



BARONA INDIAN CHARTER SCHOOL

1095 Barona Road, Lakeside, CA 92040 • (619) 443-0948 FAX: (619) 443-7280

BaronaIndianCharterSchool.com

Governing Board of Directors REGULAR BOARD MEETING AGENDA

December 13, 2021 — 12:00 PM

Barona Community Center Meeting Room at 1095 Barona Road, Lakeside, CA 92040

Members of the public may make Public Comment at the Board meeting in person or by calling 1 619-390-2005.

- I. Call to Order/Roll Call**
 - Ray Welch- Chairman, Tawnya Phoenix- Vice Chair, Mandy Curo de Quintero- Secretary/Treasurer, Shirley Ruis- Founder/Member, & Danthia Gil- Member

- II. Approval of Agenda-** Any changes to the agenda must be made at this time

- III. Approval of Minutes-** November 15, 2021

- IV. Public Comment-** Any person may address the Board concerning any item on the agenda and may, at the discretion of the Board, be granted five (5) minutes to make a presentation to the Board at the time a specific item is under discussion. A yellow card must be completed prior to the start of the meeting and given to the Chairperson. Additional time may be granted if circumstances permit. The total time per agenda item devoted to presentations to the Board shall be determined based on the number of speakers wishing to address the board. This time will not exceed 30 minutes unless additional time is granted by a majority of the Board. All presentations shall be heard by the Board prior to the formal discussion of the agenda topic under consideration.

- V. Action Items**
 - A. Approve the First Interim Budget-** Shannon Johnson from Lakeside USD will present the First Interim Budget to the Board for approval. LEAs are required to file two reports during a fiscal year (interim reports) on the status of the LEA's financial health. The first interim report is due December 15 for the period ending October 31. The second interim report is due March 17 for the period ending January 31.
 - B. Educator Effectiveness (EEF) Block Grant-** The Board will consider approval of the grant plan. EEF will be used to support professional learning for certificated teachers, administrators, paraprofessional educators, and certificated staff. BICS will be receiving \$29,956 and will be budgeted over a 5-year period.
 - C. Memorandum of Understanding with East County SELPA-** Due to the resignation of Special Education Director Kathryn Gerstenberg for personal reasons, BICS must now find another qualified teacher with proper state credentials to act as the Director. Heather DiFede, Executive Director of East County SELPA, has a qualified person within the SELPA with days available to work for BICS. She has created a Memorandum of Understanding (MOU) for the Reimbursement of Services for the 2021-22 Fiscal year for Fred Fox, Program Specialist. This MOU sets forth the agreement between East County SELPA and our school where BICS agrees to reimburse East County for the salary and benefit costs, 2.5% East County overhead to cover mileage and supplies, and the SDCOE 4% indirect cost for the services identified below within service dates beginning January 1, 2022 through June 30, 2022 of the 2021-22 Fiscal Year. Total expenditures are approximately \$15,121.00 and will be funded from the existing budget for those purposes.

- D. Approval of Changes to Playground Improvements-** At the October Board meeting, Staff recommended the addition of a sand volleyball court to the north play area in front of the bungalows. The cost of that work was \$16,605.00 and was approved by the Board. The work was completed by SD Asphalt during the Thanksgiving break. However, additional work was performed at the same time that was designated as being on the school's "Wish List." While this work was needed, it was not approved by Staff or the Board. Staff recommends that the Board approve the added invoice of \$5,975.00 from SD Asphalt for this additional work. Expense will be funded by the school savings account intended for such purpose.
- E. Approve Procedure for Policy Adoption Policy-** This policy provides guidelines to future Principal/Directors and Board members on the procedures to adopt policies.
- F. Approve Code of Ethics for Board Members Policy-** This policy asks Board members to promote the best interests of the School as a whole and to adhere to certain ethical standards.
- G. Approve Board Operations Policy-** This policy augments the bylaws providing additional details for proper Board management.
- H. Approve Policy on School Board Meetings with Brown Act Compliance-** The Office of the Attorney General ("AG") issued an opinion in 2018 unequivocally finding that CA charter schools and their governing bodies are subject to the Ralph M. Brown Act, CA Public Records Act, Government Code Section 1090, and the Political Reform Act of 1974. This policy assists the Board with compliance of these orders and detailed process for all types of meetings.

VI. Reports

- A. Principal-** Julie Cushman will report to the Board for the Interim Principal.

VII. Discussion Items

- A. Charter Schools Development Center (CSDC)-** The Board will discuss their recent attendance at the CSDC Leadership Conference in San Diego December 6-7.

VIII. Organizational Business

- A.** Change time of February 14 board meeting to Noon.
- B.** Future agenda items and/or Board member comments
- C.** Upcoming meetings
 1. January 24, February 14, March 21 (4:00), April 18, May 16, & June 20 (4:00)

IX. Adjournment

Accommodating Individuals with Special Needs– In compliance with the Americans with Disabilities Act, Barona Indian Charter School encourages those with disabilities to participate fully in the public meeting process. If you require special accommodations to attend or participate in our public meeting, contact our office at (619) 443-0948 or ylachappa@barona-nsn.gov by noon of the business day prior to the regular meeting you wish to attend so that we may make every reasonable effort to accommodate you. At least 72 hours prior to each Board meeting, a copy of all available documents supporting the agenda items is available in the school office at 1095 Barona Road, Lakeside CA. You may also request a packet by contacting our office at (619) 443-0948 or ylachappa@barona-nsn.gov.

**Barona Indian Charter School
Board of Directors Regular Meeting
Minutes for November 15, 2021**



The meeting was held at the Barona Community Center Meeting Room at 1095 Barona Road, Lakeside, CA 92040. A phone line was established for public to join the meeting virtually. The public had the opportunity to call (619) 390-2005.

1. **Call to Order/Roll Call:** Chairman Welch called the meeting to order at 4:32 p.m.
 - Board Members in Attendance: Raymond Welch, Tawnya Phoenix, Mandy Curo Quintero, and Danthia Gil.
 - Absent Member: Shirley Ruis
 - Others in Attendance: Interim Principal, Dr. Jeff Felix, Legal Counsel Kathy Clenney, TOSA Julie Cushman, and Family Resource Coordinator Nina Drammissi.
2. **Approval of Agenda-** Motion by Mandy to approve the agenda. Second by Danthia 4-0-0.
3. **Approval of Minutes-October 18th, 2021-** Motion by Danthia to approve the minutes for October 18th, 2021. Second by Mandy. 4-0-0.
4. **Public Comment:** There was no public comment requested at this meeting.
5. **Reports**
 - A. **Student Services-** Nina gave us a report on the progress of her work on chronic absenteeism and student culture. She also discussed the SARB process and how it will work.
 - B. **Principal-**Julie shared the school calendar with the board. She informed and invited the board to Thank you Native America on Friday. Julie informed the board she would be finishing up with Teacher Observations. BICS has joined the Lakeside Chamber of Commerce and would be representing at the Lakeside Spirit of Christmas on Dec. 4th. Breakfast with Santa is being planned. Report card will be going out this Friday. The staff Christmas party was discussed. Substitutions for maternity/paternity leaves were discussed. Leader in Me has been implemented in the school and it is going well.
6. **Public Hearing**
 - A. **Educator Effectiveness Block Grant** A grant has been administered to BICS to support professional learning for certified teachers, administrators, paraprofessional educators, and certified staff. BICS will be receiving \$29,956 and will be budgeted over a 5-year period. The plan was shared with the board.

7. Action Items:

- 1) **Approval of Employment of Sahil Alami-** Brittnei Ramsey resigned and has been replaced by Sahil Alani. He came highly recommended. Motion to approve the employment by Danthia. Second by Tawnya. 4-0-0.
- 2) **Approval of the Employment of Ysenia Foster-** Mrs. Foster was approved to work as a Reading Specialist. Motion to approve the employment by Danthia. Second by Mandy 4-0-0.
- 3) **Approval to Participate in the Teacher Induction Program-** Funded by the Educator Effectiveness Block Grant, Mr. M, and Wesley Leves are eligible to participate in the Teacher Induction Program. Motion to Approve these two teachers to participate in the Teacher Induction Program was made by Mandy. Second by Danthia. 4-0-0.
- 4) **Adoption of Admissions and Enrollment Policy-** Vaccinations were discussed. Enrollment was discussed. Motion to adopt The Admissions and Enrollment Policy was made by Danthia. Second by Tawnya 4-0-0.
- 5) **Adoption of Attendance and SARB Policy-** Attendance Policy and SARB was discussed. Motion to adopt the attendance and SARB policy was made by Danthia. Second by Mandy. 4-0-0.
- 6) **Approval of Board Duties and Responsibilities; Delegations of Power Policy-** Board duties were discussed. Motion to Approve Board Duties and Responsibilities was made by Mandy. Second by Danthia 4-0-0.
- 7) **Approve Annual Meeting Policy-** bylaws of the Annual Meeting Policy was discussed. Motion to approve The Annual Meeting Policy with correction was made by Danthia. Second by Mandy. 4-0-0.

