

**FAME Public Charter School
Board of Directors Regular Meeting
39899 Balentine Dr., Suite 335, Newark CA
Friday, August 20, 2010, 9:00 AM**

Reasonable accommodation for any individual with a disability -- Any individual with a disability who requires reasonable accommodation to participate in a Board meeting may request assistance by contacting us at (510) 687-9111, ext. 104 by 3:00 P.M., Thursday, August 19, 2010

Members Present

Dr. Chisholm X
Mr. Cerny X
Mr. Kastriotis X

Absent

Iqal Khan

Members of the Community

Iyad Wazwaz
Leslie Nilson
John Mittan
Krista Kastriotis
Julie Mattoon
Maram Alaiwat

Mehdi Rizvi
Elena Watson

Minutes and Agenda

1. CALL TO ORDER & APPROVAL OF AGENDA

1.01 Roll Call/Establishment of Quorum/Recital of Mission Statement

Dr. Robert Chisholm, Board President; called the meeting to order at: 9:20 am

A quorum was present

1.02 Approval of Agenda as Posted or Revised

Motion to Approve Agenda as Posted

Moved: Mr. Cerny Seconded: Mr. Kastriotis

Discussion: none

Motion Carried: 3-0 1 member absent

**2. ADJOURNMENT TO CLOSED SESSION POSTED PURSUANT TO THE RALPH M. BROWN ACT
CALIFORNIA GOVERNMENT CODE SECTION 54954.5**

2.01 Conference with legal counsel – Significant exposure to litigation pursuant to subdivision (b) Section 54956.9 (one case)

Meeting adjourned to closed session at: 9:21am

3. REOPENING IN OPEN SESSION

Meeting reopened at 10:29 waiting for Legal to return a consultation call. The members will take the return call at any point during the meeting.

Dr. Chisholm reported that there is nothing to report from closed session. The attorney will be faxing a legal opinion. No action taken.

4. Approval of Minutes

4.01 Approval of Minutes for regular meeting June 24' 2010

Motion to approve minutes as written

Moved: Mr. Kastriotis Seconded: Mr. Cerny

Discussion: none

Motion Carried: 3-0 1 member absent

5. COMMUNICATION FROM PUBLIC *(Limited to 3 minutes per person, but there is no limit on the number of members of the public who may speak. Note that the Board hears comments from the public but does not respond at this time.)*

5.01 Public Comment regarding matters NOT on the Agenda

None

5.02 Public Comment regarding matters ON the Agenda

Ms. Alaiwat asked Roya Kamrani to introduce herself to the board. Ms. Kamrani has recently been hired as the Office Manager for the Newark office.

6. COMMENTS FROM BOARD MEMBERS ON ITEMS NOT ON THE AGENDA

6.01 Board Comments on Items NOT on the agenda

Mr. Kastriotis indicated that Ms. Alaiwat sent an email regarding Eric Premack/CSDC's upcoming training regarding governing boards and said he would be interested in attending. Both Dr. Chisholm and Mr. Cerny said they would like to attend but their schedules may prevent attendance.

Mr. Kastriotis said he had received an article from Ms. Alaiwat that 51.8 million dollars had been released for charter school start up and implementation grants. Ms. Alaiwat indicated that FAME would not be eligible as the money is not for existing schools but is meant for new schools. She further explained that schools apply during November and if the grant is awarded the money come in phases. Schools can get start up funds based on having a petition ready and then also get the implementation grant once the charter is approved.

Mr. Kastriotis had a question about page 6 of the employee handbook and asked that Ms. Alaiwat and Ms. Nilson look into prior board discussion about the item.

7. OFFICER & SCHOOL DIRECTOR REPORTS

7.01 CEO – Maram Alaiwat

Ms. Alaiwat indicated that both the new loan and the bilingual grant have been received. One of the current concerns with funding for the school year is with enrollment. There is a large discrepancy between what FAME was expecting in June and the current status for independent study. Ms. Alaiwat indicated that the learning center is meant to address IS enrollment issues. Ms. Alaiwat has met with San Leandro city planners and negotiations are back on the table so FAME can secure a conditional use permit. The main challenge is that the center will not be opening before the beginning of school and families are looking for final word on whether the center will be open before they will commit to

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enrolling. The lease is moving forward and the landlord has accepted all of the modifications to terms of the lease that FAME requested.

