September 26, 2023 ABF BOD Meeting Minutes

Trial - Downtown College Preparatory
Sep 26, 2023 at 7:30 PM EDT
@ 1400 Parkmoor Ave., San Jose, CA 95126

Attendance

Present:

Members: Maria Arellano, Josue Fuentes, Darcie Green, Kathryn Hanson, Marc Ketzel

Absent:

Members: Mary Curtis, Raylene Hernandez, John Koeplin, Khanh Russo, Kathy Yates

Teleconferencing Locations, Public Comments, and Addressing the Board

📄 Teleconferencing Locations, Public Comments, and Addressing the Board (1).pdf

I.   PRELIMINARY

    A.   Call to Order

       4:58 pm

          1.   The meeting was called to order by the board president at

II.   CONSENT AGENDA ITEMS

    A.   MINUTES DCP BOD SCHEDULED MEETING

       📄 July 25, 2023 BOD Meeting Minutes (4).pdf

       ☑ Vote for Approval of July 25, 2023 BOD Mintues

III. COMMUNICATIONS

    A.   BOD Chair Report (Presenters: Maria Arellano)

    B.   CEO Report (Presenters: Pete Settelmayer)

       Pete introduced the Student Advisory Council. The Student Advisory Committee's purpose is to elevate the voices of our students and promote their contributions to decision-making processes while fostering a supportive and inclusive school culture. The SAC is committed to promoting equity and inclusion in all aspects of school life, and we aim to foster an environment where every student feels seen, heard, and valued.

       📄 CEO report Sept 24.pptx.pdf

IV.   ITEMS SCHEDULED FOR INFORMATION

    A.   BUSINESS

          1.   On Campus Police Policy Review (Presenters: Ruth Wamuyu Schriver)

             Moved to October 24, 2023 BOD meeting.

📄 [Draft Police on campus policy (4883-2592-6236.v2) (1) (1).pdf](#)

2. Enrollment Report (Presenters: Esmeralda Alcaraz)

Total Enrollment:
● ECMS - 239 (+5)
● EPHS - 463
● ARMS - 260 (-2)
● ARHS - 208 (+8)
Still Enrolling:
● ECMS - 5th, 8th (waitlist 6th, 7th)
● EPHS - 9th (waitlist 10th, 11th, 12th
● ARMS - 6th, 7th, (waitlist 8th)
● ARHS - 9th, 10th, 11th, 12th

📄 [Enrollment Update BOD September 2023.pdf](#)

3. Report on Unaudited 22-23 Actuals (Presenters: Debbie Howard)

The FY2022-23 Unaudited Actuals reflect a surplus of $3,839,012 .
This is an increase of $4,303,083 from the 2022-23 Second Interim Budget projected deficit of ($464,071).
This will allow Downtown College Prep to end this fiscal year with a balance of $13,432,799, which is 43.3% of annual expenditures.

📄 [DCP FY22-23 Unaudited Actuals Board Report.pdf](#)

4. Report on EEF Plan (Presenters: Valerie Royaltey-Quandt)

● Provides funds to county offices of education, school districts, charter schools, and state special schools to provide professional learning and to promote educator equity, quality, and effectiveness.
● Expenditures may take place over fiscal years 2021–22 through 2025–26.
● Funding is distributed in an equal amount per unit of full-time equivalent certificated and classified staff as reported in CALPADS and CBEDS for the 2020–21 fiscal year.
DCP EPHS: $74,793
DCP ECMS: $80,325
DCP AR: $133,763

📄 [EEFB Report Sept 2023.pdf](#)

B. ACADEMICS

1. EL Task Force Update (Presenters: Lynnette Hawkins)

EL Task Force Responsibilities
● Monitor implementation of DCP's Roadmap for English Learner Success
● Review analysis of multiyear English learner performance data and make recommendations for improvement to the Exec Team and Board of Directors
● Support continuous improvement and foster internal accountability for all educational partners
Recommendations to Senior Leadership (Final):
1. By September 26, the DLDS will record and share with teachers a webinar modeling how to access and interpret growth trends (longitudinal data) for English learners' language development and how to use the data to plan Designated and Integrated ELD.

2. Sites will prioritize lesson planning for Designated and Integrated ELD by providing at least 30 minutes each month for collaborative planning during PD time.
3. By December 1, members of the EL Task Force will interview at least 4 English learners from each site, including at least one student who is a newcomer and at least one student who is a long-term English learner, to learn about their experiences at DCP.

📄 BoardUpdate_ELTaskForce_2023-24.pdf

2. Academic Integrity Board Policy (First Read) (Presenters: Valerie Royaltey-Quandt)

Description of Draft version of Academic Integrity Policy. Definitions of Academic Dishonesty:
• "Plagiarism":
o The unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work.
o To claim products generated by Artificial Intelligence as your own
•"Artificial Intelligence": Artificial Intelligence ("AI") is a computer, robot, or other programmed mechanical device having the humanlike capacity to perform operations and tasks analogous to learning and decision making in humans, or question answering.
Examples ofAI include the following:
o "Chatbot": a computer program in the form of a virtual email correspondent that can reply to messages from computer users.
o "ChatGPT": ChatGPT is generative AI chatbot. It is a natural language processing tool driven by AI technology that allows human-like conversations and much more with a chatbot. The language model can answer questions and assist with tasks, such as composing emails, essays, music, images, and code.
Process for Addressing Incidents of Academic Dishonesty or Plagiarism
  1. Initial Incident
     ---The student will receive a written warning and will be required to redo the assignment. If the student fails to resubmit the assignment, the student will receive an F/0.
  2. Second Incident
     ---The student will receive an F/0 on the assignment.
  3. Third (and subsequent) Incident(s)
     ---Student may be subject to discipline in accordance with Charter School policies.
Moved to "Items Scheduled for Action" so it can be voted on.

📄 Academic Integrity Policy draft.docx.pdf

C. PERSONNEL: No items at this time.

D. PUPIL SERVICES/STUDENT AFFAIRS: No items at this time.

V. ITEMS SCHEDULED FOR ACTION

A. BUSINESS

1. Vote to change date of October 24 BOD Meeting to October 17 pending the board chair and managements ability to have quorum on October 17 (Presenters: Pete Settelmayer)

Vote passed.

  ☑ [Vote to Approve October 17 BOD Meeting](#)

  2. Vote to Approve EEF Plan

Vote passed.

  ☑ [Vote to Approve EEF Plan](#)

B. ACADEMICS: No items at this time.

C. PERSONNEL: No items at this time.

D. PUPIL SERVICES/STUDENT AFFAIRS: No items at this time.

VI. Closed Session Item

Closed session was called to order at 5:46 pm

A. Conference with Labor Negotiator

    Agency Designated Representative: Board Chair

    Unrepresented Employee: Chief Executive Officer

VII. Public Session

A. Reconvene to Open Session

Session reconvened at 5:58 pm.

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

  1. Board Chair: Required Oral Report Regarding Amendment to Chief Executive Officer Employment Contract

Discussion only.

C. Items Scheduled for Action

  1. Board Ratification/Approval of Amendment to Chief Executive Officer Employment Contract

Vote passed.

  ☑ [Vote for Approval of Amendment to Chief Executive Officer Employment Contract](#)

VIII. ADJOURNMENT

A. The meeting was adjourned by the board president at

The meeting was adjourned at 6:01 pm.