

**AGENDA**  
**PEAK TO PEAK MOUNTAIN CHARTER**  
 Regular Meeting of the Board of Directors  
 19009 Cerro Noroeste Rd., Pine Mountain Club, CA 93222  
 5:00 p.m.  
 Thursday, August 28, 2014

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

The Peak To Peak Mountain Charter (“School”) Board of Directors welcomes your participation at the School’s Board meetings. The purpose of a public meeting of the Board is to conduct the affairs of the School in public. Your participation assures us of continuing community interest in School. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

Agendas are available to all audience members at the door to the meeting.

A “Request to Speak” list will be available to all audience members who wish to speak on any agenda items or under the general category of “Public Comment.” You will be given an opportunity to speak for up to three (3) minutes.

When addressing the Board, speakers are requested to state their name and address from the podium and adhere to the time limits set forth.

Any public records relating to an agenda item for an open session of the Board which are distributed to all or a majority of all of the Board members shall be available for public inspection at 19009 Cerro Noroeste Rd., Pine Mountain Club, CA 93222.

*In compliance with the Americans with Disabilities Act (ADA) and upon request, the School may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternative modification of the agenda in order participate in Board meetings are invited to contact the School.*

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**AGENDA**

**Preliminary**

**1. Call to Order --Time**

Motion \_\_\_\_\_ Second \_\_\_\_\_ Ayes \_\_\_\_\_ Abstain \_\_\_\_\_

**Flag Salute**

**2. Roll Call to establish quorum**

	<b>Present</b>	<b>Absent</b>
<b>Michelle Neville</b>		
<b>Rob Carruth</b>		
<b>Laura Andresen</b>		
<b>Nancy Dudley</b>		
<b>Mary Ann Kemmer</b>		

**3. Public Comment on Agenda or Non-Agenda Items:** No individual presentation shall be for more than 3 minutes.

**4. Motion to approve this agenda**

Motion \_\_\_\_\_ Second \_\_\_\_\_ Ayes \_\_\_\_\_ Abstain \_\_\_\_\_

- a. President's Report
- b. Principal's Report
- c. SAC President's Report
- d. Discussion Items
  - 1. Water
  - 2. Southwest Healthcare Grant

**5. Motion to approve minutes from July 24, 2014 Regular Board Meeting.**

Motion \_\_\_\_\_ Second \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Abstain \_\_\_\_\_

**6. Motion to approve minutes from July 30, 2014 Special Board Meeting.**

Motion \_\_\_\_\_ Second \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Abstain \_\_\_\_\_

**7. Motion to approve the removal of Kristin Dietz as a signer on account.**

Motion \_\_\_\_\_ Second \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Abstain \_\_\_\_\_

**8. Motion to approve a new signer on checking account. Signer**

Motion \_\_\_\_\_ Second \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Abstain \_\_\_\_\_

**9. Motion to approve Field Trip to La Brea Tar Pits Grades 2<sup>nd</sup>-3<sup>rd</sup>. Oct. 3, 17 or 24th.**

Motion \_\_\_\_\_ Second \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Abstain \_\_\_\_\_

**10. Motion to approve Field Trip to California Living Museum and Buena Vista Museum Sept. 25 or 26, or October 23 or 24th.**

Motion \_\_\_\_\_ Second \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Abstain \_\_\_\_\_

**11. Motion to approve Field Trip to Fort Tejon Student Living History Program May 7/8 or 14/15.**

Motion \_\_\_\_\_ Second \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Abstain \_\_\_\_\_

**12. Motion to approve Field Trip to Apache Saddle Forest Station Sept. 30<sup>th</sup>.**

Motion \_\_\_\_\_ Second \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Abstain \_\_\_\_\_

**13. Motion to approve Field Trip to Equestrian Center date to be determined.**

Motion \_\_\_\_\_ Second \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Abstain \_\_\_\_\_

**14. Motion to adjourn. Time:**

Motion \_\_\_\_\_ Second \_\_\_\_\_ Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Abstain \_\_\_\_\_

**UNAPPROVED**  
**PEAK TO PEAK MOUNTAIN CHARTER**  
Regular Meeting of the Board of Directors  
19009 Cerro Noroeste Rd., Pine Mountain Club, CA 93222  
5:00 p.m.  
Thursday, June 26, 2014

A motion was made by David Martin, seconded by Jim McDevitt to open the meeting at 5:05 p.m. Members present were as follows: Michelle Neville, President; Laura Andresen, Secretary; Rob Carruth, Treasurer; Jim McDevitt, Member; and David Martin, Member.

Flag Salute

Public Comment on Agenda or Non-Agenda Items: None

A motion was made by David Martin and seconded by Rob Carruth to approve this agenda. There were 5 ayes.

President's Report: The breakdown of expenditures from the \$10,000 scholarship for Health Services to present to Southwest is not yet available. The Olympic Pool at Camp St. Nicholas is highly recommended.

