



OLIVE GROVE CHARTER SCHOOLS, INC.
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
Thursday, March 14, 2024, 4:00 pm (Pacific Time)

MINUTES

1. **CALL TO ORDER** Deb Willems called the meeting of the Olive Grove Charter Schools, Inc. Board of Directors to order at 4:00pm.

2. **ROLL CALL**

Deb Willems, Board Chair	present
Terry Dickinson	present
Hank Gallina	present
Jackie Heidt	present

3. **APPROVAL OF AGENDA**

MOTION: Deb Willems moved to approve the agenda as presented.
SECONDED: Jackie Heidt
DISCUSSION: None
APPROVED by a vote of 4-0
Deb Willems (Y) Terry Dickinson (Y) Hank Gallina (Y) Jackie Heidt (Y)

4. **PUBLIC COMMENT**

None

5. **APPROVAL OF CONSENT AGENDA**

MOTION: Deb Willems moved to approve the consent agenda as presented, which included the minutes from the Board meeting on February 18, 2024 and the check register for the month of February.
SECONDED: Hank Gallina
DISCUSSION: None
APPROVED by a vote of 4-0
Deb Willems (Y) Terry Dickinson (Y) Hank Gallina (Y) Jackie Heidt (Y)

6. **REPORTS/ TRAININGS/ PRESENTATIONS**
 - A. **Reports**
 - i. **Executive Director’s Report**

Meg Rydman reported that both physical fitness and ELPAC testing are wrapping up, and things are gearing up for CAASPP in the second half of April.
Today is the last day of the quarter, and tomorrow is a teacher workday for grading and progress reports, so there is no school for students.
It’s the season of surveys and conversations to help guide our LCAP development. This offers a great opportunity to reflect, measure progress, and plan.

Next week, Meg and two others from Olive Grove will travel to Long Beach for the CA Charter Schools Association conference.

Save the date! Graduation is May 24 at River View Park in Buellton. There will be 2 ceremonies, one starting at 10:00am and the second at 1:30pm.

Enrollment - As of today, 401 students are enrolled.

- 41 are elementary (TK-5),
- 69 are middle school (6-8) and
- 291 are high school (9-12).
- There are 57 sped and 28 EL students across the schools.

Enrollment is closed for the current school year. The 2024-25 intent to return survey is due next week from current students; the lottery for new students is scheduled for March 28 (if necessary).

Deb asked whether or not the schools are still required to provide meals to students. Meg replied that yes, we are required and do provide meals when students are scheduled to be onsite for two or more hours. She also added that nutritious snacks are always available, no matter the length of time the student is at the center.

ii. **Board Members' Reports**

None

iii. **Financial Report *through January***

Brian Lara (Associate School Business Manager, CSMC) provided a financial report through January.

Hank asked if the organization is in the black, and Dennis Nguyen explained that year to date (through January), the schools are actually in the red. Because revenues often come in slower than expenditures, it is expected that the schools may be in the red at this point in time. By end of year, things will even out. Deb asked if this impacts current spending, and Meg and Dennis answered no, that OGCS's cash flow situation is healthy, so there is no short term negative effect.

B. Presentations

i. **Orcutt/Santa Maria Learning Center Update**

Eva Munoz, Learning Center Director for Orcutt/Santa Maria (including SLO), introduced the staff at that location and provided highlights of some of the goings on at the LC.

C. Trainings

None

7. ACTION ITEMS

A. Approval of revised Olive Grove Charter Schools, Inc. Mission/Vision Statement and adoption of Core Values

MOTION: Deb Willems moved to approve the revised OGCS, Inc. Mission/Vision Statement and to adopt the Core Values.

SECONDED: Jackie Heidt

DISCUSSION: Lea Lippincott explained that this process started back in September with conversations involving the entire staff. Discussions based on general strengths and limitations of the school got more specific, and the number of people participating decreased until a parliament was formed towards the end of the calendar year. The parliament set out to do the work of drafting the statement and values. It was truly a team effort, and these words were very intentionally crafted.

APPROVED by a vote of 4-0

Deb Willems (Y) Terry Dickinson (Y) Hank Gallina (Y) Jackie Heidt (Y)

B. Approval of FY23/24 Revised Operating Budgets

- i. Revised Budget - Olive Grove Charter-Orcutt/Santa Maria
- ii. Revised Budget - Olive Grove Charter-Santa Barbara
- iii. Revised Budget - Olive Grove Charter-Lompoc
- iv. Revised Budget - Olive Grove Charter-Buellton

MOTION: Deb Willems moved to approve the fiscal year 23-24 revised operating budgets.

SECONDED: Terry Dickinson

DISCUSSION: Dennis Nguyen reviewed the revisions made to the operating budgets for each school in preparation for second interim reporting. The revisions focused on updating enrollment and ADA to reflect current conditions at each school, related changes in revenue, and reviewed expenses for adjustments as needed.

