

**DRAFT MINUTES OF REGULAR MEETING OF THE BOARD OF DIRECTORS OF CITIZENS OF THE  
WORLD CHARTER SCHOOLS LOS ANGELES**

**Date: Wednesday, February 27, 2013 Time: 6:00 p.m.**

**Location: Citizens of the World Charter School Hollywood campus – 1316 N. Bronson Ave. LA, CA  
90028 (enter through CWCH entrance on Fernwood) 1<sup>st</sup> Floor Classroom 323-462-4292**

**DRAFT MINUTES**

- I. Welcome & Call to Order
  - Yvette King Berg
  - Derrick Chau
  - Josh McLaughlin
  - Heather McManus
  - Gene Straub
  - Craig Tessler
  
- II. Invitation for Public Comment

CWCSL parent Monique Esparza spoke regarding her son's experience at CWCSL. She noted his serious health needs and her fear for his safety when he had a seizure at school. During this time she was the office coordinator and took her son to the hospital. She mentioned having retained counsel to pursue additional services/supports for her child. CWCSL parent Tamara Bick shared about an incident in which her daughter was sick in the office and when she came to pick her up found her lying on the floor having vomited and that she believed that she'd had a febral seizure. She expressed concern that the school didn't ensure that all office or school staff would ensure that the needs of students with medical conditions are met. CWCH parent Jennifer Deines spoke about the family handbook asking why there hadn't been input and why the structure of the principal's council differs from the charter. Another CWCSL parent shared a concern that perhaps not all parent lunch volunteers are aware of the temperatures required for serving the food, etc. See attached pages for copies of statements made by parents Monique Esparza and separately by Tamara Bick.
  
- III. Board Review and Approval of Minutes from the 1/23/13 Board Meeting (ACTION ITEM)

Heather McManus moved to approve the minutes, Gene Straub seconded the motion and it was approved by all in attendance (except Craig as he was absent at the 1/23/13 meeting).
  
- IV. Board Action to Approve Financials to Comprise Second Interim Budget Report. (ACTION ITEM)

Yvette King Berg moved to approve the financials to comprise the second interim budget report, Craig Tessler seconded the motion and it was approved by all present.
  
- V. Board Action on Draft Fiscal Policies (ACTION ITEM)

Heather McManus moved to approve the draft fiscal policies removing the mandatory 5 contiguous vacation days a year for school leaders, Gene Straub seconded the motion and it was approved by all present.
  
- VI. Board Action to Approve Selection of Audit Firm (Vavrinek, Trine, Day & Co., LLP) (ACTION ITEM)

Yvette King Berg moved to approve the audit firm VTD, Craig Tessler seconded the motion and it was approved unanimously.
  
- VII. Dashboard Update on Progress on Organizational Goals (Academic Excellence, Community, Diversity, Organizational Health)

There was a discussion by the board about various components of the update including the suggestion of creating incentives for student attendance as part of a plan to improve attendance rates.

- VIII. Board Action on Admissions Preferences for CWCLA schools including:  
Gene Straub moved to approve the following admissions preferences for CWCLA schools:
- a. a preference in the lottery for in district applicants/applicants attending or residing in the attendance area of the local district school (for CWC2/CWC Silver Lake this is Grant ES)
  - b. a preference in the lottery for applicants who qualify for free and reduced lunch to ensure the incoming student body is at least 40% free and reduced lunch eligible
- Heather McManus seconded the motion and it was approved unanimously by all present.
- IX. Board Action on CWCLA Family Handbook including Student Discipline Policy (ACTION ITEM)  
Josh McLaughlin moved to approve the CWCLA Family Handbook to serve as the acting family handbook with final approval pending legal review and input from the community, Heather McManus seconded the motion, and it was approved unanimously by all present.
- X. Board Discussion of Draft Licensing/Service Agreement between CWCLA Region and CWCS Network.
- XI. Board Action to Accept an Interest Free Loan from CWCS Network for the Launch of CWCMV.  
Gene Straub moved to accept an interest free loan from CWCS' Network for the launch of CWCMV, Heather McManus seconded the motion and it was approved unanimously by all present. The loan will be repaid by CWCMV to the CWCS Network.

