

**ENCINO CHARTER ELEMENTARY
CHARTER LEADERSHIP COUNCIL
Meeting Minutes**

Meeting date: Thursday, February 16, 2017

Time/Place: 2:45 PM , Library

I. Welcome/Call to order.....Marcia Koff

II. Roll Call: to determine quorum: 12

- a. In attendance: Marcia Koff, Dana Martinez, Ruth Mischkot, Alex Zwick, Susan Cummings, Patrice Bouffard, Lorraine Buhai, Jamie Pink, Pamela Ralston, Holly Norton, Lara Tochner, Angela Hartmann.
- b. Absent: Beth Owen, Emily McGowan, Cynthia Weichelt.

III. Minutes of the previous meeting read and approved.

IV. Discussion of Charter Oversight Visit on January 19, 2017

- a. Successful visit, received all grade 4's

V. Charter renewal moving along, thanks to Ruth Mischkot and staff for input and hard work. Rough draft due in February, final version due in April.

VI. Charter Budget report – Marcia Koff

- a. Review of draft Charter Budget. Have to bump TAs to Supervision position due to them now being eligible for benefits which is too expensive. May have to hire more 3 hour positions, need suggestions for finding suitable people.
- b. Needs assessment for the upcoming fiscal year. It has been suggested that make the Science Teacher a 5 day position. It is difficult to attract people if not offering enough hours. A 30 hour position would be a combination E Team/Supervision position. The \$3000 for Gifted Identification Assessments could be less.
- c. Angela Hartmann will look into writing a grant to cover the Science position.
- d. Staffing for next year. An additional semester of Vocal Music teacher would provide continuity for the students. Also an extra ½ day of the Psychologist and one day of the Nurse.
- e. The projected rollover is \$50,000 but will get report at end of month to get a full idea of total.

VII. District Updates – Marcia Koff

- a. Marquee shipped February 17, arrives in a couple of weeks.

VIII. Charter Committee Chair reports

- a. Personnel/Hiring – Alex Zwick
- b. Angela Hartmann observed the Science Teacher who teaches Mad Science after-school on Wednesdays. Good classroom management . Mr Zwick and Mrs Koff will observe and interview.
- c. Safety Committee

- d. Curriculum and Instruction – Ruth Mischkot
Deciding on Wonders or Benchmark. Primary grades tend to prefer Wonders and upper grades Benchmark.

IX. ELAC Report – Lorraine Buhai

- a. OLSAT next month. March 8-9

X. February 27-28 Gate testing

XI. Parent Involvement – Report from the E Team – Angela Hartmann

- a. 2017 – 2018 will have an all new E Team Board.
- b. Next Monday Parent University, offer incentives for parents to attend.

Adjournment 3:30 PM

Respectfully submitted: Susan Cummings

Our next meeting will be: March 16, 2017 in the library. Persons wishing to address the CLC on a subject to be considered at this meeting are asked to sign the speaker's list before the scheduled meeting, stating the subject they wish to address, the organization they represent (if any), and the nature of their business. www.encinoelementary.net Requests for modifications or accommodations should be made 24 hours in advance of the meeting by calling 818-784-1762.