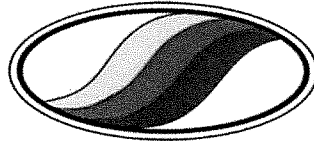


ATTACHMENT B

**April 24, 2018 Partnership Schools of the Central Coast Minutes,
Including Conflict of Interest Code in strikethrough format and clean copy**



FPCHS

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Approved Governing Council Minutes
Regular Meeting
Tuesday, April 24, 2018
Administrative Office

4:30 P.M. – Opening Session to be immediately
followed by Closed and Regular Sessions

Governing Council Members
Theresa Cappelletty, President
Laura Gonzalez, Vice President/Secretary ~ Jillian Harmon, Trustee

I. Opening Session – call to order **Time: 4:30 P.M.**

A. Roll Call

T Cappelletty _Present_ **L Gonzalez** _Present_ **J Harmon** Absent_ **K Grbac** Present _

B. Approval of Agenda – It is recommended the Governing Council approve the agenda.

Motion: LG__ **Second:** TC__ **Vote:** _2_/_0__ **Action:** Agenda Approved

T Cappelletty- Aye__ **L Gonzalez-** Aye__ **J Harmon-** Absent__

C. Flag Salute

D. Welcome of Guests

E. Public Comment - “Public Comment” is allotted for items appearing *on* the agenda and you will be given an opportunity to speak for up to three (3) minutes when the Council discusses that agenda item. Please specify which agenda item you wish to address on your “Request to Speak” form. Instructions for presentations to the Council are outlined on the cover page of this agenda.

F. Oral Comments – “Oral Comment” is time set aside for members of the audience to raise issues that are not specifically on the agenda (three minutes per person, not to exceed 30 minutes per topic). Due to public meeting laws of California, the Council can only listen to your comment(s) and cannot respond or take action. Instructions for presentations to the Council are outlined on the cover page of this agenda.

Mr. Eric Riddiough addressed the Council to reaffirm his desire to become a member of the Council. He offered an introduction to his qualifications and his connection to the school as a parent and spouse of an instructional aid employee at the Morro Bay center. Council Chairman, Theresa Cappelletty encouraged Mr. Riddiough to attend upcoming Council meetings.

II. Closed Session**Time: 4:33 P.M.**

The council will consider and may act upon the following in closed session. Any action taken will be reported publically during the open session.

- A. Conference with Labor negotiators**
 - i. Agency Negotiator: Kathy Grbac, Interim Executive Director; Roger Scott, Legal Counsel, Dr. David Guthrie, Education Synergy Consulting
 - ii. Employee Organization: Family Partnership Charter Teachers Association/CTA
- B. Public Employment –**
Title: Executive Director
- C. Public Employee Discipline/Dismissal/Release**

III. Return to Open Session Regular Meeting**Time: 6:17 P.M.**

Report of any action taken during closed session – *No action taken during closed session.*

- A. Board Approval/Ratification of Compensation Comparability Study for Executive Director Position - (Theresa Cappelletty, Chairman of the Council)**

Motion: LG **Second:** TC **Vote:** 2/0 **Action:** *Approved Ratification of the Compensation Comparability Study.*
T Cappelletty Aye **L Gonzalez** Aye **J Harmon** Absent
- B. Required Oral Report Regarding Executive Director Contract - (Theresa Cappelletty, Chairman of the Council)**

Mrs. Cappelletty reported the incoming Executive Director will have a three (3) year contract starting at \$120,434 for the 2018-19 school year; 220 day work calendar with standard health benefits.
- C. Board Ratification/Approval of Executive Director Contract - (Theresa Cappelletty, Chairman of the Council)**

Motion: LG **Second:** TC **Vote:** 2/0 **Action:** *Approved and Ratified the Executive Director Contract*
T Cappelletty Aye **L Gonzalez** Aye **J Harmon** Absent
- D. Final Governing Council Approval /Ratification of 2017-2019 FPCS and FPCTA Negotiated Settlement – (Attachment A – Kathy Grbac, Interim Executive Director, Theresa Cappelletty, Chairman of the Council)**

The tentative agreement between FPCTA and FPCS was presented for review and motion was made to approve.