Adjourn to Closed Session and Announce Topics

Closed Session

- I) Public Employment: Appointment
- II) Conference with Real Property Negotiator

Return to Open Session and Report out Action as Applicable

- XII. Confirmation of Schedule for next regular Board Meeting 4/5/13 at 6:00pm at CWCH 1316 N. Bronson Ave. *Note this is changed from regular meeting date due to conflict with spring break.* Regular board meetings are typically the 4<sup>th</sup> Wednesday of the month at 6:00pm at CWCH (due to evening bathroom and parking access).

Adjournment

*The following board members may be joining by phone Yvette King-Berg from 818-899-5550 at 9400 Remick Ave. Pacoima, CA 91331, Craig Tessler from 310-57-4009 at 1990 S. Bundy Dr. Suite 200 LA, CA 90025 and Gene Straub from 213-446-8221 from Los Angeles.*

**REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY**

Pursuant to the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act of 1990*, any individual with a disability who requires reasonable accommodation to attend or participate in a meeting or function of the CWC Board may request assistance by contacting Jen Bledsoe [cwclaregionaloffice@gmail.com](mailto:cwclaregionaloffice@gmail.com) or 323-462-2840.

CWCSL Parent Tamara Bick's statement

I stand before you a concerned and involved CWC Silverlake parent.

I have always been a very strong and vocal supporter of this school, this administration and this curriculum, since before the school opened.

I have an abundance of patience and flexibility for the fact that this is a new school and will have many obstacles to overcome as it grows. I underline here that I am a parent who cares about and desires the success of this school.

I have, and continue to, donate my time, effort, my heart and my money to support this school and help make this place the best it can be.

I have placed the education and safety of my daughter in your hands. And I have trusted you. I had an experience Monday morning Feb 11th that was disturbing and has rendered me crushed with disappointment.

I understand I only have 3 minutes here so I am going to make this much longer and detailed event as brief as I can.

On Monday morning Feb 11th at approx 10:30- 11am I received a call from the main office at CWC Silverlake- I was told- 'Your

daughter, Jaffe, is in the office, she's hot, she's been complaining that she's not feeling well all morning and she's got a temperature, she's all bundled up here and got a fever.'

I said immediately - 'Unbundle her, she has febrile seizures, if her temperature spikes then she'll have a seizure. Unbundle her.' They said ok. I said 'I'll be there right away to get her.'

When I arrived at the school approx 20 minutes later I discovered my daughter lying face down on the office floor, passed out and covered in her own vomit. The two individuals in the office at the time had no idea this had happened as they were occupied with photocopying behind the front desk.

When I approached my daughter and woke her up, she exhibited the symptoms of having just had a seizure which I recognize having seen the aftermath of a seizure many times since she was 18 months old.

She's feverish, confused, crying, has a hard time speaking, all her clothes have vomit on them including her shoes. I strip her, put her emergency clothes on, retrieved from her classroom, and leave.

The event is disturbing.

That afternoon, to explain why I wouldn't be meeting them or picking up my son, to re-organize my life a bit, I tell only three

people (parents at CWC) who are in my everyday life about this incident, wanting to keep it under wraps until I could speak with the administration. Because I can imagine this could be a PR nightmare for this school and I do not desire that at all.

No one in the admin or on CWC staff reached out to me following this event that day or the next day...

I spoke to Amy Tuesday evening before the Town Hall and said I wanted to meet with her to discuss a disturbing event. She was concerned, asked if it was ongoing, I said no and she agreed that we should meet asap.

I emailed Ramona and Amy Wednesday morning (2 days after the event) and asked for a meeting.

While I have a wealth of patience and understanding for busy schedules and trying to gather 3-6 people in one room at a time I find it lacking that it took until the following Wednesday morning for us to speak about the incident.

And on Wednesday Feb. 20th when I finally had a meeting with Ramona neither Maureen or the two staff members from the day were in the meeting with me as I'd been told would occur.

