



OLIVE GROVE CHARTER SCHOOLS, INC.
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
Thursday, February 8, 2024, 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 4:00pm.
2. **ROLL CALL**

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

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

SECONDED: Hank Gallina

DISCUSSION: None

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 January 11, 2024 and the check register for the month of January.

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 as far as she is aware, all students and staff fared ok through the storms. Olive Grove LCs and office were closed on Monday, per recommendation of Sheriff & SBCEO. Staff & students worked remotely Monday, and it was back to business as usual on Tuesday.

Enrollment

As of today, Olive Grove has 398 students.

 - 38 are elementary (TK-5),

- 68 are middle school (6-8) and
- 292 are high school (9-12).
- There are 60 sped and 29 EL, 1 TBD students across the schools.
- About 7 students are in process of enrolling

Santa Barbara's enrollment has picked up some - looking like that school could end up 88-90 students. Lompoc and Orcutt/SM are staying strong, and Buellton has seen an uptick in interest, too, but it is full. Current interest/waitlist is over 100.

Enrollment for this school year will close at the end of February.

The 2024-25 intent to return survey goes out this month to prep for a March lottery (if necessary).

ii. Board Members' Reports

None

iii. Financial Report *through December*

Dennis Nguyen (School Business Manager, CSMC) provided a financial report through December.

Dennis also mentioned that the funding determination forms were submitted for Lompoc and Orcutt/Santa Maria. Both schools meet the requirements for 100% funding, and the state will review and vote on the submissions later this year.

B. Presentations

i. Buellton and Lompoc Learning Centers Update

Kristan Morrison, Learning Center Director for Buellton and Lompoc, introduced the staff at those locations and provided highlights of some of the goings on. Alex Hurtado, Family Support Coordinator, spoke about the popular and engaging enrichment class she leads in Lompoc, and Monica Ramos-Ramirez, teacher, spoke about ELD in Lompoc and profiled a couple of elementary students.

ii. LCAP Mid-Year Update

Meg Rydman provided a mid-year update on the LCAP for each Olive Grove school, including an updated budget overview (as of 1st interims), all currently available metrics/outcome data, up to date action implementation, and expenditure information (through December 31).

C. Trainings

None

7. ACTION ITEMS

A. Approval of OGCS, Inc. Fiscal Policies and Procedures

MOTION: Deb Willems moved to approve the OGCS, Inc. Fiscal Policies and Procedures.

SECONDED: Jackie Heidt

DISCUSSION: Meg Rydman explained that this is an annual review and that there are no recommended changes in the document presented to the Board. The Board discussed the possibility of increasing the amount Meg is authorized to spend without Board approval, and they decided to leave it as is and revisit if it becomes more of an issue.

APPROVED by a vote of 4-0

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

B. Approval of OGCS, Inc. Comprehensive School Safety Plan

MOTION: Deb Willems moved to approve the OGCS, Inc. Comprehensive School Safety Plan.

SECONDED: Hank Gallina

DISCUSSION: Meg Rydman explained that this is an annual review and approval, as required by Ed Code. Meg reviewed the revisions and additions, which included several sections revised to align with SBCEO templates, the incorporation of the SBCEO encouraged Standard Response Protocol, and the addition of two sections to comply with the latest legislation.

APPROVED by a vote of 4-0

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

C. Approval of revisions to OGCS, Inc. Uniform Complaint Procedures

MOTION: Deb Willems moved to approve the OGCS, Inc. Uniform Complaint Procedures.

SECONDED: Jackie Heidt

DISCUSSION: Meg Rydman explained that this revision is necessitated by the enactment of AB 1078, which also prompted the updating of our anti-discrimination statement at the last meeting. The UCP was brought up to date based on a template provided by CSDC.

APPROVED by a vote of 4-0

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

D. Approval to Change Teachers and Education Specialists to a 10-month/20-pay Period Payroll Cycle, effective July 1, 2024

MOTION: Deb Willems moved to approve changing Teachers and Education Specialists to a 10-month/20-pay period payroll cycle, effective July 1, 2024.

SECONDED: Jackie Heidt

DISCUSSION: Tino Yracheta explained that Teachers and Education Specialists work 10 months/185 days. They are currently on an 11-month/22-pay period cycle, which is not in alignment with their actual work calendar. Additionally, moving to a 10-month/20-pay period cycle will allow all currently employed teachers and ed specialists to qualify as exempt from overtime. He presented information about the impact this change will have on net pay and deductions. He explained that this information has been relayed to staff members and while there was one clarifying question, he received no comments and no one expressed any concerns about its implementation. This will go into effect with the 2024-25 school year.

APPROVED by a vote of 4-0

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

E. Approval of the Olive Grove Charter Schools, Inc. School Calendars for 2024-2025 and 2025-2026

MOTION: Deb Willems moved to approve the Olive Grove Charter Schools, Inc. School Calendars for 2024-2025 and 2025-2026.

SECONDED: Hank Gallina

DISCUSSION: Meg Rydman explained that the proposed 2024-25 and 2025-26 calendars include 175 student instructional days (the minimum number of required instructional days for charter schools), 185 teacher work days per school year, and 15 recognized holidays. These calendars are based on previous years' calendars except that calendars for the largest, local districts in the areas we serve were taken into consideration during the formulation of these calendars, which resulted in making a change to match spring break to two of our largest local districts. Additionally, a teacher work day was added in March.

APPROVED by a vote of 4-0

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

F. Approval of Certification of Signatures

MOTION: Deb Willems moved to approve the Certification of Signatures.

SECONDED: Jackie Heidt

DISCUSSION: Meg Rydman explained that the SBCEO's School Business Advisory Services requires districts and LEAs to update their authorized signature forms annually. These original wet-ink signatures authorize the individuals to sign orders in the board's name and must therefore be board approved. This motion will approve the personnel listed on the certification of signatures form. The signatures themselves will be gathered at the Board meeting and/or after the fact. The related *Resolution Delegating Authority to Personnel to Act on Its Behalf* (07-28-2020) is still in effect and requires no updates.

APPROVED by a vote of 4-0

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

8. DISCUSSION/INFORMATIONAL ITEMS

A. Board Business

i. Form 700

The completion of this form is required annually by April 1. Meg will soon send an email with this year's forms. CSDC has a webinar coming up 2/21/24 with more information.

B. New Business/Future Agenda Items

None

9. NEXT MEETING DATE

- March 14, 2024, 4:00pm

10. ADJOURNMENT

The meeting was adjourned at 5:19pm.

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

Terry Dickinson