Motion: LG **Second:** TC **Vote:** 2/0 **Action:** *Approval of the Negotiated Settlement.*
T Cappelletty Aye **L Gonzalez** Aye **J Harmon** Absent

IV. Regular Session

A. Reports

1. Center Reports - (**Attachment B - Coordinators**)
 - a) Solvang Center – Presented by Jules Manfreda
 - b) Santa Maria Montessori- Presented by Jules Manfreda
 - c) Orcutt HS – Presented by Rebecca Trott
 - d) BUSD – Presented by Rebecca Trott
 - e) San Luis Obispo – Presented by Lisa Simard
 - f) Morro Bay – Special Report on the MMUN Field Trip to New York
Mrs. Sonya Lanzen-Castellanos presented a report detailing the founding and general philosophy of the Montessori Method of teaching/learning.
2. Special Education - (**Attachment C – Donna Andrew**) – Presented by Jules Manfreda
3. FPCTA Report – (**Attachment D – Caren Callaway**) – Ms. Callaway reported the FPCTA membership were in the process of voting to ratify the tentative agreement with FPCS. In her opinion the negotiations were the “most amiable in our history.” The FPCTA feels they are taking a leap of faith with the new director and hope it will be reciprocated with a permanent increase to the salary schedule.
4. Principal’s Report - (**Attachment E – Jules Manfreda**)
 - a) SBAC Testing – Process is beginning and all technology systems seem to be in place.
 - b) LCAP preparation/update – Much of the preliminary work has been accomplished due to the time spent on the WASC mid-cycle review. The stakeholder surveys are in process of being compiled and reviewed.
5. Executive Director Report - (**Attachment F – Kathy Grbac**)
 - a) Period 2 (P2) Attendance Report
Ms. Grbac stated the P2 ADA was 347.64 ; an increase of 10 over the P1 reporting period. Enrollment has increased from 368 to 398 since October.
6. Governance Council Report - (**Attachment G – Theresa Cappelletty**) – Mrs. Cappelletty announced the incoming Executive Director will be Mr. Steven Torres. Mr. Torres is relocating from Chicago, Illinois.

B. Consent Agenda

1. Warrants and Financials - (**Attachment H – Andrea Reiswig, CBO**)
2. Approval of Minutes – Special Meeting of March 8, 2018 and the March 13, 2018 Regular Meeting - (**Attachment I – Kathy Grbac**)
3. Quarterly Report on Williams/Valenzuela Uniform Complaints - (**Attachment J- Kathy Grbac**)
4. Field Trip Request - (**Attachment K - Kathy Grbac**) – Yosemite Pioneer Village overnight – Morro Bay 4-5th grade students.

Motion: LG **Second:** TC **Vote:** 2/0 **Action:** Approved consent items.
T Cappelletty Aye **L Gonzalez** Aye **J Harmon** Absent

C. Items Scheduled for Action/Discussion

1. Proposed Revision to the Corporate Documents

- a) Family Partnership Charter School Bylaws (**Attachment L** – Kathy Grbac)
- b) Family Partnership Home-Study Charter School Articles of Incorporation (including prospective change of corporate name) (**Attachment M** – Kathy Grbac)
- c) Conflict of Interest Code (**Attachment N** – Kathy Grbac)

Motion was made to accept and approve the corporate documents as revised.

Motion: LG **Second:** TC **Vote:** 2/0 **Action:** *Adopted revised corporate documents.*

T Cappelletty - *Aye* **L Gonzalez** - *Aye* **J Harmon** - *Absent*

D. Future Agenda Items /Events

- 1. April 23- May 18, 2018 - SBAC Testing
- 2. April 25, 2018 - SLO Center Renaissance Faire
- 3. May 16, 2018 - Solvang Center Open House
- 4. May 22, 2018 - Governance Council Meeting
- 5. May 23, 2018 – Orcutt Center Open House
- 6. May 28, 2018 – Memorial Day Holiday – no school
- 7. June 6, 2018 – Graduation – Santa Maria Elk’s Lodge 6:00 P.M.
- 8. June 8, 2018 – Last day of School

E. Adjournment

Time: 7:39 P.M.

Motion: LG **Second:** TC **Vote:** 2/0 **Action:** *Meeting Adjourned*
T Cappelletty - *Aye* **L Gonzalez** - *Aye* **J Harmon** - *Absent*

PARTNERSHIP SCHOOLS OF THE CENTRAL COAST

CONFLICT OF INTEREST CODE

I. ADOPTION

In compliance with the Political Reform Act of 1974, California Government Code Section 87100, et seq., Partnership Schools of the Central Coast hereby adopts this Conflict of Interest Code ("Code"), which shall apply to all members of the Board of Trustees hereinafter referred to as the Governing Council and all other designated employees of Partnership Schools of the Central Coast ("Charter School"), as specifically required by California Government Code Section 87300.

II. DEFINITION OF TERMS

As applicable to a California public charter school, the definitions contained in the Political Reform Act of 1974, the regulations of the Fair Political Practices Commission, specifically California Code of Regulations Section 18730, and any amendments or modifications to the Act and regulations are incorporated by reference to this Code.

