



INLAND LEADERS CHARTER SCHOOLS

Board of Directors Meeting-Minutes

12375 California Street

Yucaipa, CA 92399

May 26, 2020 @ 5pm in Lions' Den (cafeteria)

Teleconference: [Zoom link](#): Password: 1Vyv2a

Vision: *The vision of the Inland Leaders is to sustain a high-quality community charter school founded upon innovative instruction and character education to create 21st-century leaders.*

OPEN SESSION @ 5:00 PM

- A. Pledge of Allegiance (Gordon) 5:03 pm
- B. Roll Call (Chairman) Mr. Casavan, Mrs. Mitchell, Dr. Stranger, Mr. Wolfe- All in attendance
- C. Student Council Report and other student reports (Student Officer) Miss Claire Barnes gave the student council report. Cotillion was done virtually on Zoom. Spirit day was tropical Thursday. For the 8th-grade graduation, there will be banners on the front fence of the school. Parents and students will also have the opportunity to drive-by and say their goodbyes. Students also did a virtual trivia game. Dr. Stranger said that the banners look fantastic.
- D. Finance Committee [Report](#) (Gordon/Wolfe) The finance meeting was done through Zoom. It looks as though the Governor will be making a 10% education cut. Mr. Gordon will go over the budget later in the meeting. The committee discussed personal days vs. sick days.
- E. Executive Director's [Report](#) In light of Memorial Day, Mr. Gordon acknowledged the families who have family members that gave their lives for this country. Mr. Gordon wants to thank and honor the Davis family and Tyler for their sacrifice. The health of the staff and students is good. There have been lots of staff concerned about safety on the last days of school. There have been no suspensions or expulsions. The cash flow and bank balance are very strong. The budget vs actual is on target. The school events that ILCS had are, Cotillion which Miss Jacqui did a great job on, the Leadership fair and the LCAP (Local Control Accountability Plan) are up and running. Thrive in 25 is the new initiative (Innovate, Cultivate, and Accelerate). The innovation team meeting will include discussing a program platform for iSchool at home. The audit starts next week. The reasonable assurance letters will be ready for employees to sign. This letter will clarify more about unemployment. Work has been started on the drainage issues at BSC. The 2 bathrooms at CSC have been updated with new paint and partitions. Thanks to O & R Landscaping for putting in the decomposed granite behind the business office, where the old kindergarten playground was. There has been lots of deep cleaning being done at CSC. Mr. Gordon shared a few of what he calls "joy caster". These are messages that have been sent in by parents. A student-teacher thanked Mr. Osborn for her wonderful experience. Some students were unable to purchase banners for their 8th-grader so several of the ILCS staff members stepped up and purchased them.

PUBLIC PARTICIPATION SESSION

The public may speak to any issue at this time of the meeting. Please sign in and indicate if you would like to speak to the Board on the sign-in form located on the table near the agendas. The Board is unable to deliberate or discuss items with the public that are not on the agenda. The Board Chairman will limit the length of time for comments to a reasonable period of time. Erika Petska is wondering about the school policy, protocol, and protocol as to ILCS return to school for the fall? Mr. Gordon said that all of this will be gone over later in the meeting. Amy Carlson has the same questions. Mr. Osborn wanted to let everyone know that there is now a stop sign at Ave. D and Adams St. Amber Benavides said thanks to Mr. Gordon, the Board, Staff, Mr. Osborn, Mr. Woodgrift, and parents for making this all so seamless. Teachers are so grateful. Mr. Gordon appreciates her kind words. Mrs. Barak wants to say that the kids have been reading. Their reading has been very strong. She agrees with Amber Benavides. Mrs. Reyes Sanchez: As a parent, she appreciates everything. She would like to know if AR can continue through the summer to keep up the momentum? Mr. Gordon said that summer school will be discussed later in the meeting.

DISCUSSION/ACTION SESSION

The Board will discuss and possibly take action on items listed in this section of the agenda.

- A. **ACTION:** Administration recommends approval of the [employee handbook](#) with changes based on collaboration with PayChex. Paychex HR Specialist, Marilyn Allen, in attendance to answer questions. (Gordon) Mr. Gordon

