

MARK WEST CHARTER SCHOOL
BOARD OF DIRECTORS MEETING
MINUTES
Monday, November 26, 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 **7:00 PM**

1. CALL TO ORDER, ROLL CALL

Board Members

Joan Gibson
Stacy Iversen
Denis Mahoney
Mike Mikulka
Bambi Weinberg-Tuttle

Staff Members

Pam Carpenter, Director
Kay Schultz, Superintendent
Anne Kopache, Business Manager

2. OPEN SESSION: PUBLIC MEETING: 7:00 PM

- 2.1 The meeting was called to order at 7:00 PM
- 2.2 Joan Gibson led the Pledge of Allegiance
- 2.3 Guests Marnie Cameron, Justin Liddell and his family, Zach Todd and his family, and Keith Clyde, student teacher with Mrs. Adams, were introduced.
- 2.4 An announcement was made that any members of the public may address the Board about any item on the agenda at the time the agenda item is considered. Comments must be limited to 3 minutes each
- 2.5 On a motion by Stacy Iversen and seconded by Bambi Weinberg-Tuttle the Board adopted the agenda as amended. Remove minutes from consent agenda move to action item. The vote was 5-0

3. PRESENTATIONS:

- 3.1 Students of the month are Justin Liddell in seventh grade and Zach Todd in eighth grade. Justin is recognized for his great work and exemplary attitude and Zach Todd is recognized for his kind heart, great citizenship and academic work.

4. BOARD COMMUNICATIONS

Board Communications are provided for the purpose of sharing school-related activities, school visitations, conferences attended, meetings scheduled, or correspondence

- 4.1. Items for Board portion of the December monthly newsletter will be done by Denis Mahoney. It will include a reminder for independent study contracts to be scheduled over the holidays, the application process for the next year, and to have students come to school prepared with the necessary school supplies.
- 4.2. Mrs. Carpenter provided to the Board a packet of information regarding the Washington DC trip for in the Spring.

5. FINANCIAL UPDATES / Anne Kopache

- 5.1 The First Interim Report was presented. Currently the budget shows a deficit for the year, however it is for one year only and the multi year projects shows positive revenue over expenditure balances over the next 3 subsequent years. As the school expends last year's one time funds and builds programs in the current year expenditures will out pace revenues. The cash flow analysis shows sufficient cash to support the expenditures.
- 5.2 There was a discussion of proposed expenditures and reserves that included the difference between budget and actual cash balance. Reserves for technology, special education and facilities were mentioned. The Board will look at the purchase versus lease plan for technology. Joan Gibson and Mike Mikulka will meet with Michael Smith to look at the Thin Client system at

Riebli and also with Ed Longnecker to determine the needs of the school. Denis Mahoney will look into the cost of leasing. Amounts to be reserved will be discussed later and will include a plan for facilities.

5.3 Current enrollment is 109; 53 7th graders and 56 8th graders including one home study student. Average Daily Attendance (ADA) for the 3rd reporting month was 102.66.

6. DIRECTOR'S REPORT/ Pam Carpenter

6.1. There was a discussion of written Directors Report. Pam Carpenter asked the Board for ideas for hiring a Volunteer Coordinator. Math assessments for the first quarter were discussed. There was a review of the possible causes for the students scoring below a C average and current action being taken to resolve the issues. Each factor was examined by the staff and Mrs. Carpenter to come up with more solutions. The current action and the proposed solutions were shared with the Board.

7. PUBLIC PARTICIPATION

There was no public participation.

8. BOARD ISSUES

8.1. OLD BUSINESS:

8.1.1 The discussion of planning for technology expenditures was addressed during item 5.2, the planning for financial reserves. Pam Carpenter offered to check with SCOE on recommended systems and possible discounts that may available through the county. Mrs. Carpenter will also send a copy of the Technology Plan to the Board members.

8.1.2 The Board reviewed the ad to be placed in the PTA directory and updated version of the brochure. The new brochure will be printed in color. The Board was asked about a change for the school logo, and it was decided that the Board would like to keep the consistency of the current logo. The Board then reviewed of the application for next year. A decision was made to run ads in the Press Democrat three times, the Windsor Times four times, and the Healdsburg and Sebastopol newspapers two times each. The school will also continue the listing under schools in the classified section of the Parent Journal. Brochures and postcards will be sent to all district 6th grade students. Stacy Iversen will work on the postcard and the ad copies. Mike Mikulka will look into working on a promotional DVD to send to all 6th grade students.

8.1.3 The American Association of Dermatologist Shade Structure Grant asks for specific area plan usage, a sun awareness curriculum and an affiliation/sponsorship from a licensed dermatologist. As the plans develop Ron Calloway and Michael Smith will be brought into the process.

8.2 NEW BUSINESS

8.2.1 The first review of Charter for Charter Renewal was presented. Some sections still need to be clarified to include the effects of 501 c3 status on the governance structure. Bambi Weinberg-Tuttle will check on that aspect. The December Board meeting will focus on section A of the Charter. Joan Gibson asked the Board and Staff to summarize section A send her their responses. She will work all summaries into a two to three page summary for the Charter. Sections E through P have been reviewed by the committee the suggested changes were marked and presented to the Board.

8.2.2 The Board is planning to change the date for the Board Retreat from January to either Saturday February 2 or 9, 2008 depending on the availability of the Board and conference room scheduling at the Sonoma County Office of Education. At the December Board meeting the Board will finalize agenda items for the retreat. Joan Gibson asked the Board to also bring examples of best practices of some of their children's teachers through the years that made a difference to the students.

9. CONSENT AGENDA

On a motion by Bambi Weinberg-Tuttle and seconded by Stacy Iversen the Board approved the Consent Agenda as amended with the removal of item 9.2 which was moved to action item 10.2. The vote was 5-0.

9.1. BUSINESS:

9.1.1. Vendor Warrants Report is presented for approval

9.1.2. Budget Updates are presented for approval

9.2. MINUTES:

9.2.1 ~~Approval of Minutes of Board Meeting of October 22, 2007~~

9.3 DONATIONS:

9.3.1 Donation of 4 Large Pumpkins and 3 Gallons of Apple Cider from Molsberry's Market for the Halloween Dance.

9.3.2 Donation of snacks for the Student Store at a value of \$120 from the Petersen Family.

10. ACTION ITEMS:

10.1 On a motion by Denis Mahoney and seconded by Michael Mikulka the Board approved the First Interim Report for the 2007-08 school year. The vote was 5-0.

10.2 On a motion by Denis Mahoney and seconded by Stacy Iversen the Board approved the Minutes of Board Meeting of October 22, 2007 as amended. Change item 5.1; "Topics will include a suggested book list" rather than an update of the math program. The vote was 5-0

11. FUTURE AGENDA ITEMS AND MEETING SCHEDULE

The next regular Board Meeting will be held Monday December 17, 2007 starting at 7:00 PM.

12. ADJOURNMENT was at 10:05.

Respectfully Submitted,

Anne Kopache

Approved,

Stacy Iversen