8. Discussion Items

- A. **CSDC-** The upcoming conference was discussed.
- B. **Upcoming Meetings-**The board looked at the Calendar for the regular board meetings from December to June.

9. Adjournment

- A. **Motion to adjourn** was made by Danthia. Seconded by Mandy. 4-0-0.

Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals to Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES							
1) LCFF Sources	8010-8099	958,924.00	958,924.00	308,561.00	957,924.00	(1,000.00)	-0.1%
2) Federal Revenue	8100-8299	285,895.58	285,895.58	73,267.00	189,359.25	(96,536.33)	-33.8%
3) Other State Revenue	8300-8599	166,517.46	166,517.46	31,103.93	362,654.03	196,136.57	117.8%
4) Other Local Revenue	8600-8799	159,653.00	159,653.00	67,254.60	145,827.00	(13,826.00)	-8.7%
5) TOTAL, REVENUES		1,570,990.04	1,570,990.04	480,186.53	1,655,764.28		
B. EXPENSES (Objects 1000-7999)							
1) Certificated Salaries	1000-1999	602,538.24	602,538.24	218,409.83	638,487.30	(35,949.06)	-6%
2) Classified Salaries	2000-2999	186,348.24	186,348.24	87,350.12	208,374.42	(22,026.18)	-12%
3) Employee Benefits	3000-3999	313,834.28	313,834.28	86,523.71	351,918.02	(38,083.74)	-12%
4) Books and Supplies	4000-4999	40,341.00	40,341.00	36,569.86	70,076.70	(29,735.70)	-74%
5) Services and Other Operating Expenses	5000-5999	265,751.63	265,751.63	137,362.95	283,691.15	(17,939.52)	-7%
6) Depreciation	6000-6999	0.00	0.00	0.00	0.00	0.00	0%
7) Other Outgo (excluding Transfers of Indirect Costs)	7100-7299	0.00	0.00	0.00	0.00	0.00	0%
8) Other Outgo - Transfers of Indirect Costs	7400-7499	0.00	0.00	0.00	0.00	0.00	0%
9) Other Outgo - Transfers of Indirect Costs	7300-7399	0.00	0.00	0.00	0.00	0.00	0%
9) TOTAL, EXPENSES		1,408,813.39	1,408,813.39	566,216.47	1,552,547.59		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE OTHER FINANCING SOURCES AND USES (A5-B9)		162,176.65	162,176.65	(86,029.94)	103,216.69	0.00	0%
D. OTHER FINANCING SOURCES/USES							
1) Interfund Transfers							
a) Transfers In	8900-8929	155,000.00	155,000.00	0.00	155,000.00	0.00	0%
b) Transfers Out	7600-7629	155,000.00	155,000.00	0.00	155,000.00	0.00	0%
2) Other Sources/Uses							
a) Sources	8930-8979	0.00	0.00	0.00	0.00	0.00	0%
b) Uses	7630-7699	0.00	0.00	0.00	0.00	0.00	0%
3) Contributions	8980-8999	0.00	0.00	0.00	0.00	0.00	0%
4) TOTAL, OTHER FINANCING SOURCES/USES		0.00	0.00	0.00	0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals to Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
E. NET INCREASE (DECREASE) IN NET POSITION (C + D4)			162,176.65	162,176.65	(86,029.94)	103,216.69		
F. NET POSITION								
1) Beginning Net Position								
a) As of July 1 - Unaudited		9791	1,444,474.65	1,444,474.65		1,444,474.65	0.00	0.00
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.00
c) As of July 1 - Audited (F1a + F1b)			1,444,474.65	1,444,474.65		1,444,474.65		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.00
e) Adjusted Beginning Net Position (F1c + F1d)			1,444,474.65	1,444,474.65		1,444,474.65		
2) Ending Net Position, June 30 (E + F1e)			1,606,651.30	1,606,651.30		1,547,691.34		
Components of Ending Net Position								
a) Net Investment in Capital Assets		9796	0.00	0.00		0.00		
b) Restricted Net Position		9797	191,269.65	191,269.65		200,255.13		
c) Unrestricted Net Position		9790	1,415,381.65	1,415,381.65		1,347,436.21		

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LCFF SOURCES								
Principal Apportionment								
State Aid-Current Year		8011	533,168.00	533,168.00	179,075.00	419,356.00	-113,812.00	-21.3%
Education Protection Account State Aid - Current Year		8012	202,986.00	202,986.00	62,823.00	309,159.00	106,173.00	52.3%
State Aid - Prior Years		8019	0.00	0.00	-6,467.00	0.00	0.00	0.0%
LCFF Transfers								
Unrestricted LCFF Transfers - Current Year	0000	8091	0.00	0.00	0.00	0.00	0.00	0.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	222,770.00	222,770.00	73,130.00	229,409.00	6,639.00	3.0%
Property Taxes Transfers		8097	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, LCFF RESOURCES			958,924.00	958,924.00	308,561.00	957,924.00	-1,000.00	-0.1%
FEDERAL REVENUE								
Maintenance and Operations		8110	182,423.58	182,423.58	0.00	112,945.25	69,478.33	38.1%
Special Education Entitlement		8181	30,783.00	30,783.00	0.00	26,294.00	4,489.00	14.6%
Special Education Discretionary Grants		8182	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.0%
NCLB: Title I, Part a, Basic Grants Low-Income and Neglected	3010	8290	13,913.00	13,913.00	0.00	15,070.00	-1,157.00	-8.3%
NCLB: Title I, Part D, Local Delinquent Programs	3025	8290	0.00	0.00	0.00	0.00	0.00	0.0%
NCLB: Title II, Part A, Teacher Quality	4035	8290	0.00	0.00	0.00	0.00	0.00	0.0%
NCLB: Title III, Immigrant Education Program	4201	8290	0.00	0.00	0.00	0.00	0.00	0.0%
NCLB: Title III, Limited English Proficient (LEP) Student Program	4203	8290	0.00	0.00	0.00	0.00	0.00	0.0%
NCLB: Title V, Part B, Public Charter Schools Grant Program (PCSGP)	4610	8290	0.00	0.00	0.00	0.00	0.00	0.0%
	3011-3020,3026- 3199,4036- 4126,5510	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Other No Child Left Behind		8290	0.00	0.00	0.00	0.00	0.00	0.0%
Vocational and Applied Technology Education	3500-3699	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Safe and Drug Free Schools	3700-3799	8290	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	58,776.00	58,776.00	73,267.00	35,050.00	23,726.00	40.4%
TOTAL, FEDERAL REVENUE			285,895.58	285,895.58	73,267.00	189,359.25	96,536.33	33.8%