In terms of budget; the books have not closed for the previous fiscal year so there is not yet a final summary on July or August. One thing known is that FAME will have challenges with the special education budget. The current budget is based on trends. Previous to last year FAME spent \$250,000 on special education vendors. This past year FAME spent \$340,000 because after review and audit of our files additional services needed to be dispensed. The budget this year was based on the fact that the number of SE students had dropped so the budget assumption was that SE budget would be lower. The estimate in the budget was for \$230,000 however; FAME has more students coming in than accounted for and more students with complicated cases. Ms. Alaiwat advised to aggressively pursue educational benefit for placing students in Independent Study. Legal services may be necessary when a parent challenges a placement. Board members agreed with this stance. Ms. Alaiwat indicated that FAME needs \$100,000 increase in the SE program. A potential source of funding is from the site lunch program. She indicated that FAME needs to re-evaluate whether or not the money FAME currently spends on the lunch program should be continued as the liability on that program is much higher than originally planned and, that the board consider moving the money out of the lunch program to the SE program.

Regarding the SELPA move; FAME has advised the county staff that we have been accepted by El Dorado and Ms. Alaiwat plans to meet with ACOE to talk about the flow of funding.

7.02 CFO – Mehdi Rizvi

Two major points to the current budget are enrollment which according to Mr. Rizvi looks good at the moment and the other is the facilities grant which FAME is still waiting to hear about. Once FAME hears about the grant he will have a better understanding of what the final budget will look like and can prepare the first interim budget. The funds for the new loan have been received. In September FAME will pay down the old loan in the amount of 1.3 million.

7.03 Director of Language Development – Krista Kastriotis

Ms. Kastriotis reported that FAME received the FLAP grant; at this point the amount that FAME will receive is not known. She has asked ACOE grant team members to give FAME a copy of grant apportionment so that we can verify what funds FAME will receive. A new Arabic kindergarten teacher has been hired. Initially there were 42 families indicating interest in the program and currently 16 families have confirmed interest in enrolling in the Arabic Immersion program. Five of the families are Arabic speaking. She indicated that total enrollment will be 40 students and she expects FAME will meet that enrollment figure. The schedule for instruction is being developed for the program. She described how the program would be set up to divide the English/Arabic instruction. Final curriculum

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is still being identified and developed. She plans to tour a dual immersion school next week and will be finalizing program implementation with ACOE next week.

She also indicated that this past week staff received training from ACOE regarding classroom instruction for English Learner students.

7.04 Director of Accountability – Leslie Nilson

Ms. Nilson indicated that implementation of the new data management system, DataDirector, is moving forward. She also stated that items required in the MOU for August have been completed and posted to the FAME web site and/or submitted to ACOE staff; the scope and sequence is posted but some items are still being finalized. September and October will be big reporting months. She also indicated that EdTec would be running the STAR analysis on the current results as they have done for the past several years. In addition, all new employees who have submitted final paperwork have been processed and employment agreements have been issued. She briefly reviewed the past weeks staff development.

7.05 Director of Independent Study – Julie Mattoon

Ms. Mattoon passed out information regarding enrollment for Independent Study. Enrollment is currently lower than expected. She provided information on withdrawals and the reason why students have left our program. Several students have left to enroll in Visions and Connecting Waters which are large charter schools and have been heavily advertising in Contra Costa County.

Themes for the Independent Study program this year will be a focus on outreach and high school. IS staff will be meeting with local homeschooling groups to determine needs in the community and doing some outreach in San Francisco. Teachers will be hosting park days to help build connections within our school community.

Break for Lunch: 11:55 – 12:12

Ms. Mattoon mentioned that the IS program would like to move from NWEA to AimsWeb as a new assessment tool for the independent study program. The board agreed that Ms. Mattoon had the authority to move forward assuming the costs would be the same as the prior agreement with NWEA.

Ms. Mattoon asked Dr. Elena Watson to provide an update to Special Education and the move to the new CHELPA. Ms. Watson reported that CASEMIS has been completed; FAME had a very clean report however a few systemic issues were identified.

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She stated that the move to the El Dorado CHELPA was a good move for FAME. The support services are better with El Dorado and the use of forms and legal paperwork is much more accessible and we now have a computerized IEP form. Workshops have been attended by both Dr. Watson and other school leaders. One drawback to the change, a move from one SELPA to another requires interim placements and addendums which have been sent out to all families with students on an IEP. All files are now at the Newark office and the site programs will receive copies of the contents in the file and the general education teacher will continue to receive a copy of the IEP.

