



**BAYFRONT CHARTER HIGH SCHOOL  
COMMUNITY COUNCIL MINUTES  
08/19/2015**

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

**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 & Introductions				
Dr. Riley	Purpose of Leadership Council	<p>Shared the role of the Leadership Council (as described in the Charter Petition) mirrors the same one as the one from Mueller:</p> <ul style="list-style-type: none"> <li>• <i>“To represent the interests of all students, parents and staff in making the best decisions to achieve the goals of the Charter;</i></li> <li>• <i>To determine professional working conditions for all staff;</i></li> <li>• <i>To improve policies, systems, procedures for the overall operations of the school;</i></li> <li>• <i>To form and monitor ad hoc committees, task forces, hiring panels, etc. as needed;</i></li> <li>• <i>To monitor the progress of working committees;</i></li> <li>• <i>To improve overall communication within the school and beyond;”</i></li> </ul>	<p>The charter petition describes the role and scope of authority for LC. LC begins each year by insuring all members understand the purpose of the council.</p>	LC members	
Dr. Riley	Quality of Indicators/LCAP Goals	<p>Explained Local Control Funding Formula, the source of our revenue, and the connection to our goals (LCAP).</p> <p>Provided Leadership Council with a copy of the Local Control Accountability Plan (LCAP) Goals and the Quality Indicators. Explained that they are the goals for both Mueller and Bayfront.</p>	<p>Quality indicators are how we define and measure Academic Quality, as well as the quality of Service – and even the quality of Life at Mueller Charter School. Quality is measured by:</p> <ul style="list-style-type: none"> <li>• Student Achievement</li> <li>• Student Progress over Time</li> <li>• Student Engagement</li> <li>• Teacher Engagement</li> <li>• Parent Engagement</li> <li>• School Climate</li> </ul>		

Dr. Riley	Charter Petition	Indicated that all leadership council members have a copy of the Charter Petition in their notebook and that we will be referring to it throughout the year	The Charter Petition is revised, approved and re-authorized every five years. The Last re-authorization took place in May 2014. The Petition is our “constitution” and defines how we operate.		
Dr. Riley	Charter Board	The first charter board meeting will be on September 3, 2015 at Mueller Charter School.	The Charter Board meets quarterly, beginning in September. The original date was September 24 but has been moved up.		

**Mueller/Bayfront Financials**

	Budget Review	<p>Shared with LC a 5-year Summary of Financials (2013-2018) that have been prepared by the CVESD finance office.</p> <p>Our expenditures come from 3 major categories - salaries (certificated, classified, all staff) 70% of our budget goes to salaries (which is comparatively low); the balance goes toward supplies and materials (this is anywhere from custodial, textbooks, to uniforms); and operating expenses (lights, insurance, etc)</p> <p>Total ending balance in the summary of financials is what we have in reserve.</p> <p>Explained SB740 – funding that reimburses charter schools for leases – designed for charter schools that have to pay for lease (\$750 per student) the trick with this is that the window closed but we are going to apply because we have a new lease.</p>	There are numerous documents that lay out our school’s finances. This one as developed to share with the building owner.		
Dr. Riley	Facilities: Seek Authorization for LOI	<p>Explained that:</p> <p>Bayfront currently subleases classroom space from United States University. We have reached a point where we can no longer share this building. USU has expressed an interest in relocating and Bayfront would like to remain in the building. Both parties have held preliminary discussions with the owner.</p> <p>Dr. Riley presented some of the highlights of the lease:</p>	<p>Bayfront has an opportunity to take over the lease at 830 Bay Blvd. We have outgrown our space and our partnership with USU. Bayfront has enlisted the services of Hughes Marino- real estate brokers. They have analyzed our opportunities both in the current building and in other available properties. They have submitted a non-binding offer on the building and the owner has submitted a counter proposal.</p> <p>To proceed, we will need to submit a Letter of Intent to develop a lease.</p> <p>Dr. Escobedo will determine whether the</p>		

		<ul style="list-style-type: none"> <li>• 15-year commitment</li> <li>• Lease payment escalates</li> <li>• The lease, per sq foot, is below the market rate</li> <li>• The lease does not include CAM charges (operational costs)</li> <li>• The owner provides \$300,000 in tenant improvement costs</li> </ul> <p>Ms. Bejarano asked if it is cheaper to build a brand new high school building? Dr. Riley said no because 1) the costs would far exceed the amount of the lease and 2) it could take years to permit and build.</p> <p>Mr. Jones asked if it is required for the district to find a building for us. Dr. Riley explained that, according to a California Charter Schools Association analysis—Prop 39 does not apply because the CVESD is only obligated to provide facilities to students in grades K-6.</p> <p><b>LC approved moving forward with requesting approval for a Letter of Intent from the charter Board.</b></p>	<p>lease will need to go to the CVESD governing board for approval. The owner may request that the district guarantees the lease.</p>		
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**Council Members' Items**

Dr. Santos	Advisory	<p>Shared that LC would be the appropriate space to create a vision for advisory. Asked LC what is it that we want to get out of advisory this year and how do we envision advisory?</p> <p>Dr. Santos shared that he envisions advisory as a place where students develop study skills and works of habit.</p> <p>Mr. Jones envisions advisory as a place where students create a close relationship with their advisor, where it's the one person a family/student member can really go to.</p> <p>Ms. Libby envisions advisory as a college prep where students learn about different colleges and what to do to get ready for college.</p> <p>Ms. Bejarano envisions advisory as a place where advisors go over grades, attendance,</p>			
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		<p>and tardies with their students.</p> <p>Ms. Lybarger shared that advisory could be a place where advisors mentor students who are having trouble with GPA or work getting done. A place as resiliency where they create a space at school where they can get work done if they can't at home.</p> <p>Dr. Santos shared that advisory could also be a place where advisors review the Digital Use Policy, talk about career exploration; review work permits, resumes, interviews.</p> <p>Ms. Libby suggested Dr. Santos shared the curriculum he provided last year, which involved social awareness, personal awareness, and showed a video that ties everything together.</p>			
Dr. Riley	Ryan Santos Salary Schedule	<p>Asked for approval to adopt a new salary schedule for Lead Counselor, Ryan Santos, effective 7/1/15.</p> <p><b>LC approved</b></p>	When Dr. Santos completed his doctorate, we failed to modify his salary to reflect the stipend.		

**Mueller Charter School**

Ms. Lybarger	Update	<p>Shared that Mueller just finished doing home visits. It is important for families to know why we do home visits. In the past years the number of home visits has decreased however this year there was an increase in the amount of home visits.</p> <p>Shared that Mueller's Open House will be on Aug 26<sup>th</sup> for MCLA. This will be an opportunity for families to visit classrooms and have a presentation in the auditorium about college week.</p> <p>Mueller's Fiesta Night will be on Sept 17<sup>th</sup></p>			
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**Roundtable:**

Ms. Hetrick asked when Bayfront would have open house. LC shared that they felt open house would be important to keep on the schedule for the beginning of September since Student-Led conferences are coming up and it is important for families to know about each grade teacher and their syllabus. LC agreed on the following dates for Open House:

Monday August 31<sup>st</sup> 9<sup>th</sup> grade at 6:30pm / Tuesday September 1<sup>st</sup> 10<sup>th</sup> grade at 6:30pm

The structure of Open House will be discussed during PD. Elisa is in charge of sending an all-call, email, and flyer out to parents informing them of Open House.

**Next Meeting: September 2, 2015 @ 4:00pm**