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OTHER STATE REVENUE								
Other State Apportionments								
Special Education Master Plan								
Current Year	6500	8311	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years	6500	8319	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	1,787.43	1,787.43	0.00	1,787.00	-0.43	0.0%
Lottery - Unrestricted and Instructional Materials		8560	24,624.00	24,624.00	-635.44	24,852.00	228.00	0.9%
After School Education and Safety (ASES)	6010	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Charter School Facility Grant	6030	8590	50,000.00	50,000.00	4,239.37	50,000.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6690	8590	0.00	0.00	0.00	0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Specialized Secondary	7370	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	90,106.03	90,106.03	27,500.00	286,015.03	195,909.00	217.4%
TOTAL, OTHER STATE REVENUE			166,517.46	166,517.46	31,103.93	362,654.03	196,136.57	117.8%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals to Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
OTHER LOCAL REVENUE								
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	0.00	0.00	2,442.46	10,000.00	10,000.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Child Development Parent Fees		8673	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Local Revenue		8699	62,000.00	62,000.00	969.14	12,000.00	-50,000.00	-80.6%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Apportionments								
Special Education SELPA Transfers								
From Districts or Charter Schools	6500	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6500	8792	97,653.00	97,653.00	63,843.00	123,827.00	26,174.00	26.8%
From JPAs	6500	8793	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments								
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			159,653.00	159,653.00	67,254.60	145,827.00	-13,826.00	-8.7%
TOTAL, REVENUES			1,570,990.04	1,570,990.04	480,186.53	1,655,764.28		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals to Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
CERTIFICATED SALARIES								
Certificated Teacher's Salaries		1100	505,005.00	505,005.00	196,835.57	541,631.30	36,626.30	7.3%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.00	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	0.00	0.00	0.00	0.00	0.00	0.0%
Other Certificated Salaries		1900	97,533.24	97,533.24	21,574.26	96,856.00	-677.24	-0.7%
TOTAL, CERTIFICATED SALARIES			602,538.24	602,538.24	218,409.83	638,487.30	35,949.06	6.0%
CLASSIFIED SALARIES								
Classified Instructional Salaries		2100	38,346.24	38,346.24	16,438.83	47,473.27	9,127.03	23.8%
Classified Support Salaries		2200	0.00	0.00	0.00	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.00	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	126,913.00	126,913.00	59,142.99	133,604.54	6,691.54	5.3%
Other Classified Salaries		2900	21,089.00	21,089.00	11,768.30	27,296.61	6,207.61	29.4%
TOTAL, CLASSIFIED SALARIES			186,348.24	186,348.24	87,350.12	208,374.42	22,026.18	11.8%
EMPLOYEE BENEFITS								
STRS		3101-3102	144,534.87	144,534.87	33,235.23	149,323.05	4,788.18	3.3%
PERS		3201-3202	33,907.00	33,907.00	16,917.61	47,749.14	13,842.14	40.8%
OASDI/Medicare/Alternative		3301-3302	23,149.87	23,149.87	9,711.10	25,198.69	2,048.82	8.9%
Health and Welfare Benefits		3401-3402	96,580.00	96,580.00	21,018.82	114,217.00	17,637.00	18.3%
Unemployment Insurance		3501-3502	4,892.15	4,892.15	1,525.29	4,320.85	-571.30	-11.7%
Workers' Compensation		3601-3602	10,770.39	10,770.39	4,115.66	11,109.29	338.90	3.1%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			313,834.28	313,834.28	86,523.71	351,918.02	38,083.74	12.1%
BOOKS AND SUPPLIES								
Approved Textbooks and Core Curricula Materials		4100	5,341.00	5,341.00	0.00	7,085.00	1,744.00	32.7%
Books and Other Reference Materials		4200	5,000.00	5,000.00	1,461.19	5,000.00	0.00	0.0%
Materials and Supplies		4300	25,000.00	25,000.00	19,016.60	41,318.23	16,318.23	65.3%
Noncapitalized Equipment		4400	5,000.00	5,000.00	16,092.07	16,673.47	11,673.47	233.5%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			40,341.00	40,341.00	36,569.86	70,076.70	29,735.70	73.7%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals to Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
SERVICES AND OTHER OPERATING EXPENSES								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	1,500.00	1,500.00	272.16	1,500.00	0.00	0.0%
Dues and Memberships		5300	0.00	0.00	2,132.31	1,044.00	1,044.00	0.0%
Insurance		5400-5450	6,250.00	6,250.00	6,494.00	6,494.00	244.00	3.9%
Operations and Housekeeping Services		5500	0.00	0.00	0.00	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	72,735.63	72,735.63	60,810.48	101,610.48	28,874.85	39.7%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	184,616.00	184,616.00	67,654.00	172,392.67	-12,223.33	-6.6%
Communications		5900	650.00	650.00	0.00	650.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENSES			265,751.63	265,751.63	137,362.95	283,691.15	17,939.52	6.8%
DEPRECIATION								
Depreciation Expenses		6900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, DEPRECIATION			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Tuition								
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments								
Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers Out								
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								0.0%
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals to Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs		7310	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EXPENSES			1,408,813.39	1,408,813.39	566,216.47	1,552,547.59		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals to Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
Other Authorized Interfund Transfers In		8919	155,000.00	155,000.00	0.00	155,000.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			155,000.00	155,000.00	0.00	155,000.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
Other Authorized Interfund Transfers Out		7619	155,000.00	155,000.00	0.00	155,000.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			155,000.00	155,000.00	0.00	155,000.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a-b+c+d+e)			0.00	0.00	0.00	0.00		

Description		2021-22 First Interim
Resource	Description	
2600	Expanded Learning Opportunities Program	150,000.00
3310	SPED: IDEA	0.01
5810	Other Restricted Federal	-0.01
6266	Educator Effectiveness	29,956.00
6300	Lottery:Instructional Materials	0.00
6500	Special Education	9,249.85
6546	Special Ed: Mental Health Services	4,207.00
7311	Classified School Empl Prof Dvlp Grant	797.00
7388	SB 117 COVID	1,796.00
7425	Expanded Learning Opportunities (ELO) Grant	-16.00
7426	Expanded Learning Opportunities (ELO) Grant: Para	4,265.28
Total, Restricted Net Position		200,255.13

Educator Effectiveness Block Grant 2021

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone
Barona Indian Charter School	Dr. Jeffrey Felix Interim Principal	jfelix@mybics.org (619) 443-0948

Total amount of funds received by the LEA:	Date of Public Meeting prior to adoption:	Date of adoption at public meeting:
\$29,956	November 15, 2021	December 13, 2021

[EC 41480](#)

(a)(2) A school district, county office of education, charter school, or state special school may expend the funds received pursuant to this subdivision from the 2021–22 fiscal year to the 2025–26 fiscal year, inclusive. School districts, county offices of education, charter schools, and state special schools **shall coordinate the use of any federal funds received under Title II of the federal Every Student Succeeds Act of 2015 (Public Law 114–95) to support teachers and administrators with the expenditure of funds received pursuant to this subdivision.**

(b) A school district, county office of education, charter school, or state special school shall expend funds apportioned pursuant to this section to provide professional learning for **teachers, administrators, paraprofessionals who work with pupils, and classified staff that interact with pupils**, with a focus on any of the following areas:

- (1) **Coaching and mentoring of staff serving in an instructional setting and beginning teacher or administrator induction, including, but not limited to, coaching and mentoring solutions that address a local need for teachers that can serve all pupil populations with a focus on retaining teachers, and offering structured feedback and coaching systems organized around social-emotional learning, including, but not limited to, promoting teacher self-awareness, self-management, social awareness, relationships, and responsible decision-making skills, improving teacher attitudes and beliefs about one’s self and others, and supporting learning communities for educators to engage in a meaningful classroom teaching experience.**

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
San Diego County Office of Education Teacher Induction Program	\$6500	\$5864	\$5864	\$5864	\$5864	29,956.00
Subtotal	6,500.00	5,864.00	5,864.00	5,864.00	5,864.00	29,956.00

(2) Programs that lead to effective, standards-aligned instruction and improve instruction in literacy across all subject areas, including English language arts, history-social science, science, technology, engineering, mathematics, and computer science.

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00

(3) Practices and strategies that reengage pupils and lead to accelerated learning.

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00

(4) Strategies to implement social-emotional learning, trauma-informed practices, suicide prevention, access to mental health services, and other approaches that improve pupil well-being.

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00

(5) Practices to create a positive school climate, including, but not limited to, restorative justice, training around implicit bias, providing positive behavioral supports, multitiered systems of support, transforming a schoolsite's culture to one that values diverse cultural and ethnic backgrounds, and preventing discrimination, harassment, bullying, and intimidation based on actual or perceived characteristics, including disability, gender, gender identity, gender expression, language, nationality, race or ethnicity, religion, or sexual orientation.

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00

(6) Strategies to improve inclusive practices, including, but not limited to, universal design for learning, best practices for early identification, and development of individualized education programs for individuals with exceptional needs.

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00

(7) Instruction and education to support implementing effective language acquisition programs for English learners, which may include integrated language development within and across content areas, and building and strengthening capacity to increase bilingual and biliterate proficiency.

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00

(8) New professional learning networks for educators not already engaged in an education-related professional learning network to support the requirements of subdivision (c).

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00

(9) Instruction, education, and strategies to incorporate ethnic studies curricula adopted pursuant to Section 51226.7 into pupil instruction for grades 7 to 12, inclusive.

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00

(10) Instruction, education, and strategies for certificated and classified educators in early childhood education, or childhood development.

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00

Summary of Expenditures

Planned Activity	Budgeted 2021-22	Budgeted 2022-23	Budgeted 2023-24	Budgeted 2024-25	Budgeted 2025-26	Total Budgeted per Activity
Subtotal Section (1)	6,500.00	5,864.00	5,864.00	5,864.00	5,864.00	29,956.00
Subtotal Section (2)	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Section (3)	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Section (4)	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Section (5)	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Section (6)	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Section (7)	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Section (8)	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Section (9)	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal Section (10)	0.00	0.00	0.00	0.00	0.00	0.00
Totals by year	6,500.00	5,864.00	5,864.00	5,864.00	5,864.00	29,956.00

Total planned expenditures by the LEA:
29,956.00

Note:

Per EC 41480 (d)(2): On or before September 30, 2026, the LEA must report detailed expenditure information to the California Department of Education, including, but not limited to:

- specific purchases made;
- the number of the following educators who received professional development:

- o Teachers;
- o Administrators;
- o Paraprofessional educators;
- o Classified staff.



