



**INLAND LEADERS CHARTER SCHOOLS  
Board of Directors Meeting Minutes**

**13456 Bryant Street (BSC)  
Yucaipa, CA 92399**

**May 24, 2021 @ 5pm**

**Teleconference: [Zoom link](#): Password: ILCSBOARD**

**Vision:** *The vision of the Inland Leaders is to sustain a high-quality community charter school founded upon innovative instruction and character education to create 21st-century leaders.*

**OPEN SESSION**      5:05 pm

**A. Pledge of Allegiance (Gordon)**

**B. Roll Call (Gordon)** *Jay Jimenez, Michael Casavan, Bonnie Mitchell, Eli Gillespie Present. Aron Wolfe was not present.*

**C. Student Council [Report](#) (Student Council Member)**

*The Student Council made a video for the Board. The Student Council Vice President gave thanks for allowing them to come to school. Student was part of the ILCS Football team this year and was thankful he was able to enjoy time with friends and learning, even though they did not win many games this year. The Basketball Team this year is the 2nd best in the league, the kids are still having fun and learning a lot. Students in 8th grade went to Pali this year, not Catalina. The trip was May 26th-28th. All of the students are State Testing right now, it has been rough for them. They are determined to persevere through these times. Student Council Elections are in process. All of the 8th Student Council members announced one important thing they have learned throughout their years being at ILCS.*

**D. Finance Committee [Report](#) (Casavan/Gordon)**

**E. Administration Report (Gordon)**

*Classified Teacher appreciation week, Mr. Gordon clarified that a classified employee is a non teacher. He recommended if you see a classified employee to be sure to thank them. Mr. Gordon sent out a video thanking the Classified members for their hard work. We have information about a bill called AB1316-Anti Charter. If you want more information on that, ask Mr. Gordon and he will get that information on his non business time. Bryant street property plans: we have received a proof of the traffic study. We are waiting for additional proof from the engineers that have been hired. Mr. Gordon asked Dr. Urrea not to expect those in time for August, Mr. Gordon told the Board the ball has been dropped, and we need someone to pick it up and run with it. The city is ready for us to get the approvals. Mr. Gordon does not see the timeline working out as originally planned. He would need to sit down with all BSC teachers to see how these plans would work best during the year as school will be in session. Every year we are audited by our State Audit, we have a very long list of auditable material due to our DL documents and our instructional minutes. Our 8th graders are getting ready for their Pali trip, we did have Covid testing done for them which went really well. Summer school is coming along well, Mrs. Urban says there are about 96 attending this year. Last year we had about 85-90 kids in Summer school. Plans for next year are in full swing. There are a lot of questions like, "What does next year look like?" "What do electives look like next year?" ILCS is looking to get back to full in-person, with the Hybrid program as well. The week of August 8th will be back to school week. He plans to take the board members on a tour of the classrooms and see any/all improvements made.*

**F. Recognition of Fernando Cortes for his dedication as our Information Technology Coordinator (Gordon)**

*Mike Gordon introduced Fernando Cortes, Mr. Gordon refers to Fernando as the "IT" guy, and continues on about how much Fernando has done for our school. He has rebuilt our entire network and had it back up and running in a couple of days. Fernando is very easy to work with and goes about his business; he is a very hard working individual. This will be Fernando's 6th year with ILCS.*

Mr. Gordon presents Fernando with a certificate of appreciation of the service and hard work he did at ILCS. It also came with a pin he can wear. They step outside to take a picture with Mr. Gordon and the rest of the Board Members.

**G. Recognition for Sue Stanley and Jennifer Rigsby on their retirement (Gordon)**

Mr. Gordon introduces Mrs. Rigsby, she stands for applause. Mrs. Rigsby has been with ILCS for 13 years. She always has a smile on her face, always positive, this may seem like a small recognition but needs large value for success. Rigsby received a signed card from all the board members. Next they introduce Sue Stanley, she stands for applause. Stanley has been with ILCS since the beginning. Mr. Gordon refers to her class as "magical." Gordon expresses his gratitude by saying, "Awesome job, well done retirement." Board members also gave Stanley a card signed. Stanley and Rigsby go outside with board members to take a picture.

**PUBLIC PARTICIPATION SESSION**

The public may speak to any issue at this time of the meeting. Please sign in and indicate if you would like to speak to the Board on the sign-in form located on the table near the agendas. The Board is unable to deliberate or discuss items with the public that are not on the agenda. The Board Chairman will limit the length of time for comments to a reasonable period of time.

