

# Village Charter Academy

## Board Agenda

September 19, 2015

8:30 a.m.-10:30 a.m.

Village Charter Academy, Room 12

7357 Jordan Ave.

Canoga Park, CA, 91303

### Village Charter Academy Vision Statement

Students at Village Charter Academy, supported by the Charter's Learning Community, will use their unique attributes to achieve a broad base of knowledge integrated with the arts and technology. In order to achieve success on a global scale and be well prepared as 21st century learners, Village Charter Academy will create a diverse community of engaged citizens who treat others with respect, value friendships, and demonstrate a work ethic that exemplifies perseverance and responsibility.

**Persons with Disabilities** – Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by section 202 of the American Disabilities Act of 1090. Any individual needing special accommodations should directly contact the school office at least 72 hours before the meeting.

#### **I. Call To Order**

#### **II. Roll Call**

	Present	Absent
Diane Pritchard	_____	_____
Michael Heatherton	_____	_____
Cheryl Sanders	_____	_____
Susan Pritchard-Musone	_____	_____
Elayne Berg-Wilion	_____	_____
Jirusha Olsen	_____	_____
Brandee Hemmer	_____	_____

#### **III. Public Comment-**

“The members of the board may not discuss items that are not part of the agenda. Topics presented during Public Comments will be listened to by all board members and addressed as deemed appropriate, either through delegation to the Directors, placement on a future agenda or directed to a sub-committee of the board.”

**IV. Approval Of Minutes:** Review and possible approval of minutes from August 15, 2015.

#### **V. Report**

##### **Director Report**

- i. Enrollment/Demographics
- ii. Calendar of Events
- iii. School Activities and Fundraisers
- iv. School Programs
- v. Academic Assessments and Reports
- vi. Facilities

#### **VI. Board Training**

##### **The Role of the Board:**

**a. Maintaining the School's Mission:** Statements should be prominently displayed at the entrance to the school, in each classroom, and on all communication from the school. Letterhead, advertising pamphlets, and flyers provide other opportunities to promote the message. The vision and mission statements should be referenced in all trainings, faculty meetings, and board meetings to remind everyone of the purpose and goals for the school. Primary stakeholders (board, administrator, and teachers) should be able to clearly state the vision and mission and explain what it means for students.

**b. Developing School Policies:** The board writes policies and the administrator creates procedures. Policies indicate *what* should be done whereas procedures indicate *how* something should be done. The governing board has little role in developing administrative procedures, other than the option to

negate them if they choose. Governing board policies are the foundation for the employee and parent/student handbooks.

There are four types of policies a charter school governing board should consider:

- Policies required by law (e.g. nondiscrimination, sexual harassment)
- Policies required by the contract or charter application (e.g. lottery/enrollment, uniforms)
- Policies that give broader definition to the vision/mission (e.g. educational program philosophy, administrative structure, dress code)
- Policies that communicate board decisions (e.g. facility use, withholding diplomas/transcripts/grades)

The board's first priority is to adopt those policies that are required by the articles of incorporation, charter school application, charter contract, and California law. The second priority is to establish policies that will further the vision and mission of the school.

To adopt proven practices and avoid adopting unsound or illegal policies, the board should research policies established at other schools. If the policy references or relates to a state statute or district policy, this should be noted at the end of the policy. Once a policy has been adopted by the board, the board should note the date it was adopted. Periodic changes to federal and state law, State Board of Education rules, or district policies may require the charter school governing board to update their policies. If the policy is later amended, this date should be noted as well. These steps maintain a written history of the policy.

**c. Monitoring School Academic Progress;**

The board evaluates the academic success of the school through student data reports presented by school leadership. These reports should happen frequently through out the year and at the request of the board. School decisions and policy development should always consider what is best for student achievement.

**VII. Village Charter Academy Compliance Monitoring-**

1. Verification of the following items for school compliance:
  - a. Employee Criminal Background and TB Clearance
  - b. Teacher Credentialing
2. Upcoming Evaluation Dates
  - a. DVR- October 30, 2015
  - b. District Oversight Evaluation- April 19, 2016

**VIII. Policy Review, New Agenda Items for Discussion and Possible Action**

1. Review and possible approval of Wellness Policy
2. Facilities Update
  - a. Projected enrollment
  - b. Presentation by Red Hook on Facilities.

**IX. Budget Report**

1. Budget Presentation by Kristin Dietz, Ed Tec.
  - a. Approval of budget presentation
2. Review and Possible approval of Board Resolution to approve the terms for Revolving Loan Agreement with Charter School Finance Authority.