



OLIVE GROVE CHARTER SCHOOLS, INC.
BOARD OF DIRECTORS
REGULAR MEETING MINUTES
Thursday, June 13, 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	absent - present - <i>arrived at 4:22pm</i>
3. **APPROVAL OF AGENDA**

MOTION: Deb Willems moved to approve the agenda as presented.
SECONDED: Terry Dickinson
DISCUSSION: None
APPROVED by a vote of 3-0
Deb Willems (Y) Terry Dickinson (Y) Hank Gallina (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 May 23, 2024 and the check register for the month of May.
SECONDED: Hank Gallina
DISCUSSION: None
APPROVED by a vote of 3-0
Deb Willems (Y) Terry Dickinson (Y) Hank Gallina (Y)
6. **REPORTS/ TRAININGS/ PRESENTATIONS**
 - A. **Reports**
 - i. **Executive Director's Report**

Meg Rydman reminded the Board that the 2023-24 enrollment data summary was sent in a weekly update approximately two weeks ago. No enrollment numbers were reported at this meeting.

The school has an accepted offer for a new teacher in Lompoc, who is actually a former employee returning to Olive Grove after a period of time abroad. The Orcutt LC is still hiring for an FSC, but other than that, staffing is complete.

All but a few employees are now on summer break, and the remainder of the 11-month employees wrap up their work year this week or next.

Summer projects are underway - The Pilots were all detailed, the space in Buellton is vacated, carpet cleaning is scheduled, plans are underway to switch phone systems from Crexendo to Google Voice, a change which will save quite a bit of money.

July will be a quiet time for reflection and focused work in preparation for the new school year.

ii. Board Members' Reports
None

iii. Financial Report
None

B. Presentations

i. Required Reporting of Local Performance Indicator Results

- a. Local Indicators - Olive Grove Charter-Buellton
- b. Local Indicators - Olive Grove Charter-Lompoc
- c. Local Indicators - Olive Grove Charter-Orcutt/Santa Maria
- d. Local Indicators - Olive Grove Charter-Santa Barbara

Meg Rydman presented the ratings on the Local Indicators Self-Reflection Tool for the current academic year for each Olive Grove school. This presentation was informational only. The Indicators will be submitted to the CDE by July 31, 2024.

C. Trainings
None

7. ACTION ITEMS

A. Approval of 2023-24 Local Control Accountability Plan and Federal Addendum for each Olive Grove Charter School

- i. Olive Grove Charter-Buellton
 - a. 2024-27 Local Control Accountability Plan (LCAP)
 - b. Federal Addendum
- ii. Olive Grove Charter-Lompoc
 - a. 2024-27 Local Control Accountability Plan (LCAP)
 - b. Federal Addendum
- iii. Olive Grove Charter-Orcutt/Santa Maria
 - a. 2024-27 Local Control Accountability Plan (LCAP)
 - b. Federal Addendum
- iv. Olive Grove Charter-Santa Barbara
 - a. 2024-27 Local Control Accountability Plan (LCAP)
 - b. Federal Addendum

MOTION: Deb Willems moved to approve the 2024-27 Local Control Accountability Plan and Federal Addendum for each Olive Grove Charter School.

SECONDED: Hank Gallina

DISCUSSION: Meg Rydman explained that the 4 LEAs, in compliance with CDE requirements, have completed the final version of the 2024-27 LCAPs including the required financial information for adoption by the Board of

Directors. Updated Federal Addendums for each Olive Grove school were also included for review and adoption by the Board of Directors.

APPROVED by a vote of 4-0

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

Jackie Heidt arrived at 4:22pm, in time for the discussion and vote on action item 7A.

B. Approval of 2024-25 Initial Budgets for each Olive Grove Charter School

- i. Olive Grove Charter-Buellton 2024-25 Initial Budget
- ii. Olive Grove Charter-Lompoc 2024-25 Initial Budget
- iii. Olive Grove Charter-Orcutt/Santa Maria 2024-25 Initial Budget
- iv. Olive Grove Charter-Santa Barbara 2024-25 Initial Budget

MOTION: Deb Willems moved to approve the 2024-25 initial budgets for each Olive Grove Charter School.