EAST COUNTY

SPECIAL EDUCATION LOCAL PLAN AREA (SELPA)

924 East Main Street * El Cajon, CA 92021 * Phone: (858) 298-2214 * Fax: (619) 579-7699

Memo to: Barona Indian Charter School
Attn: Julie Cushman, Teacher on Special Assignment
Attn: Jeff Felix, Interim Principal

From: Heather DiFede, Executive Director, East County SELPA

Memorandum of Understanding for the Reimbursement of Services for the 2021-22 Fiscal year

This Memorandum of Understanding (MOU) sets forth the agreement between East County SELPA and Barona Indian Charter School where Barona Indian Charter School agrees to reimburse East County for the salary and benefit costs, 2.5% East County overhead to cover mileage and supplies, and the SDCOE 4% indirect cost for the services identified below within service dates beginning January 1, 2022 through June 30, 2022 of the 2021-22 Fiscal Year.

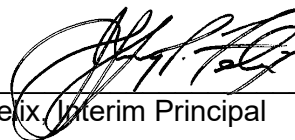
A projected cost for these services has been included based on the actual salary for the Program Specialist employee listed providing the identified services. The projection is subject to change, however, based on the actual employee providing the service.

This agreement shall remain in effect until such time both parties agree to revise or terminate this MOU.

We anticipate billing quarterly and to collect via County Auditor Transfer within 30 days of the date invoiced.

Employee	Position	Total Days	Total Cost	Purchased FTE	Purchased Days	Projected Total COST
Fred Fox	Program Specialist	200	\$172,425	8.5%	17	\$15,121
					Total Cost	\$15,121

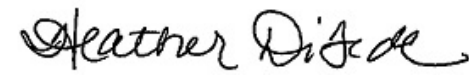
Barona Indian Charter School Acceptance



Jeff Felix, Interim Principal

12/03/2021
Date

East County SELPA Acceptance



Heather DiFede, Executive Director

12/03/2021
Date

San Diego Asphalt and Recycling Center (SDARC)

12512 Highway 67
 Lakeside, CA 92040
 (619) 390-7323 (619) 390-7328 FAX

Invoice

Date	Invoice #
11/22/2021	48833

Bill To
Barona Band of Mission Indians 1095 Barona Rd. Lakeside, CA 92040

Job Location
Barona School Barona

Original Estimate ...	Terms	Due Date	Project	
66497		11/22/2021	Lunch Table Concrete Pads 2021	
Description	Qty	Rate	Amount	
Using bobcat, perform light grading over no more than 700 sf. Price does not include any import or export of materials.	2	250.00	500.00	
Form, tie #4 rebar at 24" O.C. or use Fibermesh additive and pour standard grey concrete at a depth not to exceed 4" over no more than 700 sf using 2500 psi concrete (Approx. 9.0 yards) (10x20 and 10x50) Light broom finish	700	6.25	4,375.00	
Provide concrete pump and hoses to transport concrete from truck to work area. (Extra hoses needed due to distance)		1,100.00	1,100.00	
			Balance Due \$5,975.00	
Payment due on completion, unless otherwise stated			Payments/Credits \$0.00	
			Balance Due \$5,975.00	

PROCEDURE FOR POLICY ADOPTION

It is useful to have a policy that outlines the procedures to adopt policies. This policy may be drafted in any fashion that is consistent with the bylaws and articles of incorporation of schools that are organized as nonprofit public benefit corporations.

The successful operation of the Barona Indian Charter School (School) requires that the actions of the Board and administrative staff be known and understood by students, employees, and members of the community. These groups as well as individuals should also have an opportunity to affect School action.

The process for adoption and publication of policies in the School includes the following elements:

I. Raising a Policy Issue

Any person within the School community, including teachers, administrative staff, other staff members, students, parents and interested community members, may raise a potential policy issue. At the School level, the individual that raises the policy issue shall communicate that policy issue to the Principal/Director or his/her designee. The Principal/Director, or his/her designee, shall communicate the policy issue to the Chairman of the Board of Directors within one week of receiving the policy issue.

Any member of the board of directors may raise a potential policy issue by communicating that policy issue to the Chairman of the Board of Directors. If a policy issue is raised during a regular or special meeting of the Board of Directors, the Principal/Director shall record it using the meeting minutes.

II. Investigating a Policy Issue

Once the Principal/Director receives notification of a policy issue, he/she shall determine the appropriate means to investigate the policy issues. The Principal/Director may investigate the matter or delegate the investigation to an appropriate person or group of persons.

III. Policy Drafting

Once the Principal/Director has investigated the policy issue, he/she shall convene a meeting with the Chairman to discuss whether to draft the policy and decide any outstanding issues relating to drafting the policy. The Principal/Director shall then undertake to draft the policy itself, or delegate the drafting to an appropriate person or group of persons.

IV. Adoption, Revision, and Repeal of Policies

Policies shall ordinarily be submitted by the Principal/Director to the Board at a regular or special school board meeting and shall be adopted, revised or repealed by a majority vote.

The adoption, revision or repeal of policy shall be made in an open and public manner at a regular or special charter school board meeting.

V. Communication and Public Involvement in Policy Adoption

An opportunity for interested parties to be heard before adoption, revision or repeal of policy shall be made.

Retention and organization of adopted policies, rules, regulations and procedures shall be made in a policy binder maintained by the Principal/Director.

Publication and availability of all policies, currently in effect within the School, shall be made to any interested person during the regular business hours of the School. To ensure a basic level awareness and institutional understanding, a copy of the policy binder shall be provided to all new members of the Board who shall be personally briefed on key aspects of the policies by a member of the school's staff.

VI. Review and/or Revision of Existing Policies

No later than September 30 of any school year, the Principal/Director shall complete a review of all of the existing policies of the school. Upon completion of the review, the Board of Directors shall discuss the policies that require revision at its next regular meeting. The Principal/Director shall follow the procedures required for policy creation in the revision of existing policies. The Principal/Director may receive assistance of individuals or groups of individuals, as he/she deems necessary, in reviewing the existing policies of the school to determine whether a policy requires revision.

Adopted:

CODE OF ETHICS FOR BOARD MEMBERS

As a member of the Board, I shall promote the best interests of the Barona Indian Charter School (School) as a whole and, to that end, shall adhere to the following ethical standards:

Equity in Attitude

- I will be fair, just, and impartial in all my decisions and actions.
- I will accord others the respect I wish for myself.
- I will encourage expressions of different opinions and listen with an open mind to others' ideas.

Trustworthiness In Stewardship

- I will be accountable to the public by representing School policies, programs, priorities, and progress accurately.
- I will be responsive to the community by seeking its involvement in School affairs and by communicating its priorities and concerns.
- I will work to ensure prudent and accountable use of School resources.
- I will make no personal promise or take private action that may compromise my performance or my responsibilities.

Honor In Conduct

- I will tell the truth.
- I will share my views while working for consensus.
- I will respect the majority decision as the decision of the Board.
- I will base my decisions on fact rather than supposition, opinion, or public favor.

Integrity Of Character

- I will refuse to surrender judgment to any individual or group at the expense of the School as a whole.
- I will consistently uphold all applicable laws, rules, policies, and governance procedures.
- I will not disclose information that is confidential by law or that will needlessly harm the School if disclosed.

Commitment To Service

- I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.
- I will diligently prepare for and attend Board meetings.
- I will avoid personal involvement in activities the Board has delegated to the Director.
- I will seek continuing education that will enhance my ability to fulfill my duties effectively.

Student-Centered Focus

- I will be continuously guided by what is best for all students of the School.

Adopted:

BOARD OPERATIONS

Most of the items identified in this policy originate in a foundational document relating to the organization. For instance, the organization's bylaws usually contain information relating to committees and the nomination process and board member removal. The information contained in this policy should augment the bylaws (and other foundational documents) providing additional detail, rather than restating the information found in these documents. In all instances, when modifying these policies to reflect your school's needs, check the organization's bylaws, articles of incorporation (if organized as a nonprofit corporation) and the charter and draft these policies consistent with them. Note: The teacher's edition is the same as the school edition.

