



School Board Meeting Minutes

Laurel Tree Charter School

Board Meeting 8/19/25

In-person meetings at 2730 Foster Avenue in Arcata at 6:00 pm

1. **Call to Order:** 6:04 Josh Nikolauson, Nichole Dollarhide, Diane Moore, Isaiah Cristian, John Scaglione, Tom Leroy
2. **Adopt the minutes:** Nichole Dollarhide motioned to adopt the minutes, and Diane Moore seconded. In Favor: Nichole Dollarhide, Diane Moore, Isaiah Cristian, John Scaglione, Tom Leroy. Opposed: none. Abstentions: Josh Nikolauson
3. **Adjustments to the Agenda:** tabled Action Item C
4. **Adoption of Agenda:**
5. **Land Recognition:** *We recognize that we are on the unceded tribal territory of the Wiyot people. This recognition is a starting point for further conversation and education. We honor these caretakers and carry their stewardship from time immemorial forward as part of the next generation's education.*
6. **Public comment on items not before the board. none**
7. **Public Comment on items before the board:** The public is invited to join our discussions.
8. **Recognitions:**
9. **Information/Discussion Items:**
 - a. Ashland Trip Information *Brenda shared the itinerary and packing list.*
 - b. Teaching Schedules and Enrollment - Current enrollment, daily schedules, and ADA minutes will be shared. *We have an enrollment of 200 students, Brenda shared the schedule and ADA minutes showing we are meeting the required minutes in all grades.*
 - c. Admin Evaluation *The Board discussed what they would like included in a Lead Teacher evaluation. We reviewed the Lead Teacher contract as a starting place, but felt that a staff survey on leadership combined with a more specific and objective list of duties would be a good place to start. We want to design an evaluation tool that will be useful for future Lead Teachers.*
 - d. First Reading of Phone Policy - *The draft was shared with the Board, several specific suggestions were made. Brenda will also share it with the staff for feedback. The Board can further modify or approve it at the next Board Meeting, but we will begin implementing the main idea of the policy at the beginning of school.*
 - e. Budget updates - *The Unaudited Actuals for last year will be shared and approved at the next Board Meeting.*
 - f. Form 700 for Board Members - *Forms were sent home with Board Members*
 - g. CYBHI funding explored *Brenda has begun exploring this funding source.*
 - h. Planning for Back-to-School Night *The Board discussed starting with classroom visits at six and then inviting people to come to the Board meeting at 6:30 and providing childcare during that meeting. Having*

table displays about absenteeism, parent projects, and the phone policy were suggested.

- i. Mary Burke's resignation from the Board *The Board reluctantly accepted Mary's resignation and we thank her for her years of service to our school!*

9. Action Items:

- a. The Board will vote on whether to approve the Ashland Trip for 2025. *John Scaglione moved to approve the Ashland Trip, and Isaiah Cristian seconded. In favor: Josh Nikolauson, Nichole Dollarhide, Diane Moore, Isaiah Cristian, John Scaglione, Tom Leroy. Opposed: none. Abstentions: none.*
- b. The Board will vote on whether to approve the ADA minutes for 2024-2025. *Nichole Dollarhide motioned to approve the ADA minutes for 2024-25, Diane Moore seconded. In favor: Josh Nikolauson, Nichole Dollarhide, Diane Moore, Isaiah Cristian, John Scaglione, Tom Leroy. Opposed: none. Abstentions: none.*
- c. The Board will meet in closed session to complete the evaluation of Lead Teacher, Brenda Sutter. *Tabled.*

10. Future Agenda Items: *Phone Policy, LCAP goals (chronic absenteeism), budget.*

11. Next Board meeting: *Tuesday, September 9th*

12. Adjournment: *7:12 pm*