



Thursday, September 21, 2023
Governing Board Agenda

Location: Bellevue-Santa Fe Charter School
1401 San Luis Bay Drive
San Luis Obispo, CA 93405

4:00-4:05 p.m. CLOSED SESSION
4:05-5:00 p.m. OPEN SESSION

1. OPEN SESSION

1.01 Announce Closed Session items

2. CLOSED SESSION

2.01 PUBLIC EMPLOYEE APPOINTMENT (GOV. CODE SECTION 54957)(B)(1).
Title: classroom teacher

3. OPEN SESSION

3.01 Announce action from Closed Session
3.02 Pledge of Allegiance

4. ACTION

4.01 Consensus on Order of Business
4.02 Approval of Minutes – May 30, 2022

5 PUBLIC INPUT

5.01 Correspondence
5.02 Public Comment

6. ADMINISTRATOR UPDATES

7. PTO REPORT

8. INFORMATION

8.01 Reports by Board members
8.02 CAASPP Report
8.03 Brown Act Training
8.04 Food Service Update

9. PUBLIC HEARING

9.01 Instructional Materials Sufficiency: California Education Code 60119 requires the Governing Board to hold an annual public hearing to determine whether each pupil has sufficient textbooks and instructional materials.

10. DISCUSSION

10.01 Governing Board Goals
10.02 Appoint Governing Board Officers
10.03 Principal/Administrator Goal Setting

11. ACTION

11.01 Appoint Governing Board Officers
11.02 Instructional Materials Sufficiency

12. CONSENT AGENDA

13. UPCOMING MEETING PLANNING

13.01 Develop Agenda
13.02 Review assignments and action items
13.03 Next scheduled meeting: TBD

In compliance with the American Disabilities Act, if you need special assistance to participate in a Governing Board meeting, please contact Principal, Julie Turk at 805-595-7169. Notification of at least 48 hours prior to the meeting will assist staff in assuring reasonable accommodations can be made.



**Tuesday, May 30, 2023
Governing Board Draft Minutes**

**Location: Bellevue-Santa Fe Charter School
1401 San Luis Bay Drive
San Luis Obispo, CA 93405**

4:00-5:00 p.m. OPEN SESSION

In attendance: Kevin Ashworth, JoEd Sennes, Ellen Pitrowski, Megan Horner, Bradley Escobar, Cole Cheatwood, Julie Turk

Public: Vicki Cheatwood, Richard Shih, Sarah Rijnen, Lindsey Ellman, Emily VanderZwaag, Erika Martin, Finlee Shih, Hannes Rijnen, Jonah Wilkes, Shelby VanderZwaag, Dublin Martin, Bodhi Miller

1. OPEN SESSION

1.01 Pledge of Allegiance

2. ACTION

2.01 Consensus on Order of Business

2.02 Approval of Minutes – May 25, 2023

Julie made a motion to approve the minutes. Megan seconded. All were in favor.

3. PUBLIC INPUT

3.01 Correspondence

A note from Jenny Crooks was read.

3.02 Public Comment

4. PRESENTATIONS

4.01 Sixth Grade Service Projects

The sixth-graders shared their Service Projects.

5. ADMINISTRATOR UPDATES

We will be using the food management company for the school lunches next year. The carnival has been rescheduled for Monday, June 5th.

6. PTO REPORT

The PTO Retreat is on Thursday, June 1st.

7. INFORMATION

7.01 Reports by Board Members

Kevin Ashworth - Thank you to Vicki Cheatwood for her service on the PTO.

Ellen - We're going to schedule a Governing Board retreat for the beginning of the year.

Megan - Looking forward to just being a parent at the school. It's been a good experience.

7.02 Curriculum and Instruction – year end report

There are two main items I want to bring to the board. The first is that we began the process of creating class lists. This process takes many steps and happens over a period of time. This is a time when all students are discussed individually, which is the benefit of our small school. This is an ongoing process and will continue before class lists are posted before school begins. Secondly, we discussed the direction of some of our PD time for next year. We're going to be looking at some foundational elements of our school, discussing what they mean, how we can support and enrich them, and creating common language we can use as a school to promote our culture.

8. DISCUSSION

8.01 2023-2024 Budget Adoption and Budget Overview for Parents

A discussion of the 2023-2024 Budget was held.

8.02 2023-2024 LCAP Adoption

A discussion of the LCAP was held.

8.03 2023-24 Personnel Handbook

A discussion of the Personnel Handbook was held.

9. ACTION

9.01 2023-2024 Budget Adoption and Budget Overview for Parents

Ellen made a motion to approve the 2023-2024 Budget. Julie seconded. All were in favor.

9.02 2023-2024 LCAP Adoption

Megan made a motion to approve the LCAP. Bradley seconded. All were in favor.

9.03 2023-24 Personnel Handbook

Ellen made a motion to approve the 2023-2024 Personnel Handbook with edits to the language on TB testing. JoEd Seconded. All were in favor.

