



**DCP**  
DOWNTOWN COLLEGE PREP

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

**Board Meeting Minutes**

**September 18<sup>th</sup>, 2019  
12:00-2:00PM**

**Sobrato Center for Non Profits  
Mountain View Conference Room  
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: 12:02PM

**B. ROLL CALL**

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

**II. COMMUNICATIONS**

A. Oral Communications

- i. Executive Director Report
- ii. Board President Report
- iii. Staff Committee Reports

**III. CONSENT AGENDA ITEMS**

- i. August 21, 2019 Board Meeting Minutes
  - *Mary Curtis motions to approve*
  - *Jackie Zeller seconds the motion*
  - *Board unanimously approves the motion*

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. Enrollment
  - ii. Fundraising
  - iii. Strategic Plan/Key Results
  - iv. Legislative
  - v. Financial Update
- b. **INSTRUCTION AND CURRICULUM**
  - i. No items at this time
- c. **PERSONNEL**
  - i. Diversity, Equity, and Inclusion (DEI) Review
- d. **PUPIL SERVICES/STUDENT AFFAIRS**
  - i. No items at this time

**V. ITEMS SCHEDULED FOR ACTION**

- A. **BUSINESS**
  - Approve Nomination of Sandra Moll as President for the ABF Board of Directors
    - *Mary Curtis motions to approve*
    - *Kathy Yates seconds the motion*
    - *Board unanimously approves the motion*
  - ii. Approve Nomination of Kathy Yates as Treasurer for the ABF Board of Directors
    - *Sandra Moll motions to approve*
    - *Jackie Zeller seconds the motion*
    - *Board unanimously approves the motion*
- B. **PERSONNEL**
  - i. Review and Approve Variable Term Waiver for Dontae Hill, 6<sup>th</sup>-8<sup>th</sup> Grade English at Alum Rock Middle School
    - *Kathy Yates motions to approve*
    - *Mary Curtis seconds the motion*
    - *Board unanimously approves the motion*
- C. **INSTRUCTION AND CURRICULUM**
  - i. Review and Approve Adoption of Promotion Policies
    - *Maria Arellano motions to approve*
    - *John Koepin seconds the motion*
    - *Board unanimously approves the motion*
  - ii. Review and Approve Adoption of Graduation Requirements
    - *Kathy Yates motions to approve*
    - *Jackie Zeller seconds the motion*
    - *Board unanimously approves the motion*
- D. **ITEMS FROM THE BOARD**
  - i. No items at this time
- E. **PUPIL SERVICES/STUDENT AFFAIRS**
  - i. Review and Approve Family Engagement Policy
    - *Mary Curtis motions to approve*
    - *Sandra Moll seconds the motion*

- *Board unanimously approves the motion*

ii. Review and Approve Restraint Policy

- *Tabled for a later date*

**VI. CLOSED SESSION**

**VII. PUBLIC SESSION**

RECONVENE TO OPEN SESSION: The meeting was reconvened to open session at \_\_\_\_\_

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

**VIII. ADJOURNMENT**

The meeting was adjourned at: 2:03PM