Roberts Rules of Order

Absent a policy to the contrary, the business of the Board of Directors (Board) of Barona Indian Charter School (School) at its meetings will be conducted in accordance with the specifications of its adopted rules of conduct, which may be modeled after Roberts Rules of Order. Any member may rise to a point of order under these rules, which action shall take precedence over all other business before the Board.

Polling of Board of Directors

The following policy may be modified to require polling of board members, which is a rather formal voting procedure and presumably prohibits less formal "voice votes." You may modify this section if it is a formality your board wishes to adopt.

Voting on resolutions shall be by majority vote of voting Board members. The minutes shall record the person making the motion and the person seconding it. Secret ballots and proxies are prohibited.

Board Member Compensation and Reimbursement of Actual and Necessary Expenses

Board members shall serve without compensation. Board members may, however, be reimbursed for actual and necessary expenses related to school business in accordance with the school's fiscal policies and budget.

Officers, Directors and School Liability Insurance

This policy should be included here if it is not otherwise addressed in your school's fiscal policies or bylaws. If it is addressed there, delete the discussion in this policy.

The School will maintain adequate insurance to protect the School against loss because of fire, damage to school property, loss to other property, or general liability resulting as a responsibility of the School and its Board members or officers while acting on behalf of the School.

Appointment of Board Committees

Consistent with the charter, bylaws, and any other applicable provisions of contract or law, the Board may appoint committees for any purpose deemed appropriate by the Board. The resolution

establishing the committee shall clearly define the range of the committee’s responsibility and authority, and shall specify whether the committee shall be a standing or limited-term committee. In meeting and carrying out designated purposes, any such committee shall comply with any applicable legal or contractual requirements. All committees including parent/teacher associations and/or parent committees shall be advisory only.

Board Election/Nomination Process

Some governing boards supplement this policy to address some of the finer details of board recruiting, screening, nomination, and election/appointment practices and procedures. The details of such policies vary widely depending on the content of the organization’s bylaws. Less formal boards may opt not to supplement with any additional policies. More formal and structured boards may want to address one or more of the following:

- *How the board identifies the expertise and experience it seeks in its board members,*
- *A “job description” for board members, outlining the roles, responsibilities, and expected workload,*
- *The details of how prospective board members are identified (e.g., whether the school’s director and/or board officers should play this role and how),*
- *Whether prospective board members are subject to any formal or informal “screening” process (these can range from an informal meeting or interview with one or more board members to more formal written application, interview, and background check processes), and*
- *If elections are held, the formalities of who manages the election process and how (e.g., who creates, distributes, collects, and tallies ballots).*

The Board shall carry out its election and nomination process consistent with the requirements of its charter and bylaws. Should the charter and bylaws not address any issue which may arise, the Board may adopt regulations which address such concerns. Should the Board wish to alter its election or nomination process, it must do so consistent with any requirements of its charter, unless the charter is revised and requirements in the bylaws.

Board Member Resignations

Board members may submit a resignation at any time during their term but should give due consideration, as to the timing of the resignation, concerning the impact the resignation may have upon the Board. While a resignation must be acknowledged by the Board at the next regularly scheduled meeting following notice of the resignation, assuming it may be properly agendized, a Board member’s resignation need not be accepted by the Board. The resignation becomes effective once brought to the attention of the Board.

Board Member Removal From Office

Typically, bylaws address board member removal procedures. If you include this information in this policy, ensure it is consistent with the details included in the bylaws. Additionally, the Brown Act does not permit discussion of board member performance in a closed session of the board. These discussions must take place in open session.

A Board member may be removed from office by a majority vote of the Board following a motion made in open session for the removal of the Board member. A motion to remove a Board member may not be made in closed session, nor may a discussion about removal be had in closed session.

Dispute Resolution with Granting Agency

Any dispute that may arise with the granting agency must be handled in strict accordance with the dispute resolution process outlined in the charter or any agreement entered into with the granting agency. Should the Board wish to amend the dispute resolution process it must amend the charter or other agreement in order to do so.

Adopted:

School Board Meetings – Brown Act Compliant

This policy reflects the legal requirements under California’s open meeting law, otherwise referred to as “The Brown Act.” There has been considerable debate as to the applicability of the Brown Act to charter schools. Though CSDC does not believe that the Brown Act applies to charter schools, many disagree. Additionally, many charter schools may be required to follow the Brown Act because they agreed to do so in their charter or in an operating agreement/memorandum of understanding with their charter granting agency. In any event, a charter school may want to act conservatively by holding board meetings in compliance with the Brown Act.

Many charter schools are organized as nonprofit corporations. As such, they are required to follow the California Corporations Code sections governing nonprofit corporations. Some of these code sections are different than the provisions of the Brown Act. In the annotations provided below, these differences are identified.

I. Types of Meetings

A. Regular Meetings

*The Brown Act requires that the regular meetings of the board of directors be open to the public. **Meeting defined:** A meeting (whether regular or special) is defined very broadly as any congregation of a majority of board members at the same time and place to hear, discuss or deliberate upon any item that is within the subject matter jurisdiction of the board. Deliberation in this context connotes not only collective decision making, but also the collective acquisition and exchange of facts preliminary to the ultimate decision. Thus, virtually any congregation of a majority of board members constitutes a meeting—even if the congregation is an informal or inadvertent one.*

***Serial meetings prohibited:** The Brown Act prohibits so-called serial meetings, where a board majority uses direct communication, personal intermediaries or technological devices (such as email) to develop a collective concurrence as to action to be taken on an item by the board members. Thus, discussions (whether via phone, e-mail, or in person) among a majority of board members that are used to achieve a concurrence constitute a “meeting” even if the individual members are not physically present. The legislature clarified that a member of the board may engage in separate conversations or communications on an internet-based social media platform to answer questions, provide information to the public, or to solicit information from the public regarding a matter that is within the subject matter jurisdiction of the board provided a majority of the members of the board do not use the internet-based social media platform to discuss among themselves business of a specific nature that is within the subject matter jurisdiction of the board that is made, posted, or shared by any other member of the board.*

***Advisory committees and standing committees:** Advisory and standing committees created by formal action or resolution of the board are considered to be legislative bodies subject to the Brown Act. However, advisory committees comprised solely of board members that are less than a quorum are not legislative bodies, unless they are standing committees. All standing*

committees, those that have a continuing subject matter jurisdiction or a meeting schedule fixed by resolution or other formal action, are legislative bodies subject to the Brown Act. Standing committees typically include executive committees, fiscal committees, audit committees and/or curriculum committees. There may be others. Check your school's resolutions, bylaws or other minutes to determine if you have standing committees subject to the Brown Act. Meetings of advisory committees or standing committees are considered as regular meetings of the board.

When are regular meetings held? *The organization's bylaws or a board resolution usually set the schedule for regular meetings of the board. This policy is drafted in a manner that assumes that the regular meetings are scheduled every year by board resolution and are usually set monthly or quarterly.*

Where are regular and special meetings held?

One Charter School: *For those charters that are only one school, the governing body shall meet within the physical boundaries of the county in which the charter school is located. A two-way teleconference location shall be established at each schoolsite.*

Discrimination: *Another consideration when determining where to have an open board meeting is the requirement that the location meet the protections and prohibitions contained in the Americans with Disabilities Act, and the implementing rules and regulations. Additionally, the meeting may not be conducted in a facility that prohibits the admittance of any person on the basis of race, religious creed, color, national origin, ancestry or sex, or where members of the public are required to make a payment or purchase in order to attend.*

The Corporations Code provides that board meetings may be held any place that has been designated in the notice or in the bylaws or board resolutions. Thus, if the school follows the Brown Act, it will be in compliance with the Corporations Code.

Teleconference options: *Teleconferencing is an option available for board members if certain rules are followed. For example, the board is required to post agendas at all teleconference locations, each teleconference location shall be identified in the notice and agenda and each location shall be accessible to the public (which must be open to those with disabilities and be non-discriminatory in operation). During the teleconference, at least a quorum of the members shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction. The agenda shall provide an opportunity for members of the public to address the board directly at each teleconference location. All votes taken during a teleconferenced meeting shall be by rollcall. The Corporations Code provides guidelines for teleconferencing options, but they are less restrictive than the Brown Act guidelines. Thus, if the school follows the Brown Act, it will be in compliance with the Corporations Code as well.*

Regular meetings of the Board of Directors of Barona Indian Charter School ("Board") shall be held consistent with the calendar for such meetings as established by the Board each year.

If at any time any regular meeting falls on a holiday, (Federal, State or local), such regular meeting shall be held on the next business day.

When required by law, meetings of advisory committees or standing committees, for which an agenda is posted at least 72 hours in advance of the meeting in accordance with law, shall be considered regular Board meetings.