I also spoke with Amy the Tuesday prior, on the 19th, on the phone.

By her own admission Amy did not have the correct details about the event (meaning the details of the event were altered by those CWC staff individuals in the room with myself and my daughter.)

As I'm sure you will agree this is tremendously upsetting. The details were changed. The story changed.

And I made sure to make this point to both Amy and Ramona. Because although, in no way, is it my intention to point a finger at those two individuals- they still need to be accountable and so does this administration.

I formally request that you please don't do me or my daughter the disservice of altering the truth concerning this event.

What is important to me going forward is that this doesn't happen to me or anyone else again. I believe the admin. must share the same desire, and I respectfully request that this fact be communicated to me.

The one and only thing I was assured from both my meetings was that a list of students who have medical issues ( for ex. my daughter with febrile seizures,) that a list is made and distributed to all staff and anyone working with the children, so that they have the info "at their fingertips" and can act accordingly. I wholeheartedly agree with this action- putting the information "in their fingertips" is important and overdue and I applaud this fact. It was done immediately following my conversation with Amy, as I understand.

But here's the truth --- the information **was** "in the fingertips" of both those staff members as I had said it over the phone myself with urgency not 20 minutes prior and the event **still happened**.

What are the procedures and what is the protocol for this type of event? (when a child comes into the office with a fever or not feeling well)

What is the conversation with the entire staff going to be regarding this particular event? Is this list the only solution, the only action required, for this problem?

Communication and follow through are lacking in this event. I respectfully request that this event is digested, dissected and used to prevent anything like this from happening again.

CWCSL Parent Monique Esparza statement:

I am a parent of a child that has severe health issues. He has had multiple open heart surgeries, the most recent being a pacemaker placement, as well as other surgeries. The school has denied him an IEP or any intervention to accommodate his medical, emotional and developmental needs. I am also a former employee of CWC who resigned on February 12, 2013 and feel that my son is being the target of retaliation against my resignation by making necessary medication unavailable to him while at school. In October of 2012, my son's teacher brought him to the front office as she noticed he was pale and lethargic. I immediately took him to Children's Hospital Los Angeles where he suffered a tonic clonic seizure that lasted 25 minutes. As a direct result of this seizure my son went into a coma and was placed on life support with the possibility of having severe brain damage. The harsh reality of the situation is that if I was not in the front office my son would have died in the classroom. I have requested a health plan even would settle for a 504 plan so that at the very least people would know how to respond to him in the event of an emergency. He has since recovered and upon his return to school brought his anti seizure medication that is to be administered 5 minutes after the start of a seizure. Since October his teacher has been the assigned person to administer this medication. There was never any questions or conversations regarding policy or procedure on medication. In fact, to my surprise the administration did not question nor reach out to me to ask if there was any precautions or accommodations that my son would need after this traumatic event. Immediately after my resignation I was told that he needed proper paperwork and a Dr.'s note to have this medication at school. I was also asked to please be in one on one until things were in place. My employment to the school did not relieve any responsibility of CWC to provide my son a health plan and proper accommodations. as he is legally disabled. I have been verbally requesting an IEP since the start of school and until February 7, I was ignored. Since this initial meeting on February 7 nothing has been resolved. In fact, my son has not been at school since he is not safe here. I have requested a copy of the policy and procedure on medication from Ramona, Amy, Jennifer K, multiple times and have not received it as of yet. As I am not opposed to following the policy I would like to see. I personally devised a form for medication during my employment with CWC and it is what is used for all children except my son. A child is on insulin and CWC never had a trained nurse train staff on how to properly administer this medication. So my question to all is why is my son being single out, discriminated against, denied a safe environment at school? It is the 7 month of school and I have not received any support for him so therefore have been forced to retain an attorney. Parent and Board this is a direct result of a lack of a parent handbook, a lack of leadership, a lack of structure, and appropriate and timely response to parents realistic concerns and requests.

At the same time that we are asking our children to be heart smart, parents are being lied to, ignored, an labeled as the "negative people". Parents and Board I urge you to understand the difference between facts and negativity and I am positive these events occurred.