



**DCP**

DOWNTOWN COLLEGE PREP

**BOARD OF DIRECTORS  
ACROSS THE BRIDGE FOUNDATION dba  
DOWNTOWN COLLEGE PREP**

**Board Meeting Minutes**

**February 13, 2019  
12:00-2:00PM**

**Sunnyvale Conference Room  
Sobrato Center for Nonprofits  
1400 Parkmoor Ave., San Jose, CA 95126**

**INSTRUCTIONS FOR PRESENTATIONS TO  
THE BOARD BY PARENTS AND CITIZENS**

The Downtown College Prep Charter School (“DCP” or “School”) welcomes your participation at the School’s Board meetings. The purpose of a public meeting of the Board of Directors (“Board”) is to conduct the affairs of the School in public. We are pleased that you are in attendance and hope that you will visit these meetings often. Your participation assures us of continuing community interest in our School. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided.

1. Agendas are available to all audience members at the door to the meeting.
2. Blue “Request to Speak” forms are available to all audience members who wish to speak on any agenda items or under the general category of “Oral Communications.”
3. “Oral Communications” is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.
4. With regard to items that are on the agenda, you may specify that agenda item on your blue request form and you will be given an opportunity to speak for up to five (5) minutes when the Board discusses that item.
5. When addressing the Board, speakers are requested to state their name and address from the podium and adhere to the time limits set forth.
6. Citizens may request that a topic related to school business be placed on a future agenda. Once such an item is properly agendized and publicly noticed, the Board can respond, interact, and act upon the item.
7. In compliance with the Americans with Disabilities Act (ADA) and upon request, DCP may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternative modification of the agenda in order to participate in Board meetings are invited to contact the School office.

**I. PRELIMINARY**

**A. CALL TO ORDER**

Meeting was called to order by the Board President at: 12:00 pm

**B. ROLL CALL**

	Present	Absent
Ms. Maria Arellano	<u>  X  </u>	<u>      </u>
Ms. Mary Curtis	<u>  X  </u>	<u>      </u>
Mr. John Koeplin	<u>  X  </u>	<u>      </u>
Mr. Don Imwalle	<u>      </u>	<u>  X  </u>
Ms. Kathy Yates	<u>  X  </u>	<u>      </u>
Ms. Sandra Moll	<u>  X  </u>	<u>      </u>
Ms. Lisa Cole	<u>  X  </u>	<u>      </u>
Ms. Kelli Parmley (On Leave)	<u>      </u>	<u>  X  </u>
Mr. Miguel Salinas	<u>  X  </u>	<u>      </u>
Mr. Josue Fuentes	<u>  X  </u>	<u>      </u>
Mr. Marc Ketzal	<u>  X  </u>	<u>      </u>
Mr. Riaan Du Preez	<u>  X  </u>	<u>      </u>
Mrs. Jackie Zeller	<u>  X  </u>	<u>      </u>

**II. COMMUNICATIONS**

**A. Oral Communications**

- i. Executive Director Report
- ii. Board President Report
- iii. Advancement Director Report

**III. CONSENT AGENDA ITEMS**

- i. January 16, 2019 Board Meeting Minutes
  - *Mary Curtis motioned to approve*
  - *Maria Arellano seconds to approve*
  - *Board unanimously approves*

It is recommended that the Board approve Consent Agenda Items	Motion:___ Action:___ Second:___ Vote:___
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**IV. ITEMS SCHEDULED FOR INFORMATION**

**A. BUSINESS**

- i. Finance Update
- ii. Enrollment Update
- iii. Review and Approve the 2018-19 Low-Performing Students Block Grant for Downtown College Prep plan for use of funds
- iv. Review and Approve the 2018-19 Low-Performing Students Block Grant for Downtown College Prep Middle plan for use of funds
- v. Review and Approve the 2018-19 Low-Performing Students Block Grant for Downtown College Prep Alum Rock plan for use of funds
- vi. Review and Approve the 2019-2020 Instructional Calendar for Downtown College Preparatory.

**B. INSTRUCTION AND CURRICULUM**

- i. Principal Coaching and Evaluation

**C. PERSONNEL**

- i. No items at this time

**D. PUPIL SERVICES/STUDENT AFFAIRS**

- i. No items at this time

**V. ITEMS SCHEDULED FOR ACTION**

**A. BUSINESS**

- i. Review and Approve the 2018-19 Low-Performing Students Block Grant for Downtown College Prep plan for use of funds
- *Kathy Yates motions to approve*
  - *Josue Fuentes seconds to approve*
  - *Board unanimously approves*
- ii. Review and Approve the 2018-19 Low-Performing Students Block Grant for Downtown College Prep Middle plan for use of funds
- *Kathy Yates motions to approve*
  - *Jackie Zeller seconds to approve*
  - *Board unanimously approves*
- iii. Review and Approve the 2018-19 Low-Performing Students Block Grant for Downtown College Prep Alum Rock plan for use of funds
- *Josue Fuentes motions to approve*
  - *Mary Curtis seconds to approve*
  - *Board unanimously approves*
- iv. Review and Approve the 2019-2020 Instructional Calendar for Downtown College Preparatory.
- *Mary Curtis motions to approve*
  - *Kathy Yates seconds to approve*
  - *Board unanimously approves*

**B. PERSONNEL**

- i. No items at this time

**C. INSTRUCTION AND CURRICULUM**

- i. No items at this time

**D. ITEMS FROM THE BOARD**

- i. No items at this time

**E. PUPIL SERVICES/STUDENT AFFAIRS**

- i. No items at this time

**VI. CLOSED SESSION (Board went into closed session at 1:38 pm)**

- i. Executive Director Evaluation and Compensation
- *No action was taken*

**VII. PUBLIC SESSION**

RECONVENE TO OPEN SESSION: The meeting was reconvened to open session at 2:07 pm

**PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION** (includes the vote or abstention of every member present).

**VIII. ADJOURNMENT**

The meeting was adjourned at: 2:08 pm