

MARK WEST CHARTER SCHOOL
BOARD OF DIRECTORS MEETING
MINUTES
Monday, September 24, 2007

The meeting was held at the Mark West Charter School Office, 5350 Faight Road, Santa Rosa, CA

The meeting was open to the public at **5:00 PM**

1. CALL TO ORDER, ROLL CALL

Board Members

Joan Gibson
Stacy Iversen
Denis Mahoney
Lauren Schwing: absent
Bambi Weinberg-Tuttle

Staff Members

Pam Carpenter, Director
Anne Kopache, Business Manager

Mark West Union School District Members Present:

Louis Jenkins, Board President Kay Schultz, Superintendent
Staci Pastis, Trustee Sue Sloat, Board Secretary
Greg Stone, Trustee
Jim Walker, Trustee

2. BOARD STUDY SESSION: 5:00PM

2.1 The Board held a joint study session with the Mark West Union School District Board.

2.1.1 Pam Carpenter presented the Charter School annual report in accordance with the charter petition and Education Code. Enrollment in 7th & 8th grades is at 106 this year. In the report Mrs. Carpenter discussed the strengths and challenges that the Charter School faces.

2.1.2 There was an open discussion between both Boards. The discussion included:

- Charter School Renewal; Joan Gibson discussed the charter renewal process. Every five years a charter needs to be renewed. Mark West Charter is due this spring, and the charter board will bring it to the School board this school year. New legislation requires the Charter School to actively recruit K-6 students since the sponsoring district is a K-6 district. Mrs. Gibson discussed the charter renewal timeline as it needs to be followed. During a review period a public hearing will be held. Mrs. Gibson discussed the District giving the charter the home study program so they could actively recruit students.
- Mrs. Schultz discussed the meeting held with charter school representatives last week. She met with legal counsel to discuss whether or not the charter is an independent or dependent charter. Mrs. Merchant clarified the issues involved: the charter is a dependent charter but some procedures are carried out as an independent charter.
- There was discussion to determine the responsibility of the Mark West District Board of Trustees to take more of an active role in running the charter school, per the Charter. The District is ultimately responsible for the operation and liabilities of the charter school. Mrs. Schultz stated that the school board should take a look at the governance structure of the charter organization. Trustee Stone felt that the district board needs to create more of a formal structure in responsibilities toward the charter. He said that the charter should be tied closer to the district.

- Trustee Walker would like to take another look at the strategic plan in connection with the charter. Mrs. Schultz talked about the charter becoming a magnet K-8 school, with a different focus from the other district schools. Trustee Jenkins suggested a committee to discuss and make recommendations to the Board of Trustees as to any changes that could be made.
- Mrs. Gibson proposed to write the current 5 year charter now, and then work with the Board to rewrite the charter so that in the future the charter option would be more appealing for parents. Mrs. Iverson feels that the charter needs to be more of a part of the district to keep parents in the district and so that the community does not view the charter as a separate school from the district.
- Trustee Jenkins, Pam Carpenter, and Joan, Stacey Iverson, and Kay Schultz will be on a committee to discuss what needs to be done. The meeting will be held October 4th at 8:30 P.M. at the District Office.

3. OPEN SESSION: PUBLIC MEETING: 7:08 PM

- 3.1 The regular meeting was called to order at 7:08 PM
- 3.2 Joan Gibson led the Pledge of Allegiance
- 3.3 There were no guests.
- 3.4 The announcement regarding addressing the Board was not needed.
- 3.5 On a motion by Denis Mahoney and seconded by Bambi Weinberg-Tuttle the agenda was adopted with the following amendments: item 9.1.1 meeting will be Nov 19, 2007, item 10.3.7 the word “and” removed, announcement of the next regular meeting should be Oct 22, 2007. The vote was 4-0.

4. PRESENTATIONS:

- 4.1 Students of the month for August are; 7th grade student Konrad Franco, who is recognized for his great school work in all areas and 8th grade student Nikki Healy, who is recognized for her enthusiasm and responsibility. The staff has outlined criteria for choosing students of the month. The criteria will be posted at the school for staff and students.

5. BOARD COMMUNICATIONS

- 5.1. The Board portion of October monthly newsletter will be written by Joan Gibson. Information to be included will be STAR test results, recruitment of new Board Members, and a reminder to participate in the PTA.
- 5.2. Other communications presented to the Board were: a letter from Pam Carpenter to Joan Starrett thanking her for her donations and support, and a letter of resignation from the Board from Lauren Schwing.