10. CONSENT AGENDA

11. UPCOMING MEETING PLANNING

11.01 Develop Agenda

11.02 Review assignments and action items

11.03 Next scheduled meeting: TBD

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RESOLUTION REGARDING SUFFICIENCY OF INSTRUCTIONAL MATERIALS:

Whereas, the governing board of Bellevue-Santa Fe Charter School, in order to comply with the requirements of *Education Code* Section 60119 held a public hearing on September 21, 2023, at 4:05 p.m., which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours, and;

Whereas, the governing board provided notice of the public hearing posted in at least three public places that stated the time, place, and purpose of the hearing, and;

Whereas, the governing board encouraged participation by parents, teachers, and members of the community in the public hearing, and;

Whereas, information provided at the public hearing and to the governing board at the public meeting detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in Bellevue-Santa Fe Charter School, and;

Whereas, the definition of “sufficient textbooks or instructional materials” means that each pupil has a textbook or instructional materials, or both, to use in class and to take home, and;

Whereas, sufficient textbooks and instructional materials were provided to each student, including English learners, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects:

- Mathematics
- Science
- History-Social Science
- English/language arts

Therefore, it is resolved that for the 2023/2024 school year, the Bellevue-Santa Fe Charter School has provided each pupil with sufficient textbooks and instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.

ADOPTED by the Governing Board of the Bellevue-Santa Fe Charter School, San Luis Obispo, California, at the regular open public meeting thereof, held this 21st day of September 2023.

RESOLUTION REGARDING SUFFICIENCY OF INSTRUCTIONAL MATERIALS:

AYES:

NOES:

ABSENT OR NOT VOTING:

ATTEST:

By: _____ Board Secretary

By: _____ Board President

BSFCS GOVERNING BOARD GOALS 2022-23

Policy Development

The following policies will be reviewed:

- Bullying Policy (AR) - completed
- Homework Policy (AR)
- Behavior Expectations (AR) - completed
- FERPA (MP)
- Parental Involvement (GB)
- Proof of Residency (GB) - completed

BSFCS Policies

Mandated Policy	Revision Date
Attendance	03/17/22
Course of Study	11/30/22
Education for English Language Learners	11/30/22
FERPA	01/17/19
Public Speaking Procedure and Protocol	02/13/20
Special Education Staff	11/30/22
Staff Teaching English Language Learners	11/30/22
Suicide Prevention Policy	05/28/20
Governing Board Policy	
Admissions	11/18/21
Independent Study	11/18/21
Internal Complaint	01/16/20
Parent/Guardian Involvement	05/23/19
Prohibiting of Unlawful Harassment, Discrimination and Retaliation	01/16/20
Racial Balance Outreach	11/18/21
Proof of Residency	11/30/22
Tobacco Free School Policy	05/28/20
Uniform Complaint	08/19/21
Administrative Regulation	
Anaphylaxis Treatment	10/21/21
Behavior Expectations	10/27/22
Bullying	10/27/22
Dress Code	02/17/22
Field Trips	03/19/20
Grading	03/21/19
Homework	03/15/18
Identification and Evaluation of Individuals for Special Education	10/27/22
Student Use of Technology	02/17/22

BSFCS Bylaws

OFFICERS.

5.1 Officers of the Corporation. The Officers of the Corporation shall be a president, a secretary, and a treasurer. The Corporation will also have such other officers as may be appointed in accordance with Section 5.3 of these Bylaws. Any number of offices may be held by the same person, except that neither the secretary nor the treasurer may serve concurrently as either the president.

5.2 Selection of Officers. The officers of the Corporation, except as appointed under Section 5.3 of these Bylaws, shall be elected annually by the Board and each shall serve at the pleasure of the Board, subject to the rights, if any, of any office under contract of employment. Neither the president nor the treasurer shall be an employee of the school.

5.3 Other Officers. The Board may appoint and may authorize the president or other officer to appoint any other officers that the School or Corporation may require, each of whom shall have the title, hold office for the period, have the authority, and perform the duties determined by the Board or specified in the Bylaws.

5.4 Removal of Officers. Without prejudice to any rights of an officer under any contract of employment, any officer may be removed, with or without cause, by the Board or by an officer on whom the Board may confer that power of removal.

5.5 Resignation of Officers. Any officer may resign at any time by giving written notice to the Corporation. The resignation shall take effect as of the date the notice is received or at any later time specified in the notice and, unless otherwise specified in the notice, the resignation need not be accepted to be effective. Any resignation shall be without prejudice to the rights, if any, of the Corporation under any contract to which the officer is a party.

5.6 Vacancies in Offices. A vacancy in any office due to death, resignation, removal, disqualification, or any other cause shall be filled in the manner prescribed in these Bylaws for regular appointments to that office, provided that such vacancies shall be filled as they occur and not on an annual basis.

5.7 Responsibilities of Officers.

(a) President. The president shall preside at Board meetings and shall exercise and perform such other powers and duties as may be assigned by the Board or prescribed by the Bylaws. The president shall, subject to the control of the Board, and in conjunction with the Officers of the School, assist in supervising and directing the business, activities, affairs and the officers of the Corporation.

(b) Secretary.