**A. General Public Participation**

Phil Vecchio speaks from zoom, Starts by saying how appreciative his family is for everything ILCS has done for his family. They have currently signed their son up for the Hybrid Program, they are very happy that the Hybrid Program is still an option due to their son's health problems. He is still too young for the Covid Vaccine, and he is very susceptible to Covid right now. The doctors have recommended him to stay home until he can get vaccinated. The families concerns are that they have been made aware that once the Hybrid Program is over, will they lose their On site spot? The Vecchio family is aware that they would not expect him to jump in mid-year. Once he gets the vaccine, will he be able to join in person? Mr. Gordon responds and says, "He appreciates these concerns and getting more information from the parents is key to help these plans get better." Mr. Gordon is awaiting for more information from legal. Closed item "A" at 5:41PM.

**B. Public Hearing for comments regarding the Local Control Accountability Plan (LCAP)**

The board is required to hear comments at a prior meeting before adoption. When it comes in June is when the Board members are able to approve. Close item "B" at 5:43.

**DISCUSSION/ACTION SESSION**

The Board will discuss and possibly take action on items listed in this section of the agenda.

**A. ACTION: Recommended adoption of the employee handbook for the 2021-2022 school year developed in collaboration with Paychex. (Gordon)**

We have a team of legal advisers to go over and confirm all the Paychex legal and advise it accordingly. Motion-Casavan. 2nd-Bonnie. Vote-Mr. Gillespi, Bonnie, Mr. Casavn, Dr. Jimenez. Vote was unanimous. (Wolfe not present)

**B. ACTION: Approval of the Expanded Learning Opportunity Grant budget plan as required by AB86. (Gordon)**

This action does need to be approved by June 1. Tracy and Mr. Gordon have gone through this action with a fine tooth comb to match all information mentioned. This is being provided by the state of California to provide more learning time and expanded learning opportunities. Recently added was, "The use of third party contractors and consultants to support extended learning opportunities includes offering different programs for students online." Total cost is \$638,076 to implement all of those strategies mentioned above by 2022. Bonnie asks, "Do we have the staff for something like this? Gordon responds, "We do have intervention specialists coming: a mental health specialist and counselors. Bonnie-"Do we need to allow for more finances for those putting more hats on their head?" Gordon-Great question Bonnie, need to get back with more information on that question. Motion Dr. Jimenez. 2nd-Mr. Casavan. Vote-Mr. Gillespie, Bonnie, Mr. Casavan, Dr. Jimenez. (Wolfe not present)

**C. DRAFT POLICY: Administration to provide the Hybrid Program Draft Board Policies and**

**supporting documents as a part of the new Hybrid program option for students (Gordon/ Woodgrift)**

As of now there are only two funding options and it looks like it is going to stay that way. Either on Independent Study-(or Hybrid Program), or On-Site Based Program. Students enrolled in Hybrid are considered Independent Study; they must meet the requirements and regulations currently in place for Independent Study. Students may be involuntarily withdrawn from the hybrid program in the event that they are not actively participating and/or attending class. Students on the hybrid program will be treated as transfers to the independent study program and will not have rights to the seat-based program in the future other than what is provided through the ILCS lottery policy for independent study students. In the case of the Vecchio family, you may lose your seat but you will be given an option for the next school year. Students must attend the site-based class or classes at the request of the administrator for teachers(minimum of one day a week), unless needed for required testing. Students need to attend their "online" classes via Zoom for a minimum of 120 minutes a day, except for the day(s) they attend in person. In the event that the class sizes must be reduced for social distancing or other emergency situations, hybrid students may be required to engage in full time distance learning and lose access to the site based program. Students are required to keep their cameras on during Zoom sessions. As far as Enrollment, the students will be given open access to enroll in the Hybrid program. Certain parameters and guidelines must be carefully considered prior to student enrollment. Students will be enrolled into the Hybrid program under the independent study funding umbrella. IEP students must hold a placement meeting to determine if the transfer to a new learning program is appropriate and voluntary. Current ILCS students will be provided priority enrollment in this order: 1)Current site based students. 2) Current Independent study students. 3) Students from the lottery waitlist. Legal department will be coming back in June with laws for this program. Feedback from Casavan- If someone is on Hybrid program(in case of the Vecchio family, where their child physically should not come to school), this policy would not apply to them. Do we put them in a different category where they come in one day a week with a referral from the doctor to try and accommodate those students who can't? Mr. Gordon is really interested in looking more into this question. Mr Woodgrift and Mr. Gordon had a similar discussion where the student had transferred, but more of a homeschooled student. Dr. Jimenez/Casavan comments making it its own policy. Could we make this its own policy where it's more of a homeschool, one on one session. If the doctor can sign off on information on reasons why this would be great implementation. This could be a great NEW policy option because Luke is already a student with ILCS.

