

**PARADISE CHARTER MIDDLE SCHOOL
MEETING OF THE BOARD OF DIRECTORS
REGULAR MEETING AGENDA**

**6473 Clark Road
Paradise, California 95969**

Minutes

December 12, 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 directions 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

Minutes: The meeting was called to order at 5:00pm

1.1 Flag Salute

1.2 Roll Call

Denise Farrell, Chair / Staff Representative

Shelly Bettencourt, Co-Chair /6th Grade Parent Representative

Sarah Kevwitch / 7th Grade Parent Representative

Heinke Raymond / 8th Grade Parent Representative

Christina Voigt, Community Representative

Chris Palmer, Principal/Superintendent -President

Jennifer Duran, Secretary to the Board

Jenna Springer Chief Financial Officer

Attendance

Present

Present

Present

Present

Absent

Present

Present

Present

2.0 Changes/Deletions to Current Meeting Agenda

Minutes: Nothing to report

3.0 Public Comments on Items not on the Current Meeting Agenda

Minutes: Nothing to report

4.0 Reports and Presentations

4.1 Student Council Report - Chris Palmer

Minutes: Chris Palmer reported that the dance recently held by the Student Council was a great success. Many parent volunteers, and no behavioral issues. The Student Council has also started an in classroom behavioral contest that runs all Semester long reward classrooms with exceptional classroom behaviors. Trying to promote positive cultural behavior.

4.2 PAC Report - Chris Palmer

Minutes: Chris Palmer reported on behalf of Jenn Brooks who is leading the PAC. He was happy to report that they have had a few more parent volunteers to represent the grade levels. There was some discussion about the involvement in our local community. Chris will bring back more information next month about the community events that PCMS will be participating in this school year. He also let them know that there are a couple more fundraisers planned for later in the year.

4.3 Teacher Report - Todd Lanam

Minutes: Todd Lanam wanted to let the Board know that the staff is very happy with the direction Chris Palmer is leading the school in. Major changes have been made with his leadership. Positive culture changes are happening. Girls basketball team is finishing their season. Both the boys and girls team were able to get new jerseys for this year. Boys basketball teams will be starting their season after Winter Break. Todd also let the board know that the staff has been very happy with the new curriculum this year, and have seen a huge improvement in engagement.

4.4 Enrollment Update - Jennifer Duran

6th - 52 **One student recently added to the waitlist**

7th - 52 with 21 on the waitlist

8th - 44

Total - 148 students

4.5 Principal's Report - Chris Palmer - Facilities, Safety, and Enrollment

Minutes: Chris Palmer reported that he has been interviewing the 8th graders on their perception of how the school year is going. Over Thanksgiving Break Todd Lanam came in and installed new basketball hoops. Chris reported that with Dustin Millers help our Facility Manager replaced the fencing around the basketball courts. A decision was made to close enrollment for the 8th grade class for the second semester. The staff has been training with the Director of Emergency Preparation Services with the Butte County Office of Education. Using the Emergency Preparation Quick Action Guide adopted by the Butte County Charter Leaders last year.

5.0 Consent Agenda

5.1 Approval of Minutes: [September 12, 2023](#) meeting

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

A. July 2023, August 2023, September 2023, October 2023, November 2023

a. Financial Highlights [7/23](#), [8/23](#), [9/23](#), [10/23](#), [11/23](#)

b. YTD Income Statement [7/23](#), [8/23](#), [9/23](#), [10/23](#), [11/23](#)

c. Cash Flow [7/23](#), [8/23](#), [9/23](#), [10/23](#), [11/23](#)

5.3 Approval of [ELO-G Annual Report](#)

5.4 Approval of [MOU](#) for retirement set between PCMS and BCOE

Minutes: A motion was made to approve the consent agenda items 5.1-5.4 by Heinke Raymond, the motion was seconded by Shelly Bettencourt. The motion was passed unanimously with one absent the vote was 4-0.

6.0 Discussion/Action Items

6.1 504 Annual Review Form

Minutes: A motion was made to approve the 504 Annual Review Form by Sarah Kevitch, the motion was seconded by Heinke Raymond. The motion was passed unanimously with one absent to vote was 4-0.

6.2 Budget: 2023-2024 First Interim Report Approval

23-24 1st Interim Budget SACS

23-24 1st Interim Multi-year Projection

Minutes: A motion was made to approve the Budget: 2023-2024 First Interim Report Approval by Shelly Bettencourt, the motion was seconded by Sarah Kevitch. The motion was passed unanimously with one absent the vote was 4-0.

At this point in the meeting Denise Farrell excused herself for another prior arranged engagement. 5:30pm

6.3 2022-2023 Audit Report Approval

Minutes: A motion was made to approve the 2022-2023 Audit Report by Sarah Kevitch and seconded by Heinke Raymond. The motion was passed unanimously with two absent the vote was 3-0.

6.4 COVID-19 Safety Plan Update and Required Six-Month Review

Minutes: A motion was made to approve the COVID-19 Safety plan by Shelly Bettencourt, and seconded by Heinke Raymond. The motion was passed unanimously with two absent the vote was 3-0.

6.5 Administration of Medications Policy Update

Minutes: A motion was made to approve the update on the Administration of Medications Policy by Sarah Kevitch and seconded by Heinke Raymond. The motion passed unanimously with two absent the vote was 3-0.

6.6 Transportation and Driving Policy SFA5 Update

6.6.a Transportation and Driving Policy SFA5 Update

6.6.b Volunteer Driver Agreement

Minutes: A motion was made to approve the updated Transportation and Driving Policy and to approve the new Volunteer Driver Agreement by Shelly Bettencourt and was seconded by Sarah Kevitch. The motion for both items 6.6a, and 6.6b were approved unanimously with two absent the vote was 3-0.

6.7 Enrollment and Admission Policy

Minutes: A motion was made to approve the updated Enrollment and Admission Policy by Shelly Bettencourt and was seconded by Sarah Kevitch. The motion was passed unanimously with two absent the vote was 3-0.

6.8 Placement Tests: Mathematics Policy

Minutes: A motion was made to approve the Mathematics Policy by Heinke Raymond and seconded by Shelly Bettencourt. The motion was passed unanimously with two absent the vote was 3-0.

6.9 2023 Placement Tests: Mathematics Results

Minutes: This item was a discussion item only. Please see attachment for results.

6.10 CAASPP Data

Minutes: This item was a discussion item only. Please see attachment to data.

6.11 El Dorado SELPA

Minutes: This item was a discussion item only. Chris Palmer explained the steps that the school would have to go through if the decision was made to join El Dorado SELPA.

6.12 California School Finance Authority Good Standing Confirmation Form

Minutes: This item was a discussion item only. Please see the attachment of good standing.

7.0 Future Agenda Items

Minutes: Comprehensive School Safety Plan.

8.0 Adjournment

Next meeting is January 30, 2023, at 5:00 pm

Minutes: The meeting was adjourned at 6:25pm