said that Mr. Wolfe wants to know if staff can just bank days the same? Marilyn went over the different types of days for salary employees only. Vacation days are earned wages and must be paid out when an employee leaves. Personal days are earned wages and must be paid out when an employee leaves. These hours can roll over but there is a cap. Sick time is where employees receive 24 hours and do not need to be paid out at the end of employment but can be if specified. Examples: 10 personal days- All days must be paid out at the end of employment after the specific requirement has been met ie, 90 days. Mr. Wolfe wants to know what are some of the things that ILCS can do to still help employees. He wants to know if ILCS has the ability to only pay out days to employees who have been at the school for 2 yrs, 3 yrs, or 5yrs.? He would like to have more than 1 personal day. Since raises may be suspended, the ILCS needs to help offset that. He would like to discuss letting people cash out a percentage of their sick days. Marilyn responded that paid time off is earned wages and must be paid out but can be tiered but they must be consistent. Mr. Wolfe would like to see some numbers of what it would look like if ILCS cashed out sick time (up to \$1000.00) Mr. Gordon understands that Mr. Wolfe doesn't want to differentiate the days. Marilyn said that most employers only allow 3 days of sick days to be cashed out. Mr. Wolfe wants to know if ILCS can amend it to more days but he wants to see the \$ amount. Mr. Gordon said that they can approve it tonight and revise it later. Mr. Gordon went through the highlighted areas to discuss the changes which included adding extra days for bereavement of immediate family only (ie. spouse or child). Mrs. Mitchell does not want this to be misconstrued as vacation days for teachers. They already have vacation days built-in. Mr. Gordon stated that the perfect attendance incentive encourages teachers to come to work sick. Mrs. Mitchell stated that she kept $\frac{1}{3}$ of her time to have it rolled over to retirement. STRS will be changing. She wants to know if it is possible to approve 1 personal day. It was offered to pull the action and table it for later for more research but if they wait until June to approve, that will not leave enough time for the new handbooks to be printed. Mrs. Mitchell motions to approve the new employee handbook with the caveat to explore the option to cash out sick days in the future. 2nd- Mr. Casavan. Mr. Casavan-Yes Mrs. Mitchell-Yes Dr. Stranger-Yes Mr. Wolfe-Yes All approved- Motion passed

- B. DISCUSSION:** 1st draft of "return to site" [policies and protocols](#) to prevent the spread of pandemic illness at ILCS (Gordon) Mr. Gordon said that these decisions are being left up to the district. He went over the interim guidelines. There are no handbooks on how to handle the Covid-19 for schools. Not everyone will be happy with the decision. The school year will be based on risk management. Safety cannot be guaranteed but ILCS will do it's best. He will rely on the Board and State for their guidance. He feels that ILCS has awesome staff, parents, and students. The state has not given permission for iSchool. The Average Daily Attendance (ADA) has not been set up for distance learning for the fall. Mr. Gordon went over the Planning Framework. ILCS will do it's best not to leave anyone behind. Mr. Gordon went over the risks to children. The information is on the CDC website and the San Bernardino County Dashboard. He went through the interim guidance that is posted on the CDC website. Mr. Gordon presented the results from the parent survey. Dr. Stranger found it significant that 25% of parents would like iSchool. Based on the results, Mr. Gordon needs to send out a more detailed survey. Mr. Gordon then went over the Responses/Action in Motion. There is a list of items that are being purchased to help keep the students safe such as touchless hand sanitizers, disinfectant spray, non-contact thermometers, masks, gloves, privacy screens, new desks for BSC, iSchool development, and much more. There will also be health support on-site. ILCS will have West Coast Nursing students to help out. The discussion then went on to risk levels and what is possibly needed for student, staff, and parent safety. Mr. Wolfe would like some feedback from the teachers and how they feel they can teach wearing a mask. Mr. Casavan feels that making these decisions now is jumping the gun. Dr. Stranger feels that since ILCS has the money, he doesn't see any reason why these items shouldn't be purchased. Mr. Gordon said that the CDC will have to give direction. Mr. Casavan asked if ILCS has to purchase all of these items? Mr. Gordon said that we don't know. Mr. Wolfe and Mrs. Mitchell asked that if ILCS is high risk, does the school go back to iSchool? Mr. Gordon said yes. Mrs. Mitchell asked if we need to purchase the items now or can ILCS wait? Mr. Gordon said that the disinfectant items will not go to waste. They are researching kids safe products. Mr. Casavan does not feel that the purchase of new desks is a good expense and that many of the things are unnecessary with the exception of sanitizing. Mrs. Mitchell wants to know what the parents that Mr. Gordon spoke to want. Dr. Stranger asked if the board has enough information to move on? Mr. Gordon said no. He wants feedback from the board members. Dr. Stranger asked what Mr. Casavan would like to not see on the list? Mr. Casavan would like to only keep the low-risk guidelines and have waivers for parents to sign. Dr. Stranger brought up the survey regarding iSchool. Mr. Casavan said that the questions were a bit confusing. The information that he is getting from parents is that they want to go back to school. He wants to go back to the way school way before COVID19. Mr. Wolfe asked if this list has anything to do with the students starting back in August? Mr. Gordon said no because ILCS does not know what the risk will be. Mr. Wolfe asked if ILCS needs to have a legal perspective on this and Mr. Gordon said that the more policy that is in place the better. Mr. Casavan doesn't feel that this is a time for legal and that students should return on sight. Dr. Stranger is ready to move on and go with high-risk guidelines. Mr. Wolfe asked if Mr. Gordon is going to give his input? Mr. Gordon said that the board was not going to come to a consensus tonight but he feels that he has enough to go on. Mr. Wolfe just wants to make sure that the school has a policy in place in case ILCS does have

to go with high-risk guidelines. Mrs. Mitchell thinks that the school can go with desk dividers. Dr. Stranger recommends the board skip item C. and moves onto item D. Mr. Gordon said that the board needs to go through item C.