SECONDED: Hank Gallina

DISCUSSION: Dennis Nguyen presented details and information about the 2024-25 initial budgets and explained that based on the enrollment projections, revenue projections, and the instructional and operational priorities established by each LEA, the operating budgets for 2024-25, which align to the LCAP, were recommended for approval by the Board of Directors.

APPROVED by a vote of 4-0

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

C. Approval of Fiscal Year 2024-25 Initial Budget Reports for each Olive Grove Charter School

- i. Olive Grove Charter-Buellton
 - a. 2024-25 Budget Report - Alternative Form
 - b. 2024-25 LCFF Calculator
 - c. 2024-25 Cash Flow
- ii. Olive Grove Charter-Lompoc
 - a. 2024-25 Budget Report - Alternative Form
 - b. 2024-25 LCFF Calculator
 - c. 2024-25 Cash Flow
- iii. Olive Grove Charter-Orcutt/Santa Maria
 - a. 2024-25 Budget Report - Alternative Form
 - b. 2024-25 LCFF Calculator
 - c. 2024-25 Cash Flow
- iv. Olive Grove Charter-Santa Barbara
 - a. 2024-25 Budget Report - Alternative Form
 - b. 2024-25 LCFF Calculator
 - c. 2024-25 Cash Flow

MOTION: Deb Willems moved to approve the 2024-25 initial budget reports for each Olive Grove Charter School.

SECONDED: Jackie Heidt

DISCUSSION: Dennis Nguyen explained that these are the reports that will be submitted to the CDE regarding the initial budgets just approved in action item B.

APPROVED by a vote of 4-0

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

D. Approval of the pursuit of the application for title funding for all 4 Olive Grove Charter Schools: Title 1, Title 2, and Title 4

MOTION: Deb Willems moved to approve the pursuit of title funding, including Title I, Title II, and Title IV, for all four Olive Grove Charter Schools.

SECONDED: Jackie Heidt

DISCUSSION: Meg Rydman explained that this action allows the Olive Grove schools to apply for these Federal funds. Deb asked why the Board has to approve the application in this manner. Dennis explained that the timing is such that it behooves us to get the approval at this time. Approval of the completed application itself is not actually required. Hank asked what is the general amount of Title I funding the schools receive. Three of the schools (Lompoc, Orcutt/SM, and Santa Barbara) anticipate receiving just under \$86,000 combined. Buellton will apply but has not historically received any Title I funding. Terry asked for a brief description of what each fund can be used for. Title I is for improving academic achievement by closing achievement gaps. Title II is for professional learning. Title IV is for improving academic achievement through a well-rounded education, improved school conditions, and/or improved use of technology.

APPROVED by a vote of 4-0

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

- E. Approval of Proposition 28 Arts and Music in Schools Funding Annual Reports for Fiscal Year 2023-24 for each Olive Grove Charter School
- i. Olive Grove Charter-Buellton FY23-24 Prop 28 Annual Report
 - ii. Olive Grove Charter-Lompoc FY23-24 Prop 28 Annual Report
 - iii. Olive Grove Charter-Orcutt/Santa Maria FY23-24 Prop 28 Annual Report
 - iv. Olive Grove Charter-Santa Barbara FY23-24 Prop 28 Annual Report

MOTION: Deb Willems moved to approve the Proposition 28 Arts and Music in Schools Funding Annual Reports for Fiscal Year 2023-24 for each Olive Grove Charter School.

SECONDED: Jackie Heidt

DISCUSSION: Meg Rydman explained that while none of the Olive Grove schools used any of this funding in school year 2023-24, the legislation requires that these reports are approved by the Board. The reports will then be posted to the school's website and submitted through the CDE's portal. Olive Grove does plan to use some of these funds next school year.

APPROVED by a vote of 4-0

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

- F. Approval of 2024-25 CharterSafe Membership Proposal

MOTION: Deb Willems moved to approve the 2024-25 CharterSafe Membership Proposal.

SECONDED: Jackie Heidt

DISCUSSION: Meg Rydman explained that this proposal renews our contract with CharterSafe to provide insurance and risk management services for one school year. It represents an annual cost of \$128,530 for their services.