Regarding the SE FCMAT recommendations: 1) FAME needed to continue to develop and implement 504 plans, Dr. Watson will be presenting an in-service on 504 plans. 2) FAME needs to track services more quickly; Dr. Watson has prepared a check off sheet to indicate FAME's process for meeting student's needs. 3) A calendar has been developed for all 10-11 IEP meetings. 4) An agenda for each IEP will be prepared so that the administrator of the IEP will be certain that all areas are addressed. 5) Standardized SST processes will be developed so that SST's across all programs/sites will be the same. 6) FAME will be looking at individual student services during IEP's and determining the best way to provide those.

7.06 Director of Site Programs – Iyad Wazwaz

Mr. Wazwaz provided enrollment information for the site based programs. Currently the sites have 868 student enrollments and FAME is meeting targeted enrollment at all sites. Final numbers will be available the first week of September as some students may not show. Summer packets were sent early this summer and four days were designated for parents to bring in required forms for enrollment.

The sites are 99% staffed, one position is still open. New teacher orientation was provided last week and a high school/kindergarten orientation for parents has been scheduled for next week. An extensive calendar has been put together for administrative/staff/parent use.

8. ITEMS FOR BOARD CONSIDERATION/APPROVAL

8.01 Approval of Field Trip policy

Motion to approve field trip policy

Moved: Mr. Kastriotis Seconded: Mr. Cerny

Discussion: Mr. Kastriotis asked for clarification on the accident insurance.

Motion Carried: **3-0 1 member absent**

8.02 Approval of Manpower Conversion fee of \$2,000 to hire prior temporary employee for Leslie St. site

Motion to approve \$2,000 to cover the conversion fee to hire former temporary employee.

Moved: Mr. Kastriotis Seconded: none

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Motion died for lack of second

8.03 Approval of revised employee work schedule

Motion to approve revised employee work schedule.

Moved: Mr. Kastriotis Seconded: Mr. Cerny

Discussion: Ms. Nilson provided an overview of the changes.

Motion Carried: **3-0 1 member absent**

8.04 Approval of new hires for 2010-2011

Motion to approve new hire list for 2010-2011

Moved: Mr. Kastriotis Seconded: Mr. Cerny

Discussion: Mr. Chisholm asked whether or not a qualified math teacher has been hired. Mr. Cerny requested that the names of previous employees be removed from the current document and any future submissions.

Motion Carried: **3-0 1 member absent**

8.05 Approval of lease for property at 15071 East 14th St., Suites A, B, C, San Leandro, CA 94578

Motion to have Ms. Alaiwat to move forward to finalize the lease that has been reviewed by the board and legal counsel.

Moved: Mr. Cerny Seconded: Mr. Kastriotis

Discussion: Ms. Alaiwat indicated that the address originally provided by the landlord was incorrect. The address is 15065 A 15065 B, 15067 A/B

Motion Carried: **3-0 1 member absent**

8.06 Approval of expenses for Bilingual/Arabic National Research not to exceed \$6,000 and will include travel, accommodations, meals, books and materials, etc. for no less than three months.

Motion to approve expenses for Bilingual/Arabic National Research not to exceed \$6,000 and will include travel, accommodations, meals, books and materials, etc. for no less than three months.

Moved: Mr. Cerny Seconded: Mr. Kastriotis

Discussion: Ms. Alaiwat explained that when FAME applied for the bilingual grant one of the items FAME requested was to travel and conduct research on program implementation however that was taken out of the grant before submission. The funding would allow both Ms. Alaiwat and Ms. Kastriotis to meet with professionals nationwide regarding bilingual immersion programs.

Motion Carried: **3-0 1 member absent**

9. OTHER BOARD DISCUSSION ITEMS

9.01 Agenda topics for September regular meeting.

Interview the last applicant for the board position

Lunch and Nutrition services

9.02 Board meeting dates for 2010-2011

The schedule was revised to eliminate one September meeting. A new schedule will be distributed.

10. MEETING ADJOURNMENT

Motion to Adjourn: Moved: Mr. Kastriotis Dr. Chisholm closed the meeting at: 2:00

As required by the Brown Act, in CA Government Code Section 54969, notice of this regular meeting was posted, delivered, and received at least 72 hours before the time of the meeting. None of the agenda items will begin earlier than the posted opening meeting time. The Board may alter the sequence of the agenda items at the meeting.