SECONDED: Jackie Heidt

APPROVED by a vote of 4-0
Deb Willems (Y) Terry Dickinson (Y) Hank Gallina (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 November 16, 2023 and the check register for the month of November.

SECONDED: Hank Gallina

DISCUSSION: None

APPROVED by a vote of 4-0
Deb Willems (Y) Terry Dickinson (Y) Hank Gallina (Y) Jackie Heidt (Y)
6. **REPORTS/ TRAININGS/ PRESENTATIONS**
 - A. **Reports**
 - i. **Executive Director's Report**

Meg Rydman reported that today was the last day of the semester for students. Teachers have a workday tomorrow then most staff members are on break until January 4. Students begin second semester January 8.

Enrollment - As of today, we have 391 students.

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

We anticipate 20 midyear graduates.

We have begun accepting students for second semester. Current interest/waitlist is at 68 =across the schools, and we have accepted around 50 new students. Meg made an after the fact correction to this number - the actual number accepted at the time of the Board meeting was around 27.

Deb asked what capacity is, and Meg replied that it is approximately 415.

ii. Board Members' Reports

Hank reported that he had a good conversation with the person from the state department during our site visit, and she had only praise for what she was seeing in the schools. He offered thanks to the school leadership, teaching staff, and support staff.

iii. Financial Report

Dennis Nguyen (School Business Manager, CSMC) provided a financial report through October. Revenue is coming in lower than projected, and the organization is coming in over budget on expenses to date. It has a healthy cash flow.

Hank asked what Federal funds OGCS receives, specifically which Title funds. OGCS receives Title I, II, and IV funds.

B. Presentations

i. FlexPoint Implementation Update

Lea Lippincott provided an update on the implementation of our new curriculum platform for our 6-12th grade students.

C. Trainings

i. California School Dashboard Refresher

Meg Rydman provided a refresher training on the California School Dashboard, how to access it, and what kinds of information are represented on it. The 2023 Dashboard is released to the public tomorrow, December 15.

7. ACTION ITEMS

A. Acceptance of 2022-2023 Audit Report for Olive Grove Charter Schools, Inc.

MOTION: Deb Willems moved to accept 2022-2023 Audit Report for Olive Grove Charter Schools, Inc.

SECONDED: Jackie Heidt

DISCUSSION: Kyle Holtz, Audit Manager with audit firm CWDL, reviewed the audit report and highlighted certain areas for the Board's further understanding. There were no findings.

APPROVED by a vote of 4-0

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

B. Approval of FY23/24 Revised Operating Budgets

- Revised Budget - Olive Grove Charter-Buellton
- Revised Budget - Olive Grove Charter-Lompoc
- Revised Budget - Olive Grove Charter-Santa Barbara

iv. Revised Budget - Olive Grove Charter-Orcutt/Santa Maria

MOTION: Deb Willems moved to approve the fiscal year 23-24 revised operating budgets.

SECONDED: Jackie Heidt

DISCUSSION: Dennis Nguyen reviewed the revisions made to the operating budgets for each school. The revisions focused on updating enrollment and ADA to reflect current conditions at each school, changes in revenue assumptions, and reviewed the non-payroll expenses for adjustments as needed. Santa Barbara sees the largest drop in enrollment from the initial adopted budget, with Santa Maria and Buellton also decreasing. Lompoc saw an increase in enrollment.

APPROVED by a vote of 4-0

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

C. Approval of FY23/24 First Interim Reports

- i. First Interim Report - Olive Grove Charter-Buellton
- ii. First Interim Report - Olive Grove Charter-Lompoc
- iii. First Interim Report - Olive Grove Charter-Santa Barbara
- iv. First Interim Report - Olive Grove Charter-Orcutt/Santa Maria

MOTION: Deb Willems moved to approve the fiscal year 23-24 first interim reports.

SECONDED: Jackie Heidt

Jackie Heidt left the meeting at 5:08pm.

DISCUSSION: Dennis Nguyen explained that the first interim reports capture the financials through October 31 and the revisions to the budgets approved in the prior agenda item.

APPROVED by a vote of 3-0

Deb Willems (Y) Terry Dickinson (Y) Hank Gallina (Y) Jackie Heidt (absent)

D. Approval of the purchase of 104 Chromebooks for student use

MOTION: Deb Willems moved to approve the purchase of 104 Chromebooks.

SECONDED: Hank Gallina

DISCUSSION: Meg Rydman explained this purchase is necessary to replace lost or damaged devices. Members of the Board inquired about the other items included on the quote, such as a warranty or labor, and Meg informed them that we declined the warranty and labor, we perform the setup in house. The purchase is only for the devices.

APPROVED by a vote of 3-0

Deb Willems (Y) Terry Dickinson (Y) Hank Gallina (Y) Jackie Heidt (absent)

E. Approval of revision to Sick Leave section in the OGCS, Inc. Employee Handbook (pages 35-36)

MOTION: Deb Willems moved to approve the revision to the sick leave policy in the employee handbook.

SECONDED: Hank Gallina

DISCUSSION: Tino Yracheta explained that a new law effective January 1, 2024 increases the amount of paid sick leave California employers are required to provide to employees. The minimum was 3 days (24 hours) but we now must provide a minimum of 5 days (40 hours). The revisions make this change to our sick leave policy. Deb asked a question about the front loading of 80 hours, and Meg explained that full time employees receive 80 hours (10 days) up front at the beginning of each work year. New employees and part time employees are front loaded 3 days (24 hours) but with this revision, will be front loaded 5 days (40 hours). New, full time employees will receive their remaining 5 days (40 hours) to total 80 hours after their first 30 days of employment.

APPROVED by a vote of 3-0

Deb Willems (Y) Terry Dickinson (Y) Hank Gallina (Y) Jackie Heidt (absent)

F. Annual Board Organizational Items

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

The Board discussed whether they should proceed with this item given the fact that Jackie had left the meeting. They decided to proceed.

MOTION: Deb Willems moved to approve the following slate of officers:

President - Meg Rydman (per bylaws, this is the Executive Director)

Vice President - Jackie Heidt

Secretary - Terry Dickinson

Treasurer- Hank Gallina

SECONDED: Terry Dickinson

DISCUSSION: Meg Rydman explained that while it has been the Board's practice to have non-voting staff members fill the secretary and treasurer positions, it is best practice to have voting Board members fill all roles, except president of the corporation, per the Bylaws.

APPROVED by a vote of 3-0

Deb Willems (Y) Terry Dickinson (Y) Hank Gallina (Y) Jackie Heidt (absent)

8. CLOSED SESSION

REMOVED FROM AGENDA

9. DISCUSSION/INFORMATIONAL ITEMS

A. Board Business

None

B. New Business/Future Agenda Items

None

10. NEXT MEETING DATE

- January 11, 2024, 4:00pm

11. ADJOURNMENT

The meeting was adjourned at 5:29pm.

Minutes submitted by Terry Dickinson, OGCS, Inc. Board Secretary

Terry Dickinson