APPROVED by a vote of 4-0

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

- G. Approval of Olive Grove Charter Schools, Inc. Workplace Violence Prevention Program

MOTION: Deb Willems moved to approve the OGCS, Inc. Workplace Violence Prevention Plan.

SECONDED: Jackie Heidt

DISCUSSION: Tino Yracheta explained that new legislation requires just about all California employers to establish and implement this plan by July 1, 2024. This plan must be written, there must be training provided to staff, and a log of violent incidents must be kept. Tino Yracheta will take the lead on this program. Olive Grove's plan is based on a template provided by OSHA, and it meets the requirements of the new legislation. As the

majority of staff are on summer break, comprehensive training will be provided when the teachers return to work in early August.

APPROVED by a vote of 4-0

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

H. Approval of the 2024-2025 NPA (Nonpublic, Nonsectarian School/Agency Services) SELPA Master Contract

MOTION: Deb Willems moved to approve the 2024-2025 NPA SELPA Master Contract.

SECONDED: Hank Gallina

DISCUSSION: Meg Rydman explained that LEAs are required to develop and utilize a master contract if/when procuring services through an NPA/S. Olive Grove annually adopts the document developed by the El Dorado Charter SELPA to use as needed to meet this requirement.

APPROVED by a vote of 4-0

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

I. Approval of Lexia Two-Year Quote 2024-26

MOTION: Deb Willems moved to approve the Lexia two-year quote 2024-26.

SECONDED: Jackie Heidt

DISCUSSION: Meg Rydman explained that this purchase will secure a component of our ELD curriculum for Olive Grove's EL students for the next two school years. Some special education students also use this platform for additional support and practice. Lexia is replacing Reading Plus. This quote represents a total cost of \$10,520 for the two years.

APPROVED by a vote of 4-0

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

J. Approval of Contractor quote for repairs necessary to the Lompoc Learning Center

MOTION: Deb Willems moved to approve the contractor's quote for repairs necessary to the Lompoc Learning Center.

SECONDED: Hank Gallina

DISCUSSION: Meg Rydman explained that extensive repairs are necessary to return the bathrooms at the Lompoc learning center to fully functional condition following a plumbing issue that resulted in a water leak and quite a bit of damage. The total estimated cost for the necessary repairs is \$12,897.44. The Board asked about insurance coverage and discussed the possibility that it will end up costing more. The Board stated that Meg can proceed if the actual cost is less than \$10,000 more than the estimated cost.

APPROVED by a vote of 4-0

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

K. Approval of purchase of additional Chromebooks for student use

- i. Lompoc Quote - 18 devices \$6365.01
- ii. Orcutt/Santa Maria Quote - 22 devices \$7779.45
- iii. Santa Barbara Quote - 13 devices \$4596.95

MOTION: Deb Willems moved to approve the purchase of additional Chromebooks for student use.

SECONDED: Terry Dickinson

DISCUSSION: Meg Rydman explained that this purchase will replace lost or damaged Chromebooks, ensuring we have an adequate supply to provide one to every student in the new school year. Title IV funds will be used to fund this purchase. The total cost is \$18741.41 for 53 devices.

APPROVED by a vote of 4-0

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

8. CLOSED SESSION

The Board entered closed session at 5:02pm.

- Conference with Labor Negotiator
Agency Designated Representative: Board Chair
Unrepresented Employee: Superintendent

RETURN TO OPEN SESSION

The Board returned to open session at 5:17pm.

ROLL CALL

Deb Willems, Board Chair - present

Terry Dickinson - present

Hank Gallina - present

Jackie Heidt - present

9. REPORT ACTION FROM CLOSED SESSION

No action taken.

10. DISCUSSION/INFORMATIONAL ITEMS

A. Board Business

i. Set date for next Board meeting

- a. The Board reviewed the 2024-25 Proposed Board Meeting Dates, and set the dates as proposed. The next meeting will be August 15, 2024.

B. New Business/Future Agenda Items

None

11. NEXT MEETING DATE

- August 15, 2024

12. ADJOURNMENT

The meeting was adjourned at 5:20pm.

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

Terry Dickinson