(i) Book of Minutes. The secretary shall keep or cause to be kept, at the Corporation's principal office or such other place as the Board may direct, a book of minutes of all meetings, proceedings, and actions of the Board, or committees of the Board. The minutes of meetings shall include the time and place of holding, whether the meeting was general or special and, if special, how authorized, the notice given, the names of those present at Board and committee meetings. The secretary shall keep or have kept at the principal office in California, a copy of the Articles of Incorporation and Bylaws, as amended to date.

(ii) Notices, Seal, and Other Duties. The secretary shall give, or cause to be given, all required notices of all meetings of the Board and of committees of the Board. The secretary shall keep the corporate seal in safe custody, and shall have such other powers and perform such other duties as the Board or the Bylaws may prescribe.

(c) Treasurer.

(i) Book of Accounts. The treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and records of accounts of the Corporation's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, retained earnings, and other matters customarily included in financial statements. The books of account shall be open to inspection by any director at all reasonable times.

(ii) Deposit and Disbursement of Money and Valuable. The treasurer shall deposit, or cause to be deposited, all money and other valuables in the name and to the credit of the Corporation with such depositories as the Board may designate, shall disburse the Corporation's funds as the Board may designate, shall disburse the Corporation's funds as the Board may order, shall render to the president and directors, when requested, an account of all transactions as treasurer and of the financial condition of the Corporation, and shall have such other powers and perform such other duties as the Board or the Bylaws may prescribe.

(iii) Bond. If required by the Board, the treasurer shall give the Corporation a bond in the amount and with the surety or sureties specified by the Board for faithful performance of the duties of his/her office and for restoration to the Corporation of all its books, papers, vouchers, money, and other property of every kind in his or her possession or under his or her control on his or her death, resignation, retirement, or removal from the office.

BELLEVEUE-SANTA FE CHARTER SCHOOL Governing Board Calendar 2023-24

<p>AUGUST 2023</p> <p>No meeting scheduled.</p>	<p align="center">SEPTEMBER 21, 2023</p> <p><u>Open Session: 4:30</u> <u>Information:</u> CAASPP Report Brown Act Training Food Service Update <u>Public Hearing:</u> Instructional Materials Sufficiency <u>Discussion:</u> Governing Board Goals Appoint GB Officers Principal/Administrator Goal Setting <u>Action:</u> Appoint GB Officers Instructional Materials Sufficiency</p>	<p align="center">OCTOBER , 2023</p> <p><u>Closed Session: 3:30</u> Principal/Administrator Evaluation/Goal Setting <u>Open Session: 4:00</u> <u>Discussion:</u> 2022-23 Unaudited Actuals Report</p>	<p align="center">NOVEMBER , 2023</p> <p><u>Open Session 4:00</u> <u>Discussion:</u> First Interim Budget Report <u>Action:</u> First Interim Budget Report</p>
<p align="center">DECEMBER 2023</p>	<p align="center">JANUARY , 2024</p> <p><u>Open Session 4:00</u> Town Hall (LCAP, items of interest) 4:30 <u>Information:</u> Statement of Economic Interest <u>Discussion:</u> 2024-25 Instructional Calendar (1st reading) <u>Action:</u> 2024-25 Instructional Calendar (1st reading) <u>Consent Agenda:</u> Approval of 6th Grade Overnight Fieldtrip Approval of 4th/5th Grade Overnight Fieldtrip</p>	<p align="center">FEBRUARY , 2024</p> <p><u>Open Session: 4:00</u> <u>Information:</u> Curriculum and Instruction: • Mid-year Report <u>Discussion:</u> 2nd Interim Budget Report School Accountability Report Card (SARC) Employee Contract negotiations (3 year) <u>Action:</u> 2nd Interim Budget Report School Accountability Report Card (SARC) Consent Agenda: Annual Financial Audit</p>	<p align="center">MARCH , 2024</p> <p><u>Open Session 4:00</u> <u>Presentation:</u> 6th Grade CIMI Presentation presentation <u>Information:</u> State Budget Projections <u>Discussion:</u> GB Election Process <u>Action:</u> GB Election Process</p>
<p align="center">APRIL , 2024</p> <p><u>Open Session 4:00</u> <u>Discussion:</u> <u>Action:</u></p>	<p align="center">MAY , 2024</p> <p><u>Open Session 4:00</u> <u>Public Hearing:</u> 2024-2025 Proposed Budget and Local Control Accountability Plan (LCAP) <u>Discussion:</u> 2024-2025 Budget Review Governing Board Goals 2024-25 Personnel Handbook <u>Action:</u> GB Election – ratify results 2024-25 Personnel Handbook</p>	<p align="center">MAY/JUNE , 2024</p> <p><u>Closed Session: 3:30</u> Principal/Administrator Evaluation <u>Open Session 4:00</u> <u>Presentations:</u> 6th Grade Student Service Projects <u>Information:</u> Curriculum and Instruction: • Year End Report <u>Discussion:</u> 2024-2025 Budget Adoption 2024-2025 LCAP Adoption <u>Action:</u> 2024-2025 Budget Adoption 2024-2025 LCAP Adoption</p>	