B. Special Meetings

Special meetings are those meetings other than regular meetings and may be called at any time by the presiding officer of the board or by a majority of the board members. Certain notice provisions attach to special meetings, which are addressed below at II. See discussion in I.A. regarding location requirements, access limitations and teleconference options.

Special meetings may be called on an as-needed basis by the Chairman or a majority of the members of the board, consistent with legal requirements.

C. Emergency Meetings

Emergency meetings are permissible only when an emergency situation arises involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities. An emergency situation is defined as a work stoppage, crippling activity or other activity that severely impairs public health and/or safety as determined by a majority of the board. It is also defined as a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring a board to provide one-hour notice before holding an emergency meeting may endanger public health and/or safety as determined by a majority of the board.

Emergency meetings may be called by a Board majority when an emergency situation arises involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities in accordance with law.

II. Notification of Meetings

Meetings subject to the Brown Act must be publicly noticed, posted on the school's website and notice must also be provided to board members, the length of which depends upon the type of meeting held.

Length of notice: Regular meetings require 72 hours notice; special meetings require 24 hours notice; emergency meetings require 1 hour notice and sometimes less.

The Corporations Code provides that regular meetings may be held without notice if the time and place of the meetings are fixed in the bylaws or by the board.

Content of notice: "Notice" is a bit misleading for purposes of board meetings because in practice, the "notice" identifying the time and location of the meetings will simply be identified at the top of the agenda prepared for the meeting. Thus, "notice" simply means providing a copy of the agenda (containing the proper identifying information) to the public (via display and posted on the school's website), delivering it to the media and to the board members. Specifically, regular meetings require that the agenda be posted containing, among other things, the time and location of the regular meeting. (A further discussion of the content required for agendas may be found below.) Special meetings require that the notice specify the time and place of the special meeting and the business to be transacted or discussed. Emergency meetings require notice of the fact of the holding of the emergency meeting, the purpose of the meeting and any action taken at the meeting as soon after the meeting as possible. (See further discussion below regarding notice to media for emergency meetings.)

Notice to board members: *The Brown Act does not prescribe how and when board members receive a copy of the notice of regular meetings, presumably because regular meetings are scheduled by resolution or other formal action of the board. It is, however, recommended that the same notice be provided to the board members as the regular public (i.e., at least 72 hours). For special meetings, the meeting may be called by delivering written notice to each board member in writing. The notice shall be delivered personally or by any other means and shall be received at least 24 hours before the special meeting. Board members may file with the board secretary a written waiver of notice, which may be given by email or at the time of the meeting. For emergency meetings, there is no specified time frame for members to receive notice.*

The Corporations Code provides that for special meetings, notice be provided four days in advance if given by first-class mail or 48 hours if delivered personally, by telephone or electronic transmission. This provision may not be waived by bylaws or articles of incorporation. A Board member may, however, waive the notice requirements. Thus, it is recommended that a nonprofit charter school operating under the Brown Act and the Corporations Code do one of the following: 1) Provide the Board members with notice in compliance with the Corporations Code (such as merely alerting them that there is a special meeting) and public notice in compliance with the Brown Act; or 2) Ask the Board members to waive their notice rights under the Corporations Code and follow the notice requirements of the Brown Act only. The latter makes more sense if the meeting is scheduled without four days' notice.

Notice to media and other members of the public: *Regular and special meetings must be posted (i.e., post the agenda) in a location that is freely accessible to members of the public 24-hours a day and on the school's website if it has one. The Brown Act requires that for meetings held on or after January 1, 2019, the online posting of the agenda shall be posted on the primary website homepage of the School that is accessible through a prominent direct link to the current agenda. The direct link shall not be solely found in a contextual menu. If the school has an integrated agenda management platform, certain other provisions apply, including an exemption from the requirements that the agenda is placed on the homepage.*

Additionally, notice of special meetings must be delivered to media outlets that have requested notice in writing. The notice shall be delivered personally or by any other means and shall be received at least 24 hours before the time of the meeting. For emergency meetings, media outlets that have requested notice of special meetings shall be notified one hour prior to the emergency meeting, or in the case of a dire emergency, at or near the time that the board members are notified of the emergency meeting. The notice shall be given by telephone and all telephone numbers provided by the media outlet in the request for notice shall be exhausted. If telephones are not working, the notice requirement is waived; however, the media shall be notified of the fact of the holding of the emergency meeting, the purpose of the meeting and any action taken at the meeting as soon after the meeting as possible.

Sending the agenda to members of the public: *Persons may request that the agenda and supporting documents be mailed to that person at the time the agenda is posted or upon distribution to all, or a majority of, board members. The request for agendas is only valid for the calendar year in which it is filed and must be renewed following January 1 of each year. The board may establish a fee for mailing the packet, which fee shall not exceed the cost of providing the service.*

Additionally, agendas and any other writings, when distributed to all, or a majority of all, of the board members by any person in connection with a matter subject to discussion or consideration

at a public meeting of the body, are disclosable public records under the California Public Records Act and shall be made available without delay when requested under the Public Records Act. This, however, does not include any writing exempt from disclosure under Government Code sections 6253.5, 5254, 5254.7 or 6254.22.

A. Regular Meetings

Notice of the time and place of regular meetings, along with the agenda and supporting documentation, will be provided to all Board members and those persons or entities who have previously requested notice of such meetings, not later than 72 hours prior to a regular meeting. The notice and agenda will also be posted in a location that is freely accessible to members of the public not later than 72 hours prior to a regular meeting.

The notice and agenda will be posted on the School's website on the School's Website homepage through a prominent, direct link. The direct link shall not be in a contextual menu. The agenda shall be posted in an open format that meets all of the following requirements: 1) retrievable, downloadable, indexable, and electronically searchable by commonly used internet search applications; 2) platform independent and machine readable; 3) available to the public free of charge and without any restriction that would impede the reuse or redistribution of the agenda.

It is the Principal/Director's responsibility to provide notice and copies of the agenda and supporting documentation for regular meetings.

B. Special Meetings

Notice of the time and place of special meetings, along with the agenda and supporting documentation, will be provided to all Board members and those persons who have previously requested notice of such meetings, not later than 24 hours prior to a regular meeting. Board members and media outlets (local newspapers, radios and/or television stations), that have requested notice in writing, will be provided written notice delivered personally or by any other means to ensure receipt at least 24 hours before the time of the special meeting. The agenda packet will be mailed to all other persons requesting a copy of the agenda, and supporting documents under Government Code section 54954.1 at the time the materials are distributed to all members of the Board if possible or, if not a majority of the Board.

The notice and agenda will be posted on the School's website in line with the posting requirements described for Regular meetings and in a location that is freely accessible to members of the public not later than 24 hours prior to a special meeting.

It is the Principal/Director's responsibility to provide notice and copies of the agenda and supporting documentation for special meetings.

The agendas will be posted on the School's primary website homepage accessible through a prominent, direct link.

C. Emergency Meetings

In the case of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, notice to the Board will be provided as soon as is reasonably practicable under the circumstances. All media outlets that have requested notice of special meetings shall be notified one hour prior to the emergency meeting, or in the case of a dire emergency, at or near the time that the Board members are notified of the emergency meeting. The notice shall be given by telephone and all telephone numbers provided by the media outlet in the request for notice shall be exhausted. If telephones are not working, the notice requirement is waived and the media shall be notified of the fact of the holding of the emergency meeting, the purpose of the meeting and any action taken at the meeting as soon after the meeting as possible.

III. Agendas

A. Preparation of Agenda and Process

There is no requirement that the agenda be prepared by any one particular person or group of persons within the board or school. It is important to designate someone to prepare the agenda so that there is someone responsible for it, and to set up a process to avoid disputes over what is placed on the agenda. Some boards designate a few board members to determine the content of the agenda. If you take this course, be careful not to designate the members by any formal action so as to avoid application of the Brown Act to the meeting to set the agenda. The process employed to create the agenda is also largely up to the board.

The Principal/Director is responsible for preparing the agendas for all meetings of the Board.

The Principal/Director shall include on the agenda items that relate to school business as are requested for inclusion by Board members, and determined by the Principal/Director to be appropriate for discussion at that meeting. In addition, a citizen may request that a topic directly related to school business be placed on the agenda. The Principal/Director and/or Board Chairman shall determine, in his/her discretion, whether the citizen request is or is not an item directly related to school business. No citizen-requested item shall be placed on the agenda if it is repetitive of a previous item placed on an agenda and considered by the Board.

Requests for items to be included on the agenda by Board members, school employees or citizens shall be in writing and submitted to the Principal/Director's office no later than seven (7) working days prior to the next regularly scheduled Board meeting.