6. FINANCIAL UPDATES / Anne Kopache

- 6.1 Budget Updates were presented. Revenues were adjusted to reflect current enrollment. Title I funding and expenditures were added. Updates were made to account for current staffing and benefit participation. The technology budget was increased to provide for needed maintenance on the laptop computers.
- 6.2 Upcoming expenditures for consideration were presented to allow the Board to be aware of some issues that may require substantial funding. The items included; the request for additional projectors in the remaining two core classrooms (\$6000 approx.), warranties for approximately 20 laptop computers (\$2000 approx.), a requested increase to the elective hourly rate (\$7700 approx.), a second computer for the school office (\$1500 approx.), and money for school beautification.
- 6.2 Current enrollment was stable at 106 students and 1 home study student.

7. DIRECTOR'S REPORT/ Pam Carpenter

There were no questions or concerns to address regarding the Director's Report.

8. PUBLIC PARTICIPATION

There was no public participation.

9. BOARD ISSUES

9.1. OLD BUSINESS:

9.1.1 The second Board training meeting is set for November 19, 2007 from 5:30 to 8:30 PM.

9.1.2 The Board started planning for advertising and student recruitment by reviewing last year's advertising program. The Board agreed to advertise in 2007-08 PTA directory, continue to make brochures available at the elementary site and all district wide events such as the PTA Carnival and Back to School Nights. The Board discussed the need to have support from the district 6th grade teachers. A possibility might be, inviting the Mark West District 6th grade team to visit the school for a breakfast presentation that would include Charter teachers, students, and graduates. The breakfast could be followed by a visit to the Charter School classes. Color, glossy posters could be made (like the Science Fair posters from last year) and posted at the elementary schools and local businesses. Charter students could wear T-shirts and give out awards at the Friday Rallies at elementary schools. Word of mouth is an important way new students directed to the school. Families who refer a new student could get volunteer hours or another incentive.

9.2 NEW BUSINESS:

9.2.1 Board Study Sessions for the school year will be October 22, 2007, the January Board Retreat (date TBD), February 25, 2008, and April 28, 2008.

10. CONSENT AGENDA

On a motion by Bambi Weinberg-Tuttle and seconded by Denis Mahoney the Consent Agenda was approved. The vote was 4-0.

10.1. BUSINESS:

10.1.1. Vendor Warrants Report is presented for approval.

10.1.2. Budget Updates are presented for approval

10.2. MINUTES:

10.2.1 Approval of Minutes of Board Meeting of August 27, 2007

10.3 DONATIONS:

10.3.1 Donation of snack items from Michelle Glancy

10.3.2 Donation of paper and school supplies from Jan Edwards

10.3.3 Donation of water and snack items from Shannon Schumacher

10.3.4 Donation of boxes of tissues from Monique McMath

10.3.5 Donation of boxes of tissues from Sally Mervin

10.3.6 Donation of \$40 for absence from Joan Starrett

10.3.7 Donation of video and camera battery chargers from The Martin Family

10.3.8 Donation of Pizza for the Carnival from The Rawson Family, The Schumacher Family, Mary Omopariola, The Donaldson Family, The Edwards Family, Marty Moffet, and The Petersen Family

11. ACTION ITEMS:

11.1 On a motion by Stacy Iversen and seconded by Bambi Weinberg-Tuttle the Board approved to request Mark West Union School District to post an additional 45 minutes to the Office Manager position. The vote was 4-0.

12. CLOSED SESSION :

12.1 Public Employee Oral Performance Evaluation: Title: Director
Pursuant to Government Code Section 54957

12.2 Consideration of Student Discipline (Educational Code Sections 48900, et. seq.)

13. REPORT OUT OF CLOSED SESSION

Joan Gibson reported that there was no action taken during closed session

14. FUTURE AGENDA ITEMS AND MEETING SCHEDULE

The next regular Board Meeting will be held Monday October 22, 2007. The Board will have a study session starting at 5:30 PM with the Board Meeting starting at 7:00 PM.

15. ADJOURNMENT

Adjournment was at 9:30 PM.

Respectfully Submitted

Approved

Anne Kopache

Stacy Iversen