**D. ACTION: Board approval of the Parent Engagement Title 1 policy (Gordon)**

250 students that require Title 1 funding. Bonnie - Would this help support parent training? Gordon- Yes. it is giving the parents the tools to do so, and all the training. Jacquie would also be a person to go to help with Title 1 policy as far as parent outreach. Motion-Bonnie. 2nd-Mr. Casavan. Vote- Dr. Jimenez, Mr. Casavan, Mrs. Mitchell, Mr. Gillespie.

**E. ACTION: Approve WASC mid-cycle report. (Osborn)**

Western Association of Schools and Colleges, we participate with WASC to do self study. ILCS is a highly reflecting school, so every 6 years a team comes out to really dissect ILCS as far as what the strengths and weaknesses are as a staff and as a school. WASC needs approval on the mid-cycle review. Reports are as follows. 1) Students/Community Profile Data- Mr. Perry. Updated the Demographics. 2) Significant Changes and Developments-Osborn. The most significant change was our Hybrid Program. Engagement of Stakeholders in Ongoing School Improvement-Dr. Urea. 4) Progress on Implementation of the Schoolwide Action Plan/SPSA-Mr. Woodgrift. Schoolwide Action Plan/SPSA Refinements-Mr. Gordon. Motion-Casavan. 2nd-Mrs. Mitchell. Vote-Mr. Gillespie, Mrs. Mitchell, Mr Casavan, Dr. Jimenez.

**F. ACTION: Recommendation of the ILCS Board Nomination Committee for nominees for the ILCS Board to vote on in regards of which candidates will be placed onto the election ballot. (Jimenez)**

Two Positions that are open. Mr. Gordon will be sending out information on each person with their bio attached. Mrs. Mitchell asked if she needs to change her bio? Gordon- He will look into it and send her what he currently has. Dr. Jimenez reads the names off that were recommended from the committee. Susan Jetton, Reya Sanchez, Demitri Chronopoulos, Bonnie Mitchell and Aron

Wolfe. Casavan agrees with all names except Megan Bunnel. Motion- Dr. Jimenez. 2nd-Casavan. Vote-Dr. Jimenez, Mr. Casavan, Mr. Gillespie. Mitchell did NOT vote.

- G. ACTION: Approval of Health Insurance Broker (Marsh & McLennan) and agreement for services including health plan determination as recommended by the finance committee. (Gordon)** Big push for this before open enrollment. Worked with them for about 5 years now. This Motion is for the agreement - Motion-Casavan. 2nd- Mr. Gillespi. Vote- Dr. Jimenez, Mr. Casavan, Mrs. Mitchell, Mr. Gillespie. This motion is for the Health Plan. Last year you were not able to join your spouse. This year they will have that option. All employees have insurance if they work over 30 hours a week. Asked employees to help pay for the dental plan. No more than \$30 thousand increase cost. Motion-Dr. Jimenez. 2nd- Mrs. Mitchell. Vote-Dr. Jimenez, Mr. Casavan, Mrs. Mitchell, Mr. Gillespie.

#### **RESOLUTION:**

- A. Administration recommends the resolution to allocate the use of Education Protection Account (EPA) funds to be used for teacher's salaries and benefits. (Gordon)**  
This was a requirement when Jerry Brown was Governor, basically says we do not want any of this funding going to the administration. Motion- Mr. Casavan. 2nd-Dr. Jimenez. Vote-Mr. Gillespie, Mrs. Mitchell, Mr. Casavan, Dr. Jimenez.

#### **TRAINING/WORKSHOP/PRESENTATION**

The ILCS Board is provided with training or information in a workshop or session that does not involve any actionable items.