APPROVED by a vote of 4-0

Deb Willems (Y) Terry Dickinson (Y) Hank Gallina (Y) Jackie Heidt (Y)

C. Approval of FY23/24 Second Interim Reports

- i. Second Interim Report - Olive Grove Charter-Orcutt/Santa Maria
- ii. Second Interim Report - Olive Grove Charter-Santa Barbara
- iii. Second Interim Report - Olive Grove Charter-Lompoc
- iv. Second Interim Report - Olive Grove Charter-Buellton

MOTION: Deb Willems moved to approve the fiscal year 23-24 second interim reports.

SECONDED: Jackie Heidt

DISCUSSION: Dennis Nguyen explained that the second interim reports capture the financials through January 31 and the revisions to the budgets approved in the prior agenda item.

APPROVED by a vote of 4-0

Deb Willems (Y) Terry Dickinson (Y) Hank Gallina (Y) Jackie Heidt (Y)

D. Approval of the selection of a firm to conduct audit and tax preparation services for the fiscal year ending June 30, 2024

MOTION: Deb Willems moved to approve CWDL as the firm to conduct audit and tax preparation services for the fiscal year ending June 30, 2024.

SECONDED: Jackie Heidt

DISCUSSION: Meg Rydman explained that an auditor must be selected and the county office and our authorizer informed annually by April 1st. Once the books are closed for the school year, an independent auditor must conduct a final audit of the charter school's financial records. She recommends approving the selection of CWDL. Per fiscal policies, two proposals were solicited and received. CWDL is a known quantity having conducted the most recent audit, and their pricing is competitive at \$19,750 versus \$28,700 quoted by the second firm.

APPROVED by a vote of 4-0

Deb Willems (Y) Terry Dickinson (Y) Hank Gallina (Y) Jackie Heidt (Y)

E. Approval of revision to Olive Grove Charter Schools, Inc. Certificated Management II: Site Leaders Salary Schedule, effective July 1, 2024

MOTION: Deb Willems moved to approve the OGCS, Inc. Certificated Management II: Site Leaders Salary Schedule, effective July 1, 2024.

SECONDED: Hank Gallina

DISCUSSION: Tino Yracheta explained that this action will better compensate OGCS site leaders (LC Directors) for their responsibilities and expectations of those in the role, and it will bring the site leaders' salary schedule more

in line with current salaries for similar positions. It will also provide additional incentive for internal candidates to consider moving from a teaching position to a site leader position, if/when the need arises.

APPROVED by a vote of 4-0

Deb Willems (Y) Terry Dickinson (Y) Hank Gallina (Y) Jackie Heidt (Y)

F. Approval of Olive Grove Charter Schools, Inc. Injury and Illness Prevention Program

MOTION: Deb Willems moved to approve the OGCS, Inc. Injury and Illness Prevention Program.

SECONDED: Jackie Heidt

DISCUSSION: Tino Yracheta explained that Title 8 of the California Code of Regulations (CCR) requires every California employer to have an effective written Injury and Illness Prevention Program (IIPP) in place. The IIPP consists of procedures that OGCS must put into practice to control potential hazards at the workplace. OGCS's IIPP is based on a CalOSHA's sample template.

APPROVED by a vote of 4-0

Deb Willems (Y) Terry Dickinson (Y) Hank Gallina (Y) Jackie Heidt (Y)

G. Approval of revised Olive Grove Charter Schools, Inc. COVID-19 Prevention Program

MOTION: Deb Willems moved to approve the OGCS, Inc. COVID-19 Prevention Program.

SECONDED: Jackie Heidt

DISCUSSION: Tino Yracheta explained that OGCS, Inc.'s current CPP was revised to reflect changes to CalOSHA's model COVID-19 Prevention Program (CPP), including updated health and safety guidance.

APPROVED by a vote of 4-0

Deb Willems (Y) Terry Dickinson (Y) Hank Gallina (Y) Jackie Heidt (Y)

8. DISCUSSION/INFORMATIONAL ITEMS

A. Board Business

- i. Meg Rydman reminded the Board that their Form 700 is due by April 1.

B. New Business/Future Agenda Items

- i. The Board scheduled a tentative special meeting for March 27 at 4:00pm, in the event it is necessary to make a decision regarding a student's continued enrollment.

9. NEXT MEETING DATE

- Special meeting (only if needed): March 27, 2024, 4:00pm
- Regular meeting: May 23, 2024, 4:00pm

10. ADJOURNMENT

The meeting was adjourned at 5:27pm.

Minutes submitted by Terry Dickinson, OGCS, Inc. Board Secretary

Terry Dickinson
