

**PARADISE CHARTER MIDDLE SCHOOL
MEETING OF THE BOARD OF DIRECTORS
REGULAR MEETING MINUTES
6473 Clark Road
Paradise, California 95969
August 22, 2023
5:00 P.M**

**INSTRUCTIONS FOR PRESENTATIONS TO
THE BOARD BY PARENTS AND CITIZENS**

The Paradise Charter Middle School welcomes your participation at the School's Board meetings. The purpose of a public meeting of the Board of Trustees is to conduct the affairs of the School in public. Your participation assures us of continuing community interest in our School. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. Agendas are available to all audience members.
2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Oral Communications." "Oral Communications" is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and the total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.
3. You may also complete a "Request to Speak" form to address the Board on Agenda items. With regard to such agenda items, you may specify that agenda item on your "Request to Speak" form and you will be given an opportunity to speak for up to five (5) minutes when the Board discusses the item.
4. When addressing the Board, speakers are requested to state their name and address from the podium and adhere to the time limits set forth.
5. Any public records relating to an agenda item for an open session of the board distributed to all, or a majority of all, of the Board members, shall be available for public inspection at 6473 Clark Road, Paradise, California.

In compliance with the Americans with Disabilities Act (ADA), Paradise Charter Middle School may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternative modifications of the agenda in order to participate in Board meetings are invited to contact the Executive Director's office.

1.0 Call to Order 5:02pm

1.1 Flag Salute

1.2 Roll Call

Christina Voigt, Chair /8th Grade Parent Representative

Heinke Raymond, /7th Grade Parent Representative

Shelly Bettencourt, /6th Grade Parent Representative

Empty, Staff Representative/Treasurer

Empty, Community Representative

Chris Palmer, Principal/Superintendent

Jennifer Duran, Secretary to the Board

Attendance

Present

Present

Present

Present

Present

2.0 Changes/Deletions to Current Meeting Agenda:

Minutes: None to report

3.0 Public Comments on Items not on the Current Meeting Agenda

Minutes: Nothing to report

4.0 Reports and Presentations

4.2 PAC Report - Jen Brooks

Minutes: Jen Brooks was unable to attend, Chris Palmer presented information from his recent meeting with the current members of the PAC. Had a positive start with the number of volunteers that signed up at the Orientation night to help with events this year. They plan on having their meetings at various locations throughout town to help draw interest in attending meetings, and supporting local businesses.

4.3 Teacher Report -TBA

Minutes: Amy Behlke reported the staff has felt it was a smooth start to the school year. Upcoming Back to School night is set for Thursday August 24, 2023.

4.4 Enrollment Update - Jennifer Duran

6th: 52 with 1 on the waitlist
7th: 52 with 17 on the waitlist
8th: 39

Minutes: 6th grade is 52 with one on the waitlist, 7th is 52 with 17 on the waitlist 8th grade is currently 39 currently enrolling one more 8th grade student.

4.5 Principal's Report - Chris Palmer:

- First day of school
- Staff retreat
- After School Program
- Pick up/drop off

Minutes: Chris Palmer reiterated the same things that Amy reported. He has had a positive response from staff, parents, and students about the first days of school. The staff retreat was a positive bonding time for the full time staff. Its focus was on culture, and connecting teachers with the students, and connecting teachers with the parents. Looking deeply into what we want to see in our 8th graders as they graduate this year. After school program is being run by both David Neal, and Pat Singer this year. They will be focused on enriching the students experience with art, cooking, games, music, and some local field trips. This year the hours have been extended to Monday - Thursday from 3:15 pm - 5:15 pm, and then Fridays 1:00 pm - 5:15pm. Pick up and drop off have changed slightly this year. Chris has been putting cones out in front of the school to block traffic from crossing in front of the school. Having parents drop off and pick up kids in either the North or South Parking lots only. It has been working well. This was done with safety in mind, for the kids that cross for PE, and also safety in the quad during flag.

5.0 Consent Agenda

5.1 Approval of Minutes: [June 27, 2023](#), [July 31, 2023](#)

Minutes: Heinke Raymond made a motion to approve the June 27, 2023 minutes. Christy Voigt seconded the motion. The vote was 2-0 with Shelly Bettencourt abstaining with two currently vacant seats. The motion passed unanimously.

Heinke Raymond made a motion to approve the July 31, 2023 minutes. Shelly Bettencourt seconded the motion. The vote was 3-0, with two currently vacant seats. The motion passed unanimously.

5.2 Approval of the Financial Reports prepared by Becca Carey with ARI:

A. May 2023

- [Financial Highlights](#)
- [YTD Income Statement](#)
- [YTD Cash Flow](#)

Minutes: Heinke Raymond made a motion to approve the May 2023 Financials. Christy Voigt seconded the motion. The vote was 3-0 with two currently vacant seats. The motion passed unanimously.