- A. BUDGET WORKSHOP: Board will review the draft budget and supporting documents developed by administration and the finance committee.**  
Final budget to be approved and submitted to the charter authorizer prior to July 1, 2021. This needs to be approved by June, then goes to the district which they review then goes to the county. The retirees also get the same retirement as any regular teacher. Budget looks great this year. Bonnie-Do they charge more for Charter Schools? Gordon- Yes, But we have been doing this the entire time. So it does not have any impact on us. Bonnie-If this goes through, will it affect us at all? Gordon-It shouldn't financially. Minimum wage goes up to \$15.00 an hour starting July 1st. Increase sub pay by \$2.00 an hour. Bonnie-How do we get that budget? Gordon-Off previous years. Bonnie-Do employees accept that? Gordon-Yes, they are ok with that amount. It seems to be fair. Looking into getting new security cameras. Hybrid equipment is about \$45,000. Casavan-Covid Precaution that has kept us on campus has been great. Can we spend extra funds to help increase safety on the outside of the school. He suggested improving the chain link fence on Adams. Mr. Gordon-None of that is off the table, the fencing is something to address in the fall. Casavan-can we improve with the points of entry? Bonnie-We can not forget about the safety for our kids, in class and outside of the school. Gordon-LCAP Plan, Clean and Safe schools. Bonnie-Do we need more supplies in case we run out or expire? Gordon-We will come back in June with a formal budget from the finance committee.

#### **APPROVE CONSENT CALENDAR**

**All matters listed under the consent calendar section are considered by the Board to be routine and will be enacted in one motion.**

Casavan gives special thanks to the staff from Apex to help get those donations as well as other donations that we given. Motion- Mr. Casavan. 2nd-Dr. Jimenez. Vote- Mr. Gillespie, Mrs. Mitchell, Mr. Casavan, Dr. Jimenez.

- A.** March 2021, April 2021 Check Registers: [March 2021 Check Register](#); [April 2021 Check Register](#)  
**B.** April 12, 2021 Board [minutes](#)  
**C. Approval of purchases/services/contracts/MOUs over \$10,000:**  
a.  
**D. Acceptance of donations:**

- a. General Donations: Inland Leaders Foundation \$7,445.04 (From Apex Event);  
The Chanan Group \$300.00; Yucaipa-Calimesa Girls Softball \$300.00 (Kindness Bags)
- b. In-Kind Donations: None
- c. Fundraising Donations: Happy Camper Creamery \$237.00 (8th Grade Fundraiser);  
Juice It Up \$230.00 (8th Grade Fundraiser)

**E. New Hires**

- a. Certificated
  - i. Jennifer Evans, Teacher CSC - Effective 8/1/21
  - ii. Lindsay Huber, Teacher BSC - Effective 8/1/21
  - iii. Marissa Perez, Teacher BSC - Effective 8/1/21
  - iv. Josua Rosas, Teacher CSC - Effective 8/1/21
  - v. Kristy Song, Teacher BSC - Effective 8/1/21
- b. Classified
  - i. Frank Chacon, Student Coach - Effective 5/3/21
  - ii. Raquel Lopez, General Sub - 4/29/21
  - iii. Marissa Rocha, General Sub - 5/7/21

**F. Resignations**

- a. Certificated
  - i. Christine Ahrens, Teacher - Effective 6/10/21
  - ii. Jessica Ghitea, Teacher- Effective 6/10/21
  - iii. Rachel Peters, Teacher- Effective 6/10/21
  - iv. Jennifer Rigsby, Teacher- Effective 6/10/21
  - v. Sue Stanley, Teacher- Effective 6/10/21
- b. Classified
  - i. Crystal VandePoppe, General Sub - Effective 4/15/21
  - ii. Austin Shook, General Sub - Effective 04/26/21
  - iii. Wendy Lopez, Spanish Sub - Effective 04/26/2021
  - iv. Veronica Gonzalez, Spanish Sub - Effective 06/06/2021

**G. Business Functions**

- a. Approval of the retainer agreement with Hansberger & Klein for legal services.
- b. Approve Pillars scale changes to reflect changes in minimum wage to occur starting July 1, 2021.

**H. Special Requests: none**

**RATIFICATIONS**

*none*

**CLOSED SESSION**

*none*

**BOARD MEMBER COMMENTS**

*Dr. Jimenez-Thanks to the committee for the nomination, and for WASC.*

*Mr. Casavan-Gives thanks for everything this year, he has already addressed his concerns on safety issues.*

*Mrs. Mitchell- Thanks for WASC(one comment from the WASC members wqs, what about a high school?) Bonnie would love to see a 9th grade being introduced to us.*

*Mr. Gillespie-He can tell ILCS is crushing it, would also like to see more students and more grades*

**ADJOURNMENT**

7:13 PM

Bonnie K. Mitchell  
Board Secretary

6/18/21  
Date