

# PACIFIC CHARTER INSTITUTE

## *Board of Directors*

*Gary Borden, J.D., Rex Fortune, Ph.D, Jean-Paul Prentice, Wei Hsieh, Judy Miller, Kevin Smith-Fagan*

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## MINUTES

**DATE & TIME:** **Tuesday, September 9, 2014 @ 10:00 a.m.**

**LOCATION:** 6450 20<sup>th</sup> Street, Rio Linda, CA 95673  
Board Room Phone Number: 866-992-9033, ext. 3002

**1. Call to Order:** President Smith-Fagan called the meeting to order at 10:04 a.m.

**Roll Call:** Directors Present: Borden, Fortune, Prentice, Hsieh, Miller, Smith-Fagan

**2. Adoption of Agenda:** APPROVED as presented.

Motion: Fortune Vote: Unanimous  
Second: Miller

**3. Public Comments:** None

**4. Closed Session:** President Smith-Fagan called the closed session to order at 10:06 a.m to discuss the following item:

1. Conference with Legal Counsel - Anticipated Litigation (1 Case) , (G.C. 54956.9(b))

**5. Announcement of Action(s) Taken in Closed Session:** The Board adjourned to open session at 11:12 a.m. at which time President Smith-Fagan announced that no action had been taken in Closed Session.

**6. Unfinished Business -** None

**7. Adoption of Minutes**

1. APPROVED: June 10, 2014 Regular Meeting as presented.  
Motion: Borden Vote: Unanimous  
Second: Miller

2. TABLED: July 24, 2014 Special Meeting  
Motion: Prentice Vote: Unanimous  
Second: Miller

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### 8. Business Items

1. APPROVED: 2013/14 Unaudited Actuals Report for Pacific Charter Institute  
Motion: Prentice Vote: Unanimous  
Second: Borden
  
2. APPROVED: Resolution #1/2014-15: Pre-Tax Receivables  
Motion: Borden Vote: Unanimous  
Second: Prentice
  
3. APPROVED: Resolution #2/2014-15: State Teachers Retirement System-Valley View Charter Prep  
Motion: Borden Vote: Unanimous  
Second: Prentice
  
4. APPROVED: BP/AR 6173 Homeless Students  
Motion: Borden Vote: Unanimous  
Second: Hsieh
  
5. APPROVED FIRST READING: Proposed Bylaws for Pacific Charter Institute  
Motion: Prentice Vote: Unanimous  
Second: Miller

**Note to Minutes:** Director Borden left the meeting at 11:45 a.m.

### 9. Reports/Communications: The following information items were presented by staff members for board review.

1. **Valley View Charter Update:** Mr. Mittan, Director, Valley View Charter Prep, reported on the status of student enrollment, staffing and operations at the new school. He invited board members to attend the Open House at the learning center, located at 2453 Grand Canal, Ste. 2A, Stockton, on September 30 starting at 12:00.
  
2. **Academic Reports:** Mr. Reid, Learning Analyst, presented written reports the following academic updates:
  - 1) **Broadway Summer School** – most of the students that started completed the course. Results for July CAHSEE testing will be released on September 19, 2014.
  
  - 2) **Professional Development** – Focusing on teachers, instructional staff will take a series of units associated with instructional methodology. Completed units could be submitted for a \$100 stipend and professional growth units.

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- 3) **WASC Update for Heritage Peak Charter** – site leaders and site content instructors met to provide input on multiple sections of the WASC document. The WASC Committee will arrive at Lion’s Gate Conference Center on November 16, to begin a three day visit. Site leaders and 2-3 members (TBD) of the Board of Directors will meet with the committee.
  
  - 3. **RVCS Charter Renewal:** Dr. Keefer, Executive Director, presented an overview of the charter renewal for Rio Valley Charter School. The overview addressed preparation for submitting renewal petitions, statutory timelines, and the challenges of renewal given the growing number of charter schools across the state.
  
  - 4. **LCAP Update:** Dr. Keefer and Mr. Reid, presented the LCAP Update for Fall 2014. The five goals presented included: Student proficiency in Common Core standards; courses of study for students; EL student proficiency levels; increased parent involvement; positive learning environments for students and parents.
  
  - 5. **Personnel Update:** Dr. Keefer presented the current staffing counts at all PCI schools and learning centers.
  
  - 6. **Conflict Resolution Planning:** Dr. Keefer presented a draft outline for developing a Conflict Resolution Process for PCI.
  
  - 7. **Executive Director Evaluation Proposal :** Mr. Smith-Fagan, President, Board of Directors, proposed that a feedback piece be developed for the evaluation of the Executive Director. This could be a survey/comment piece that staff reporting directly to the Executive Director would be invited to complete. It would not be a part of the evaluation instrument.
- 10. Future Meetings: December 9, 2014 Regular Meeting**
- 11. Adjournment:** The meeting was adjourned at 1:00 p.m.
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| Motion: | Prentice | Vote: Unanimous |
| Second: | Miller   |                 |

**Respectfully submitted,**

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**Adoption Date**

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**Kevin Smith-Fagan, President  
Board of Directors**