III. DESIGNATED EMPLOYEES

Employees of this Charter School, including Governing Council members, who hold positions that involve the making or participation in the making, of decisions that may foreseeably have a material effect on any financial interest, shall be "designated employees." The designated positions are listed in "Exhibit A" attached to this policy and incorporated by reference herein.

IV. STATEMENT OF ECONOMIC INTERESTS: FILING

Each designated employee, including Governing Council members, shall file a Statement of Economic Interest ("Statement") at the time and manner prescribed by California Code of Regulations, title 2, section 18730, disclosing reportable investments, interests in real property, business positions, and income required to be reported under the category or categories to which the employee's position is assigned in "Exhibit A."

An investment, interest in real property or income shall be reportable, if the business entity in which the investment is held, the interest in real property, the business position, or source of income may foreseeably be affected materially by a decision made or participated in by the designated employee by virtue of his or her position. The specific disclosure responsibilities assigned to each position are set forth in "Exhibit B."

Statements Filed With the Charter School. All Statements shall be supplied by the Charter School. All Statements shall be filed with the Charter School. The Charter School's filing official shall make and retain a copy of the Statement and forward the original to the County Board of Supervisors.

V. DISQUALIFICATION

No designated employee shall make, participate in making, or try to use his/her official position to influence any Charter School decision which he/she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family.

VI. MANNER OF DISQUALIFICATION

A. Non-Governing Board Member Designated Employees

When a non-Governing Board member designated employee determines that he/she should not make a decision because of a disqualifying interest, he/she should submit a written disclosure of the disqualifying interest to his/her immediate supervisor. The supervisor shall immediately reassign the matter to another employee and shall forward the disclosure notice to the Charter School Principal, who shall record the employee's disqualification. In the case of a designated employee who is head of an agency, this determination and disclosure shall be made in writing to his/her appointing authority.

B. Governing Board Member Designated Employees

Governing Board members shall disclose a disqualifying interest at the meeting during which consideration of the decision takes place. This disclosure shall be made part of the Board's official record. The Board member shall refrain from participating in the decision in any way (i.e., the Board member with the disqualifying interest shall refrain from voting on the matter and shall leave the room during Board discussion and when the final vote is taken) and comply with any applicable provisions of the Charter School bylaws.

EXHIBIT A

Designated Positions

<u>Designated Position</u>	<u>Assigned Disclosure Category</u>
Members of the Governing Board	1, 2
CEO/President	1, 2
Chairman of the Board	1, 2
CFO/Treasurer	1, 2
Secretary	1, 2
Superintendent/Executive Director	1, 2
Principal	2
CBO/HR Coordinator	1, 2
Director of Special Education/Resource Specialist	2
Systems Administrator	3
Consultants/New Positions	*

Commented [KR1]: These are generally high --level administrative decisions with discretionary decision-making authority. Please ensure that the appropriate titles are being used and that this list is complete.

Commented [KR2]: See my comment in the Bylaws regarding the CEO/President. If the Superintendent /ED is the CEO/President, this title can be deleted from the Code.

*Consultants/New Positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure category in the code, subject to the following limitation:

The Superintendent/Executive Director may determine in writing that a particular consultant or new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's or new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Superintendent/Executive Director's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code (Government Code § 81008).

EXHIBIT B

Disclosure Categories

Category 1

Designated positions assigned to this category must report:

- a) Interests in real property that are located in whole or in part within a two-mile radius:
 - of any school district that has authorized a Partnership Schools of the Central Coast charter school, or
 - of any facility utilized by Partnership Schools of the Central Coast's charter schools, or
 - of a proposed site for a Partnership Schools of the Central Coast facility.

- b) Investments and business positions in business entities, and sources of income (including gifts, loans, and travel payments) of the type that engage in the purchase or sale of real property or are engaged in building construction or design.

Category 2

Designated positions assigned to this category must report:

- a. Investments and business positions in business entities and sources of income (including receipt of gifts, loans, and travel payments) that are contractors engaged in the performance of work or services, or sources that manufacture, sell, repair, rent or distribute school supplies, books, materials, school furnishings or equipment of the type to be utilized by Partnership Schools of the Central Coast.

Category 3

Designated positions assigned to this category must report:

- a. Investments and business positions in business entities and sources of income (including receipt of gifts, loans, and travel payments) that are contractors engaged in the

performance of work or services, or sources that manufacture, sell, repair, rent or distribute school supplies, books, materials, school furnishings or equipment of the type to be utilized by the designated position's department. For the purpose of this category, a Principal's department is his/her entire school.

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Revision Adopted: April 24, 2018