Principal's Report: We are ready to approve LCAP, but need some adjustments to the budget and LCAP. Sixty yards of mulch will be delivered. Four bleachers have been ordered which will each seat 30 persons. The computers for the teachers have been purchased, below budget. The laptops that were ordered for the students are no longer available. Shipping containers have been purchased. We need to spend money before we get more money from the grant. Rich Williams will install the smart projectors that have been ordered. Ray Hoenig will start the Tech Plan. Curriculum materials are being ordered, and we're working on a disciplinary policy, which should include approximately 4 or 5 clearly stated rules in each classroom. We are reworking both the survival and the volunteer training guides. Wendy is researching Back Office guidelines; CharterWorks will still be helping with the audit. Board members and interested parties need to fill out the 700 Form. Summer deep cleaning and maintenance is being planned. Library issues such as expectations, procedures, and calendar are being discussed. The question of carryover of sick days is still being resolved. The 8<sup>th</sup> grade curriculum will include field trips, special activities, PE, such as golf; and online experiences. Sports Night Tuesdays from 5 to 7 p.m. has been going very well. Visitors are welcome. We have a new logo.

SAC President's Report: *Hyo Jin* Glover reported that a meeting was cancelled due to the lack of a quorum. SAC will be at "The Run to the Pines" car show, August 9, 2014.

A motion was made by Rob Carruth and seconded by Jim McDevitt to approve minutes from the June 6, 2014, Special Board Meeting with changes. The typographical error of the date of the meeting was corrected and sent to all Board Members, Wendy Worster, Office Manager; and Juan Ricoy, Principal. There were 5 ayes.

A motion was made by Jim McDevitt and seconded by Rob Carruth to approve the minutes from the June 17, 2014, Special Board Meeting. There were 5 ayes.

A motion was made by David Martin and seconded by Rob Carruth to approve LCAP. There was no discussion. There were 5 ayes.

A motion was made by David Martin and seconded by Laura Andresen to approve an amendment of Board By-Laws Section 3: Designated Directors and Terms: To Limit Parent Directors to 2. Discussion: The amendment needs to reflect what was written in the Peak to Peak Charter, that Maricopa has an option to up the number of board members. There were 3 ayes and 2 nays. The ayes were Michelle Neville, Laura Andresen, and David Martin. The nays were Jim McDevitt and Rob Carruth.

A motion was made by David Martin and seconded by Jim McDevitt to accept the resignation of David Martin as a Board Member. David Martin was thanked for his service; David responded with compliments to the rest of the Board Members for their work this past year. Jim McDevitt was complimented for his term of service to the Board and the community, especially in the area of safety. There were 5 ayes.

Mary Ann Kemmer and Nancy Dudley were welcomed as new members of the 2014-2015 Peak to Peak Mountain Charter Board of Directors.

A motion was made by Rob Carruth and seconded by Jim McDevitt to elect the 2014-2015 Board of Directors as Michelle Neville, President; Rob Carruth, Treasurer; Laura Andresen, Secretary, Mary Ann Kemmer, Member; and Nancy Dudley, Member. There were 5 ayes.

It was agreed to table both the meeting to discuss the exploration of a person to serve as a liaison for safety and the meeting to consider discussion of the Employee Handbook.

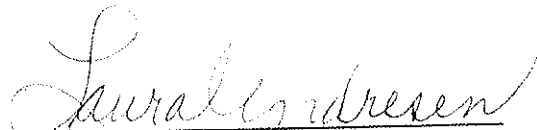
Adjournment: Time: 5:47 p.m.

A motion was made by Rob Carruth, seconded by Jim McDevitt, to adjourn. There were 5 ayes.

**CERTIFICATE OF THE SECRETARY**

I certify that I am the duly elected and acting Secretary of Peak to Peak Mountain Charter, a California nonprofit public benefit corporation; that these minutes, consisting of 3 pages, are the minutes of the Regular Board Meeting of the Board of Directors held on Thursday, June 26, 2014.

Executed on June 26, 2014, Pine Mountain Club, California.

  
Laura Andresen, Secretary



**UNAPPROVED**  
**PEAK TO PEAK MOUNTAIN CHARTER**  
19009 Cerro Noroeste Rd., Pine Mountain Club, CA 93222  
Regular Meeting of the Board of Directors  
5:00 p.m.  
Thursday, July 24, 2014

A motion was made by Nancy Dudley and seconded by Laura Andresen to open the meeting at 5:01 p.m. Members present were as follows: Rob Carruth, Treasurer, substituting for Michelle Neville as President; Laura Andresen, Secretary; and Nancy Dudley, Member. Michelle Neville, President; and Mary Ann Kemmer, Member, were absent.

Flag Salute

Public Comment on Agenda or Non-Agenda Items: None

A motion was made by Laura Andresen and seconded by Nancy Dudley to approve this agenda. There were 3 ayes.