At a Board meeting, Board members or the Principal/Director may request that a topic be placed on the agenda, which topic had been recently considered and acted upon by the Board, provided there is new and relevant information on the topic. Discussion at the meeting is limited to determination of whether to reconsider the agenda topic at the next Board meeting.

B. Contents of the Agenda

The Brown Act requires that the agenda provide a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session. The description generally need not exceed 20 words. The agenda also must include the time and location of the regular meeting.

Agendas for special meetings must include the time and place of the special meeting and the business to be transacted or discussed.

The agenda must also be made available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. The agenda shall include information regarding how, to whom and when a request for disability related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting.

When preparing the agenda for closed session items, special attention should be given to the confidentiality of the agenda items. Government Code section 54954.5 provides sample language for closed session items and if followed with substantial compliance, provides a safe harbor for the board.

In preparing the agenda, the Principal/Director shall include the following:

- Time and location of the meeting, including, if applicable, any teleconferencing location(s);
- A brief general description of all items of business to be transacted or discussed at the meeting, including those items to be discussed in closed session; Closed session items must be described in accordance with Government Code section 54954.5;
- An opportunity for members of the public to directly address the Board in accordance with the Board's public comment policy (addressed below);
- If teleconference locations are being utilized, an opportunity for members of the public to address the Board directly at each teleconference location; and
- Information regarding how, to whom and when a request for disability related modification or accommodation, including auxiliary aids or services, may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting.

IV. Supporting Information Relating to Agenda Items

The Principal/Director is responsible for preparing all supporting information that may accompany each agenda topic originating from the administration or the Board.

The purpose of preparing supporting information is to facilitate decision-making on the part of the Board members by having available to them in advance of Board meetings comprehensive data pertaining to each agenda topic. The supporting information shall accompany the agenda and be delivered to the Board members concurrently with the agenda.

If supporting materials are distributed to Board members during a public meeting, such materials will be made available for public inspection at the meeting if prepared by the Director. If such materials are prepared by some other person, they shall be made available after the meeting at which they were distributed. The Board may charge a fee or deposit for a copy of such materials.

These materials will be made available in appropriate alternative formats upon request by a person with a disability, as required by the Americans with Disabilities Act. No surcharge will be imposed on persons with disabilities in violation of the Americans with Disabilities Act.

Citizens who request to have a topic placed on the agenda are encouraged to submit, in writing, supporting information detailing their reason for having the topic placed on the agenda and what is being requested of the Board. This is intended to provide background information for Board members to help expedite the Board's handling of the topic at the Board meeting.

V. Board Meetings

A. Open Session

All regular, special and emergency meetings of the Board shall be open to the public and the media, except Closed Sessions as authorized by law.

B. Public Participation at Meetings

The Brown Act provides the public the right to testify at meetings. At a regular meeting, the public may comment on any item of interest to the public, before or during the legislative body's consideration of the item, that is within the subject matter jurisdiction of the board. In a regular meeting, the board need not provide an opportunity for the public to address the board on any item that has already been considered by a committee, composed exclusively of members of the board, at a public meeting wherein the public was given an opportunity to address the committee on the item, before or during the committee's consideration, unless the item has been substantially changed since the committee heard the item.

Additionally, if the board requires multiple days to reach all of the items on the agenda of a regular meeting, the California Court of Appeal has found that only one general comment period is required, in addition to public comment on each agenda item. The following policy is drafted with the assumption that the board meeting will last only one day; thus, the general comment period and the public comment on each agenda item are combined into one comment period. It is recommended that if your board meeting will last multiple days, the public comment period on each agenda item be provided on the day in which the item will be discussed or decided.

At special meetings, the public is only given the right to address the board concerning items described in the meeting notice, and the opportunity must be given before or during consideration of that item.

Length of time of public comment: *Government Code section 54954.3(b) vests the board with wide discretion concerning the adoption of regulations limiting the time at its meetings for public testimony on each issue and for each speaker. A limitation of five minutes or less for each speaker may be valid, depending upon the particular circumstances. What is a "reasonable"*

period of time for public discussion will necessarily vary with the facts and circumstances in each case. The time allocated for the meeting, the number of agenda items, the complexity of each item, and the number of persons wishing to address the legislative body on each item of general public interest would require consideration. If the board adopts the time limitation as a formally adopted policy, as is the case in this policy, the limitation should provide for a waiver by the board where necessary or appropriate pursuant to the usual rules governing deliberative bodies. This flexibility can be especially helpful when large numbers of persons wish to address the board because the board may want to more sharply limit the time that each person may speak and set a cap on the total time that those favoring and opposing an action may address the board.

The law provides that if the School limits the time for public comment, it is required to provide at least twice the allotted time to a member of the public who utilizes a translator to ensure that non-English speakers receive the same opportunity to directly address the board, unless simultaneous translation equipment is used to allow the board to hear the translated public testimony simultaneously.

Public comment generally: At a regular meeting, any person may address the Board concerning any item on the agenda and any other matters under the Board’s jurisdiction. At a special meeting, any person may address the Board only concerning the items on the agenda. The total time devoted to presentations to the Board on all public comment (including agenda items and non-agenda items at regular meetings) shall not exceed one-half hour, unless additional time is granted by the Board. At the discretion of the Chairman, individuals may be granted 5 minutes to make a presentation to the Board. Normally, individuals will be granted 2 minutes each for public comment. Individuals who utilize a translator will be given twice the allotted time to a member of the public to ensure that non-English speakers receive the same opportunity to directly address the Board. If the Board makes available simultaneous translation equipment in a manner that allows the Board to hear the translated public testimony simultaneously, this additional time allotment does not apply.

Limits on public comment: The Chairperson may curtail individual presentations if repetitive of points raised by others, particularly if it appears the total allotted time may be exceeded. Any person who addresses the Board shall not make personal impertinent, slanderous or profane remarks to any Board member, staff or general public. Any person who makes such remarks, or who utters loud, threatening, personal or abusive language, or engages in any other disorderly conduct that disrupts, disturbs or otherwise impedes the orderly conduct of any Board meeting shall, at the discretion of the Chairman or a Board majority, be barred from the audience before the Board during that meeting. **[Note: The Board may not prohibit public criticism of the policies, procedures, programs or services of the agency, or of the acts or omissions of the Board.]**

In the event that any meeting is willfully interrupted by a group(s) of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the Board may order the meeting room cleared and continue the session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other media, if not participating in the

disturbance, shall be allowed to attend any such session. **[Note: The board may also establish a procedure to readmit an individual(s) not responsible for willfully disturbing the orderly conduct of the meeting.]**

Citizens desiring Board action on an item are required to seek placement of the issue on the Board agenda in accordance with policy rather than presenting the matter during general public comment. This will facilitate discussion and expedite resolution.

Time for public comment: All public comment concerning all matters shall be heard immediately after the meeting is called to order and prior to the formal discussion of the agenda topics by the Board and consideration of action. **[Note: This portion of the policy is drafted to facilitate completion of all public comment at the beginning of the meeting. This section is discretionary – for regular meetings, the school may want to have a separate general comment period at the beginning of a meeting and then specific public comment on particular agenda items before each agenda item is discussed and/or decided.]**

Recording and/or broadcasting of meeting: Persons attending an open meeting have the right to record or broadcast the proceedings with an audio or video tape recorder or a still or motion picture camera unless the Board reasonably finds that the recording or broadcast cannot continue without noise, illumination or obstruction of view that constitutes, or would constitute, a persistent disruption of the proceedings.

Requests to address the Board: Prior to the beginning of the meeting, citizens seeking to address the Board on an item on the agenda or during time allocated for public comment shall complete the card, “Request to Address the Board” (located in the Board Meeting Room), and give it to the Chairman or Board Secretary, or their designee.

C. Board Members at Meetings

This section is drafted in compliance with the requirements of the Brown Act.

Board discussion: For regular and special meetings, no action or discussion shall be taken on any item not appearing on the posted agenda. At a regular meeting, however, Board members or staff may briefly respond to statements made or questions posed by persons during public comment. At regular meetings, a Board member may, on his/her own initiative or in response to a question posed by the public, ask a question for clarification, make a brief announcement or make a brief report on his/her own activities. Additionally, a Board member may provide a reference to staff or other resources for factual information, request staff to report back to the Board at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.

