



**BAYFRONT CHARTER HIGH SCHOOL  
LEADERSHIP COUNCIL MINUTES  
11/04/2015**

**LC Reps:** Darline Bejarano, Cara Hetrick, Ronald Jones, Linda Libby, Gina Lybarger, Armando Vidales **Not Present:** Gina Lybarger, Linda Libby

**LC Staff:** Elisa Aguirre, Kevin Riley, Ryan Santos

**LC Staff Not Present:**

Presented By	AGENDA ITEM	ACTION	BACKGROUND	Person Responsible	Next Steps
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**MINUTE AGENDA ITEMS**

Dr. Riley	Welcome				
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**AGENDA ITEMS FROM COMMUNITY COUNCIL MEMBERS**

Dr. Riley	A Proposal to Increase Student Engagement	<p>Asked LC to begin developing a plan to improve student engagement.</p> <p>Asked LC if they walked around the campus making observations what would they see here at Bayfront?</p> <p>Ms. Hetrick shared: when I walk in I can notice if students are excited with what they are working on if they are able to relate the content to other things that may be exciting in their lives. However, when I walk and they all started greeting me and are excited for someone to walk into their classroom I notice there is a reduce amount of engagement. I also notice students leaving a classroom a number of times and walking around the hallway.</p> <p>Dr. Riley shared that the quality of instruction class is critical in terms of engagement. Also---we continue to have the issue of the headphones and the phones being used in class. When brought up for discussion during PD, every teacher has their own opinion regarding this subject, there is a lot of inconsistency. Proposed a policy that will be applied by all staff members and students. Shared a copy of a proposal.</p>	<p>Dr. Riley has continued to point towards the need for increased levels of “student engagement”. Engagement has multiple levels and manifests itself in many ways.</p> <p>Staff has been inconsistent and flexible with regard to students using their phones in class and listening to music with earbuds and headphones. Many of the students struggling academically, are the same students who always have headphones on during school—and inside the classroom.</p>		
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		<p>Foundation is our Digital use policy:  <i>“Technology at Bayfront (including 1:1 laptops and personal devices) will be used solely for teaching and learning; Specifically, to: Research, organize, evaluate, communicate, or create information.”</i></p> <p>(As opposed to watching YouTube clips and downloading music and games.)</p> <p>Policy restricts phones in classrooms and no headphones/earbuds in the building.</p> <p><b>LC Modification to Proposal:</b></p> <p>Leadership council agreed on:</p> <ul style="list-style-type: none"> <li>• No phones are permitted on desks or otherwise visible inside of classrooms.</li> <li>• No earbuds or headphones are permitted ANYWHERE inside the building – only outside during Nutrition Break, Lunch, or Before/After school.</li> <li>• Headphones will only be used in the classroom for education purposes</li> <li>• Consequences: 1<sup>st</sup> time – Warning; then it will be taken away and given back at the end of class/day; take it away and bring it to Dr. Riley and student will pick it up from him; take it away and bring it to Dr. Riley and parent will have to pick it up.</li> </ul> <p>Policy will be shared with the rest of the staff first during Professional Development on Friday.</p>			
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**AGENDA ITEMS FROM EXECUTIVE DIRECTOR**

Dr. Riley	2015-16 Lease with United States University	Bayfront negotiated a lease with USU to sublease the classrooms that we use. We initially asked for 5 additional classrooms to accommodate our incoming 9 <sup>th</sup> grade class.	Mueller/Bayfront established a partnership to sub lease space from United States university and to grow the high school each year in this building. A change in		
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		<p>USU agreed to 3 classrooms.</p> <p>The lease is for \$150,000 for the 2015-16 school year. With a payment of \$12,500 each month.</p> <p><b>LC approved</b></p>	<p>leadership in April 2015 has terminated that partnership. Both sides agreed to 1) sublease until June 2016, and 2) start looking for alternative facility.</p>		
Dr. Riley	Lease Proposal	<p>Dr. Riley reported that:</p> <p>USU owner will be having a conference call with the brokers sometime this week.</p> <p>Met with the superintendent yesterday and he is still in support of the high school. He is not asking for us to incorporate right now; it is important to do it down the road but not at this point.</p> <p>Mr. Vidales asked if the Charter board vote is by majority? <i>Yes, it is, we like to get to decisions by consensus but if not it will be by majority. It is on our guidelines.</i></p> <p>Ms. Hetrick asked if it is a secret vote? <i>No it is not</i></p> <p>When is the next charter board meeting? <i>Dec 10<sup>th</sup> however, in our last meeting we agreed to meet as soon as we had a lease proposal on the table</i></p> <p>The next step would be to meet with Mueller/Bayfront staff, to discuss what's in the lease proposal, other building options; can we afford it; breakdown of our budget; - during this meeting no one will be asked to vote on anything. The following week will be the charter board meeting.</p> <p>Mr. Vidales asked number wise, what are the figures you can share with the staff? The 5-year projection; it is in the budget for the first 5 years. We can actually show based on the districts projections that from 2015 to 2019 the reserve grows by \$1.5m.</p> <p>Mueller Staff has expressed concern that the lease could affect their salaries. There is no evidence to justify that concern.</p>	<p>In response to the change in leadership at USU and agreement to terminate sublease in June, Bayfront has pursued an alternative location with 4 options in mind:</p> <ul style="list-style-type: none"> <li>• Move to a different location that still serves our school mission;</li> <li>• Take over the entire lease to the current building (contingent on USU moving out);</li> <li>• Wait for alternative location or circumstances to reveal themselves;</li> <li>• Begin Transition Plan to close down BCHS.</li> </ul>		

Dr. Riley		<p>Dr. Riley requested permission to sign agreement with law firm Young, Minney and Corr to provide legal counsel for the proposed lease offered by the building owner. The lease is currently being reviewed by the CVESD legal counsel but will view the proposal from the district's point of view—not the charter.</p> <p>To get a legal opinion from YM&amp;C, we must sign contract <b>and submit \$2,500 retainer</b>. That amount is placed in an account and drawn from for all services rendered.</p> <p><b>LC voted to approve.</b></p>	<p>YM&amp;C is one of two law firms in the state of California that is recommended and used by the California Charter Schools Association. Their clients are charter schools and are for most authorities on California Charter Law.</p>		
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**Roundtable:**

Ronald Jones: I would at one point like to talk about the culture of the school and getting a happier vibe all around

Darline Bejarano: dress code be added to our next meeting

Armando Vidales: I would also like to talk about the dress code

Cara Hetrick: I would like to go back and review the advisory plan and create a more detail one because I have teachers constantly asking me what I am doing for advisory

Ryan Santos: Sergio and I will be going into 9<sup>th</sup> grade classes to review graduation requirements and reinforce how to communicate with teachers. We will start next week, will email/inform teachers when they can come in

**Next Meeting: November 18, 2015 @ 4:00pm**