President's Report: Rob Carruth has been making contacts in regard to the water situation at the school. Rob has contacted Roy Morrison to get a possible tie-in for water from Mil Potrero Park. There is an old 1999 contract, but we have to work out the details.

Principal's Report: Computers and furniture have been ordered. Mulch that is certified for playground use has been delivered. Volunteers are needed to help spread the mulch. Our textbook budget has been tapped out with the ordering of the math textbooks. More money will be available for textbooks in other disciplines next year. Bleachers have been ordered to facilitate their use for assemblies and other large gatherings. Juan has been afforded the use of a trailer to help with clearing brush. The \$200,000 revolving loan from the California School Finance Authority is still pending. The meeting of the CSFA has been postponed to July 24, 2014. Attendance at the Highly Effective Training Week was very beneficial. Susan Kovalik gave a presentation with passion and enthusiasm to invigorate the attendees with lots of ideas. Susan is starting a charter school in the Bay Area that may be of help to us for some new and challenging ideas. The "Being There Experience", which has previously been called "field trips", integrates learning both in and out of the classroom to inspire the students. A Volunteer Procedures Handbook is being developed. A Year-Long Calendar is being put together to give a more expansive picture of the year's activities.

SAC President's Report: SAC plans the following activities related to the Run to the Pines event on August 9, 2014: Run the information booth, Sell raffle tickets---donations of prizes are needed; and Sell water---donations are needed. It has been suggested by someone to invite some students to sing "The Star Spangled Banner".

This activity may or may not happen because of such short notice. The Commercial Center has offered a donation to the school of \$1,000 for their participation.

A motion was made by Nancy Dudley, seconded by Laura Andresen, to approve the minutes from the June 26, 2014, Regular Meeting of the Board of Directors. There were 3 ayes.

A motion was made by Nancy Dudley, seconded by Rob Carruth, to open for discussion to approve the proposal from Software Simplified. Discussion: Software Simplified has been recommended by Rocky Peak Charter and a Charter Conglomerate in Lancaster, CA. Rocky Peak will provide a template for us to use. The cloud system is the most widely used at present. The training is included in the price. Wendy will be able to take it home for both security and usefulness. A motion was made by Rob Carruth, seconded by Nancy Dudley, to try the Hosted Subscription for one year. There were 3 ayes.

A motion was made by Rob Carruth, seconded by Nancy Dudley, to open discussion to approve back office support from California School Fiscal Services. Discussion: This will allow us to control our knowledge of our expenses in our budget and give us control of our grants and the locations of each grant with details in the budget. It may take up to 5 months to learn the system. Then, we can gradually become less dependent on the back office support provided by the system.

A motion was made by Nancy Dudley, seconded by Rob Carruth, to approve rolling over last year's unused sick days (5 tops) and half of 2014-2015 unused sick days, or put a cap on the number of unused sick days accrued. Discussion: Since only two of the four teachers were in attendance, it was decided to revisit this issue at our next meeting. A motion was made by Nancy Dudley, seconded by Rob Carruth, to table the motion. There were 3 ayes.

A motion was made by Rob Carruth, seconded by Nancy Dudley, to table the approval of the Employee Handbook. There were 3 ayes.

A motion was made by Rob Carruth, seconded by Laura Andresen, to approve minutes from the August 14, 2013, Special Board Meeting. There were 2 ayes and 1 abstention as follows: Rob Carruth and Laura Andresen both voted aye, respectively, and one abstention voted by Nancy Dudley.

A motion was made by Rob Carruth, seconded by Nancy Dudley, to discuss the no-sub procedure. Discussion: The no-sub procedure is in effect when there are no substitute teachers available, "and that class needs to be divided or sent into another classroom, the money that was going to be spent on a substitute teacher will



be paid to the teacher accepting the students or will be split among the teachers receiving the students as the case may be.

Efforts will be made to secure a substitute teacher until a half day of sub pay can no longer be offered (before lunch time). At that point, the receiving teachers will earn the pay of the substitute." Employee Handbook

If the Principal is available, he/she will be the substitute teacher.

A motion was made by Nancy Dudley, seconded by Rob Carruth, to approve the no-sub procedure. There were 3 ayes.

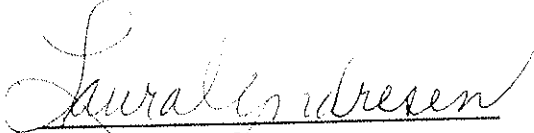
Adjournment: Time: 6:40 p.m.

A motion was made by Rob Carruth, seconded by Nancy Dudley, to adjourn. There were 3 ayes.

#### CERTIFICATE OF THE SECRETARY

I certify that I am the duly elected and acting Secretary of Peak to Peak Mountain Charter, a California nonprofit public benefit corporation; that these minutes, consisting of 3 pages, are the minutes of the Regular Meeting of the Board of Directors held on Thursday, July 24, 2014.

Executed on July 24, 2014, at Pine Mountain Club, California.

  
Laura Andresen, Secretary

