

Village Charter Academy

Board Agenda

May 5, 2014

4:30-6:30 p.m.

I. Call To Order

II. Roll Call

	Present	Absent
Diane Pritchard	_____	_____
Michael Heatherton	_____	_____
Cheryl Sanders	_____	_____
Salvador Torres	_____	_____
Susan Pritchard-Musone	_____	_____
Kambiz Amirshahi	_____	_____

III. Board Training Item:

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.

IV. Public Comment-

V. Reports and Updates

1. Updates on the following items:
 - a. Director Updates
 - i. Enrollment
 - ii. Hiring
 - iii. Budget Update

VI. Consent Agenda

Action requested: Motion to approve, accept or ratify items listed on consent agenda as submitted.

1. Review and possible approval of minutes from March 29, 2014.
2. Review and possible approval of minutes from April 12, 2014.
3. Review and possible approval of minutes from April 15, 2014.

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

1. Village Vendors and Providers
 - a. Present SIS (Student Information Systems) providers.
 - b. Review and possible approval of Charter Works Contract
 - c. Review and possible approval of CharterSafe “Join Powers Authority” agreement and Resolution of Board of Directors Joining the Joint Powers Authority.
 - d. Present Health Benefits provider
2. Review and possible approval of Core Knowledge training contract.
3. Review and possible approval of Village Charter Academy Parent-Student Handbook
4. Review and possible approval of Village Charter Academy Employee Handbook

VIII. Closed Agenda:

1. Public Employee Contracts
 - a. Office Manager Contract

IV. Next Agenda- Date, Time and Possible Agenda Items

Possible Items for the Annual Planning meeting:

- Elections of Board members,
- Review/revision of the Conflict of Interest Policy,
- LCAP and the LEA Plan,
- 2014-2015 budget and cash flow statements,
- Enrollment report/lottery process,
- Scheduling of Board meetings for 2014-2015
- Strategic planning.