

PARADISE CHARTER MIDDLE SCHOOL

Minutes

**MEETING OF THE BOARD OF DIRECTORS
REGULAR MEETING AGENDA**

6473 Clark Road

Paradise, California 95969

January 24, 2023

5:00 P.M.

- 1.0 Call to Order
 - Minutes:
 - The meeting was called to order at 5:01 P.M.
 - 1.1 Flag Salute
 - Minutes:
 - Christina Voigt led the Pledge of Allegiance.
 - 1.2 Roll Call

Christina Voigt, Chair/8th Grade Parent Representative	Present
Kristina Clarkson, Co-Chair/7th Grade Parent Representative	Present
Christine Cooper, 6th Grade Parent Representative	Present
Mike Witten, Staff Representative/Treasurer	Absent
Shelby Boston, Community Representative	Present
Beverly Landers, Executive Director	Present
Jennifer Duran, Secretary to the Board	Absent

- 2.0 Changes/Deletions to Current Meeting Agenda
 - Minutes:
 - None

- 3.0 Public Comments on Items not on the Current Meeting Agenda
 - Minutes:
 - None

- 4.0 Reports and Presentations
 - 4.1 Student Council Report - Chase Voigt
 - Minutes:
 - Chase Voigt was absent. Ashley Gandolfi reported on the following:
 - Student Council balance is approximately \$4,000.00
 - Snack Shed is going well
 - Valentine Dance is scheduled for February 10, 2023, and will include outside student guests
 - Two upcoming Spirit Days; PCMS Pride Day and Decades Day
 - Candy Grams sold on Valentine's Day
 - Discussion for an end-of-the-year school gift from Student Council
 - 4.2 PLC Report - Erica Freimuth or Jenn Brooks
 - Minutes:
 - Mrs. Freimuth and Mrs. Brooks were absent. Mrs. Landers reported on the following:
 - Committee approved Parent Advisory Committee (PAC) as the new name title
 - Increase in student elective choices
 - Digital Family Night
 - The family survey produced a 52% response rate
 - 4.3 Teacher Report - Yvette Kolstad
 - Minutes:
 - No official teacher report was given. Kristina Clarkson asked about classroom student behaviors.
 - 4.4 Enrollment Update - Jennifer Duran
 - Minutes:
 - Jennifer Duran was absent. Jennifer Robbins reported:
 - 6th grade - 52, 7th grade - 39, 8th grade - 52, total enrollment: 148

- Lottery applications: 6th grade - 21, 7th grade - 4, 8th grade - 2
- 4.5 Principal's Report - Beverly Landers
Minutes:
- Board member Mike Witten steadily recovering.
 - A local support teacher has been assigned to Mr. Dustin Miller in order to complete his teaching credentials.
 - The 2nd bond installment is available in the amount of \$105,000.00 to be used for any PCMS movable assets. Discussion at staff meetings will determine the best use of the bond money.
- 5.0 Discussion Items
- 5.1 Remaining Policies to be drafted
A: [Red-lined revised employee handbook](#)
A 1: Other Employee Policies that may or may not be addressed in the revised handbook that the board would like to see created:
Policy 2 Hiring Policies and Procedures
Policy 3 General Workplace Policies
Policy 4 Hours of Work, Overtime, and Attendance
Policy 5 Standards of Conduct
Policy 6 Employee Benefits
Policy 7 Employee Evaluation and Separation
Policy 8 Emergency Leave and Sick Leave
Policy 9 Supplemental COVID-19 Sick Leave
Policy 10 Teleworking Agreement
Policy 11 Staff-Student Boundaries Policy (not from CSDC and somewhat redundant with harassment/complaint policy)
- Minutes:
More discussion to follow.
- 5.2 Climate Survey Results: [Students](#); [Parents](#); [Staff](#)
Minutes:
Mrs. Landers said the survey was promoted through multiple emails, and Remind texts. 52% of Parent survey results, 100% of Staff survey results, and 95% of Student survey results received.
- 5.3 [ELOP- Report](#)
Minutes:
Mrs. Landers said the ELOP report does not require board approval, but the state does require a plan in place for spending ELOP monies.
- 5.4 Chronic Absenteeism (informational only)
Minutes:
Mrs. Landers said this information is available on the PCMS Dashboard. She said absenteeism is a high priority for PCMS.
- 5.5 Lease agreement with Paradise Alliance Church
Minutes:
Mrs. Landers said Young, Minney, & Corr law firm looked over the 3-year contract between Paradise Alliance Church and Paradise Charter Middle School. Once the PAC board approves the contract, the contract will require board approval.
- 6.0 Consent Agenda
- 6.1 Approval of [Minutes from the December 13, 2022 meeting](#)
Minutes:
Motion made by Shelby Boston and seconded by Christine Cooper to approve the December 13, 2022, regular meeting minutes.
Vote 3-0. motion passed.
Shelby Boston - Yea
Christine Cooper - Yea
Christina Voigt - Yea
Kristina Clarkson - Abstained
Mike Witten - Absent

- 6.2 Approval of the Financial Reports prepared by Becca Carey November 2022
A: [Financial Overview](#)
B: [Balance Sheet](#)
C: [Year to Date Income Statement](#)
D: [Year to Date Cash Flow](#)
Minutes:
Motion made by Shelby Boston and seconded by Christine Cooper to approve the November 2022 financial statements and table the December 2022 financial statements to the February 28, 2023 meeting.
Vote 4-0, one absent. Motion passed
- 7.0 Action Items
- 7.1 Approval of [Student Policy #2 Attendance Policy](#)
Minutes:
Motion made by Shelby Boston and seconded by Christine Cooper to approve the Student Policy #2 [Attendance Policy](#) as presented.
Vote 4-0, one absent. Motion passed
- 7.2 Approval of [Facilities/Operations Policy #5 Registration of Visitors/Guests](#)
Minutes:
Motion made by Shelby Boston and seconded by Kristina Clarkson to approve the Facilities/Operations Policy #5 [Registration of Visitors/Guests](#) as presented.
Vote 4-0, one absent. Motion passed
- 7.3 Approval of [Student Policy #16a Homeless Education Policy](#)
Minutes:
Motion made by Shelby Boston and seconded by Kristina Clarkson to approve the Student Policy #16a [Homeless Education Policy](#) as presented.
Vote 4-0, one absent. Motion passed
- 7.4 Acceptance of the [Chico Children's Endowment Grant](#)
Minutes:
Motion made by Shelby Boston and seconded by Christine Cooper to approve the Chico Children's Endowment Grant as presented.
Vote 4-0, one absent. Motion passed
- 8.0 Future Agenda Items
Minutes:
 - Include the December 2022 financial report at the February meeting
 - Special Education
 - Shelby Boston will be absent on February 28, 2023
- 9.0 Adjournment: Next meeting is February 28, 2023, at 5:00 pm
Minutes:
The meeting was adjourned at 6:21 PM.