B. June 2023

- [Financial Highlights](#)
- [YTD Income Statement](#)
- [YTD Cash Flow](#)

Minutes: Heinke Raymond made a motion to approve the June 2023 Financials.

Christy Voigt seconded the motion. The vote was 3-0 with two currently vacant seats. The motion passed unanimously.

5.3 [Paradise Charter Middle Schools Capitalization Policy](#)

A. [Current Capitalization Leases](#)

Minutes: Christy Voigt made a motion to approve the Paradise Charter Middle Schools Capitalization Policy. Heinke Raymond seconded the motion. The vote was 3-0 with two currently vacant seats. The motion passed unanimously.

5.4 Approval of contracts for 23-24 school year

A. [Interagency Agreement with Paradise Unified School District Nutrition Services](#)

Minutes: Christy Voigt made a motion to approve the Interagency Agreement with PUSD Nutrition Services for the 23-24 school year. Heinke Raymond seconded the motion. The vote was 3-0 with two currently vacant seats. The motion was passed unanimously.

B. [MOU Contract with Butte County Office of Education for Data Management Services](#)

Minutes: Christy Voigt made a motion to approve the MOU Contract with BCOE for Data Management Services for the 23-24 school year. Heinke Raymond seconded the motion. The vote was 3-0 with two currently vacant seats. The motion was passed unanimously.

5.5 Approval of Consolidated Application CARS - [Spring Release 23-24](#)

Minutes: Shelly Bettencourt made a motion to approve the Consolidated Application CARS - Spring Release for the 23-24 school year. Heinke Raymond seconded the motion. The vote was 3-0 with two currently vacant seats. The motion was passed unanimously.

5.6 [Educator Effectiveness Funds Annual Reporting](#)

Minutes: Christy Voigt made a motion to approve the Educator Effectiveness Funds annual report for the 22-23 school year. Heinke Raymond seconded the motion. The vote was 3-0 with two currently vacant seats. The motion was passed unanimously.

5.7 [Acceptance of Board Resignations](#)

Minutes: Christy Voigt made a motion to accept the Board Members resignations as outlined with the exception of of a typo under the heading of Current Consideration, Christine Cooper's name was misspelled. Shelly Bettencourt seconded the motion. The vote was 3-0 with two currently vacant seats. The motion was passed unanimously.

5.8 Human Resources

A. Employee Service Agreement revision to meet current compliance requirements with salaried employees

Minutes: This item was tabled to the next month's meeting.

B. Coaches/Student Council Advisor/Athletic Director Stipends for [2023-2024](#)

Minutes: Shelly Bettencourt made a motion to approve the Coaches, Student Council Advisor, and Athletic Director as outlined above for the 23-24 school Year. Heinke Raymond seconded the motion. The vote was 3-0 with two currently vacant seats. The motion passed unanimously.

C. Approve Chris Palmer as the Homeless Liaison, [Policy 16a](#)

Minutes: Christy Voigt made a motion to approve Chris Palmer as PCMS new Homeless Liaison, and to update the currently board approved Policy 16a to reflect this change. Shelly Bettencourt seconded the motion. The vote was 3-0 with two currently vacant seats. The motion passed unanimously.

7.0 Action Items

7.1 Approval of New Board Member Recommendations presented by Chris Pamer:

Denise Farrell for Staff Representative, and Sarah Kewitch for 7th grade Representative

Minutes: Chris Palmer presented two candidates for the open seats based on the Committee's recommendations. Denise Farrell for the Staff Representative, and Sarah Kewitch for the 7th grade Representative. Christy Voigt made a Motion to accept the recommendation of these two new board members. Heinke Raymond seconded the motion. The vote was 3-0 with two currently vacant seats. The motion was passed unanimously.

7.2 Business:

A. Elect Board Chair and Vice Chair for 23-24

Minutes: Denise Farrell volunteered to become the Chair for the 23-24 school year. Shelly Bettencourt volunteered to be the Vice Chair for the 23-24 school Year. Christy Voigt made a motion to accept Denise Farrell nomination for Chair, and Shelly Bettencourts for Vice Chair. Heinke Raymond seconded the motion. The vote was 5-0. The motion passed unanimously.

B. Elect Officers of the Corporation:

- a. President
- b. Secretary
- c. Treasurer

Minutes: This item was moved to the next meeting.

C. Approval of proposed [Board meeting dates](#)

Minutes: Christy Voigt made a motion to approve the Board Meetings dates as set above, with the exception of moving the September 6, 2023 meeting to September 12, 2023. Shelly Bettencourt seconded the motion. The vote was 5-0. The motion was passed unanimously.

8.0 Future Agenda Items

Minutes: Employee Service Agreement revision to meet current compliance requirements with salaried employees. Elect officers of the Corporation: President, Secretary, treasurer.

9.0 Adjournment: Next meeting

Minutes: Meeting adjourned at 5:41 pm, next meeting is set to meet at PCMS on Tuesday September 12, 2023 at 5:00pm.