Certain discussions prevented in special meetings and required announcements in regular meetings: The Board may not discuss in any special meetings the salaries, salary schedules or compensation paid in the form of fringe benefits of the Principal/Director. This limitation, however, does not apply to the Board calling a special meeting to discuss the School’s budget. Prior to taking final action, the Board shall orally report a summary of a recommendation for a final action on the salaries, salary schedules or compensation paid in the form of fringe benefits

of the School's Principal/Director during the open regular meeting in which the final action is to be taken.

Exceptions in regular meetings: In regular meetings, the Board may take action on items of business not appearing on the posted agenda if any of the following conditions apply: 1) A majority of the Board determines that an emergency situation exists (as defined by Govt. Code section 54956.5); 2) A determination by a two-thirds vote of the Board members present at the meeting, or if less than two-thirds are present, a unanimous vote of those Board members present, that there is a need to take immediate action and that the need for action came to the attention of the Board after the agenda was posted; or 3) The item was properly posted for a prior meeting occurring not more than five calendar days prior to the date action is taken on the item, and at the prior meeting, the item was continued to the meeting at which action is being taken. If items are discussed under these conditions, the Chairman shall publicly identify the item(s).

Board Member Participation in Social Media: In order to avoid a serial meeting, a member of the board may engage in separate conversations or communications on an internet-based social media platform to answer questions, provide information to the public, or to solicit information from the public regarding a matter that is within the subject matter jurisdiction of the board provided a majority of the members of the board do not use the internet-based social media platform to discuss among themselves business of a specific nature that is within the subject matter jurisdiction of the board that is made, posted, or shared by any other member of the board.

Closed session: Prior to holding any closed session, the Board shall disclose, in an open meeting, the item(s) to be discussed in the closed session. The disclosure may take the form of a reference to the item(s) as they are listed by number or letter on the agenda. In the closed session, the Board may consider only those matters covered in its statement.

After any closed session, the Board shall reconvene into open session prior to adjournment and make a report of any action taken in closed session and the vote or abstention of every Board member present thereon in accordance with Government Code section 54957.1.

D. Minutes of Board Meetings

The content of meeting minutes for open session is not prescribed by the Brown Act, with the exception of minutes for emergency meetings; however, the Brown Act does have requirements for the minutes of closed session meetings. The Brown Act requires that the board record each board member's vote or abstention for open and closed session items. The Corporations Code requires only that the nonprofit corporation maintain minutes of proceedings of its boards and committees. It does not provide any detail on the content.

Open session meetings: The minutes of open session meetings of the Board shall record all motions, show the names of Board members making and seconding motions and state the vote upon the motion. In the event that Board members are participating via teleconferencing, all votes during the meeting shall be by roll call and will be reflected in the minutes. The open session minutes shall also record all resolutions, the recommendations of the administration and the substance of the Board's discussion or the substance of statements pertinent to Board's

business made by members of the staff or public. The minutes shall follow the generally accepted pattern in form.

The original copy of the open session minutes shall be signed by the Secretary of the Board and approved by the Clerk. Original minutes shall be bound in chronological order, volumed by fiscal year and paged consecutively.

Closed session meetings [Note: minutes are not required to be kept for closed session meetings; if they are kept, there are rules that apply as articulated below.]: The Board designates the Principal/Director to attend each closed session of the Board and keep and enter in a minute book a record of topics discussed and decisions made at the meeting. The minute book for closed session is not a public record subject to inspection and shall be kept confidential. The minute book shall be available only to Board members, or when otherwise required by law. The minute book may, but need not, consist of a recording of the closed session.

Minutes for Emergency Meetings: Any time an emergency meeting is held, the minutes must provide a list of persons who were notified or attempted to be notified, a copy of the roll call vote, and any actions taken at the meeting. The minutes will be posted for a minimum of 10 days in a public place as soon after the meeting as possible.

Storing the minutes: The official minutes of the Board (for open and closed sessions) shall be kept in fireproof storage. The following documents shall be bound with the official minutes and referred to in the text of the minutes to which they apply:

- Original copies of all resolutions unless required by other agencies, in which case photocopies of the originals may be substituted;
- Original copy of all budget transfers;
- Copies of any document determined by the Board to be attached to the official minutes; and
- Other documents which, in the opinion of the Secretary, are necessary to fully substantiate or record Board action.

In addition to the official minutes, an additional copy of all minutes and attached documents shall be maintained in the office of the Secretary of the Board. This set of minutes shall be bound, indexed by those categories detailed above and by subject.

VI. Quorum Requirements

A majority of the voting members of the Board shall constitute a quorum of the Board, which is necessary for the Board to transact business. All motions, in order to pass, need positive action by at least a majority of the full Board. No act of the Board is valid or binding unless a majority of all members concur therein.

Should there be less than a majority of the Board present at any meeting, the meeting shall be adjourned.

VII. Continuances and Adjournment

A. Continuances

The following discussion on continuances is in compliance with the Brown Act and common law.

Items appearing on agendas for regular meeting may be continued to another meeting, to be held within 5 calendar days from the date of the originally posted meeting, without triggering the requirement that the agenda item be re-posted with the requisite notice.

If the Board is holding, has noticed or ordered a hearing, at any meeting, the Board may, by order or notice, continue or recontinue to any subsequent meeting of the Board in the same manner and to the same extent that a meeting may be adjourned (see below). If the hearing is continued to a time less than 24 hours after the time specified in the order or notice of hearing, a copy of the order or notice of continuance of hearing shall be conspicuously posted on or near the door immediately following the meeting at which the continuation was adopted or made.

B. Adjournment

The following discussion on adjournment is in compliance with the Brown Act. The Corporations Code provides that a majority of directors present, whether or not a quorum is present, may adjourn any meeting to another time and place. If the meeting is adjourned for more than 24 hours, notice of the adjournment to another time or place shall be given prior to the time of the adjourned meeting to the Board members who were not present at the time of the adjournment.

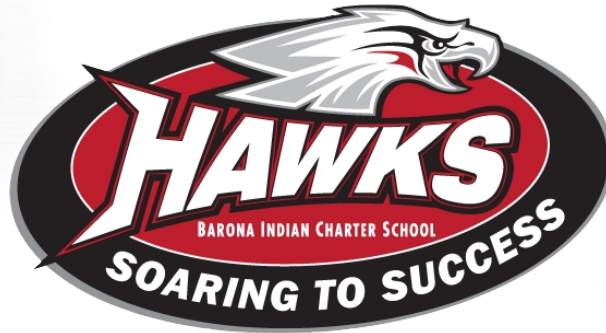
The Board may adjourn any regular or special meeting to a time and place specified in an order of adjournment. Less than a quorum may so adjourn from time to time. If all members are absent from any regular meeting, the Board Secretary may declare the meeting adjourned to a stated time and place and he/she shall cause a written notice of adjournment to be given in the same manner as provided for special meetings, unless such notice is waived for special meetings. A copy of the notice of adjournment shall be conspicuously posted on or near the door of the place where the regular or special meeting was held within 24 hours after the time of adjournment. When a regular meeting is adjourned, the resulting adjourned regular meeting is a regular meeting for all purposes. When an order of adjournment fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings.

Adopted:

DECEMBER 2021

HAWK HAPPENINGS

BARONA INDIAN CHARTER SCHOOL



WHAT'S HAPPENING IN DECEMBER

- BICS/Barona Museum will be hosting a "**Spirit of Christmas**" booth on **Saturday, December 4th** in downtown Lakeside from **3:30-8:30pm**. Come visit our booth to make a craft and *enter a raffle to win a family prize!*
- BICS will be participating in a service project called "**Socks to the Ceiling**" for the Kiwanis Club of Lakeside. Staff, students and families can donate NEW socks or shoes for kids K-12th grade, to be distributed to families in need. A collection box will be outside the Hawk Gate. We will be collecting until **December 17th**.
- **Breakfast With Santa** - Students will enjoy pancakes, stories and pictures with Santa on **December 16th**.
- **Winter Recess** - No school for Winter Recess 12/18 - 1/1. School will resume 1/3. **Happy 2022!**

LeaderinMe®

Our students are working their way through the 7 Habits. We are on Habits 2 and 3 this month.

Habit 1: Habit 1: Be Proactive®

Habit 2: Begin With the End in Mind®

Habit 3: Put First Things First®

Habit 4: Think Win-Win®

Habit 5: Seek First to Understand, Then to Be Understood®

Habit 6: Synergize®

Habit 7: Sharpen the Saw®

In this busy season, it is important to "*Put First Things First*" (Habit 3).

DATES TO KNOW

SPIRIT OF CHRISTMAS - LAKESIDE
4

SOCKS TO THE CEILING COLLECTION
1-17

BREAKFAST WITH SANTA
16

WINTER RECESS
18-JAN 1

SCHOOL RESUMES
JAN 3