- C. **PRESENTATION:** State budget and economic forecast [presentation](#) along with draft budgets for board review. (Gordon) Mr. Gordon went through his slideshow. The next 9-18 months will be tough. There are some things that can be done to save money. The list includes freezing salaries, no stipends, cut 5 teacher workdays, no Christmas bonus, no staff food, no field trips unless fully parent funded. This would save about \$450,000. Mr. Wolfe thinks that the 2 teachers who are in the Pillars Program should still get their pay since this is such a huge accomplishment but do not add any others teachers to the program at this time. Mr. Gordon said that ILCS needs cash on hand in case the state delays money. There will be about a 10% cut and unfortunately, the hardest hit will be to free/reduced lunch. This does not include any cuts that may come or the increase for SPED. There will be about a \$900,000 revenue cut. Mr. Gordon said that if the school gets more money then the board can go back and add money to salaries at their discretion. Mr. Wolfe said that since this is the projections for the next 3 yrs., this is why he wants to give more personal days or days to cash out to help compensate for taking away supplies and such. Mr. Gordon said that insurance costs are about the same. There are a lot of variations to save money so he will have 3 options for the June meeting.
- D. **DISCUSSION/ACTION:** Administration seeks approval to develop and implement the [iSchool program](#) (distance learning) as part of our program options for the next school year. (Gordon). Mr. Wolfe motions to approves to develop and implement the iSchool program. 2nd- Mr. Casavan. Mr. Casavan-Yes, Mrs. Mitchell-Yes, Dr. Stranger-Yes, Mr. Wolfe-Yes. All approved. Motion passed.
- E. **ACTION/DISCUSSION:** Summer school discussion and action to determine if [online or site-based](#). (Admin) Mrs. Mitchell wants to know if the teachers are ok with summer school being on campus. Mr. Osborn said that Mrs. Urban said that she is but she will survey the teachers. Dr. Stranger would prefer that it be done online. There will be no more than 100 students on campus. That will be 12 students per class. Mr. Perry said that SPED needs to provide 20 days of of instruction. He recommends that this be done on-site. There will be 8 students with 1 teacher and 1 aid. Mrs. Mitchell thinks that this is the perfect time to start back on campus. Mr. Gordon recommends that summer school be on campus. Mrs. Mitchell motions that summer school will be site-based. 2nd- Mr. Casavan. Mr. Casavan-Yes, Mrs. Mitchell-Yes, Dr. Stranger-Yes, Mr. Wolfe-Yes. All Approved. Motion passed.
- F. **ACTION:** Administration recommends the approval of a [5 year lease agreement](#) with Bryant Street Baptist Church. (Gordon) Mrs. Mitchell motions to approve the 5-year lease agreement with Bryant Street Baptist Church. 2nd- Mr. Casavan. Mr. Casavan-Yes, Mrs. Mitchell-Yes, Dr. Stranger-Yes, Mr. Wolfe-Yes. All approved. Motion passed.

RATIFICATIONS (none)

A.

APPROVE CONSENT CALENDAR

All matters listed under the consent calendar section are considered by the Board to be routine and will be enacted in one motion.

- A. April 2020 Check Register: [April 2020 Check Register](#)
- B. April 27, 2020 [Board minutes](#)
- C. Approval of purchases/services/contracts/MOUs over \$10,000: Pearson Elevate Science Curriculum 5th-8th Grades Student Ed Segments 1 Year + Digital, \$12,348.05. [Class Leasing, \\$10,000 yearly lease](#) for 2 existing kindergarten modulars at BSC.
- D. **Acceptance of donations**
- a. General Donations: None
 - b. In-Kind Donations: None
 - c. Fundraising Donations: None
- E. **New Hires**
- a. Certificated
 - b. Classified
 - i.
- F. **Resignations**

- a. Certificated
 - i.
- b. Classified
 - i.
 - ii.

G. Business Functions

- a.

H. Special Requests

- a.

Mr. Wolfe motions to approve the consent calendar A-H. 2nd-Mrs. Mitchell. Mr. Casavan-Yes, Mrs. Mitchell-Yes, Dr. Stranger- Yes, Mr. Wolfe-Yes All approved. Motion passed

CLOSED SESSION

none

BOARD MEMBER COMMENTS

Mr. Casavan says thanks all. We are going to do our best.

Mr. Wolfe says, same as Mr. Casavan and that he would like to know about the budget for sick time to cash out 1 day vs. 2 and 3 days. He feels that this is a way to give back.

Mrs. Mitchell does not want to make cuts if we don't have to. She was over at BCS doing a tour and saw a huge palm tree that needs to be trimmed. Dr. Urrea reported to Mrs. Mitchell that the tree has been removed. Mrs. Mitchell is thrilled about that. She is concerned about rats. She is excited to have a stop sign on Ave. D and Adams. She is proud of the previous ILCS students who now attend the highschool. According to a teacher, the ILCS students were the only ones in that class who attended the zoom meetings.

Dr. Stranger said that the board has an Executive evaluation over the summer. He wants to know if the board wants to do a memorialized document or a formal instrument? The board all said to do the letter. He also gave an update on the California Street project. Mr. Gordon has some bids on portables for the property.

The next meeting will be set for June 18th @ 5:00- BSC

ADJOURNMENT 8:21 pm

Board Secretary

Date