

**BOARD MEETING
BOARD OF DIRECTORS
WESTLAKE CHARTER SCHOOL**

June 5, 2007

7:00 p.m. at the Westlake Clubhouse

In the Westlake Community in North Natomas – on Broadgate (immediately in front of you when you enter the gates).

**INSTRUCTIONS FOR PRESENTATIONS TO
THE BOARD BY PARENTS AND CITIZENS**

The Westlake Charter School (“School”) welcomes your participation at the School’s Board meetings. The purpose of a public meeting of the Board of Directors (“Board”) is to conduct the affairs of the School in public. We are pleased that you are in attendance and hope that you will visit these meetings often. Your participation assures us of continuing community interest in our School. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided.

1. Agendas are available to all audience members at the door to the meeting.
2. Blue “Request to Speak” forms are available to all audience members who wish to speak on any agenda items or under the general category of “Oral Communications.”
3. “Oral Communications” is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen-requested item.
4. With regard to items that are on the agenda, you may specify that agenda item on your blue request form and you will be given an opportunity to speak when the Board discusses that item.
5. Members of the public may request that a topic related to school business be placed on a future agenda by making a request to the Board President. Once such an item is properly agendized and publicly noticed, the Board can respond, interact, and act upon the item.
6. In compliance with the Americans with Disabilities Act (ADA) and upon request, the Charter School may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternative modification of the agenda in order to participate in Board meetings are invited to contact the Board President.

I. OPENING

A. Call to Order: 7:03 p.m.

B. Roll Call and Establishment of Quorum:

	present	absent
Phil Nanni	_____	_X_
Paris Coleman	_X_	_____
Carol Moore	_____	_X_
Ting Sun	_X_	_____
Community Member LB	_X_	_____
Gretchen Hanson	_X_	_____
Lisa Kaplan	_____	_X_
Susie Klein	_X_	_____
Christina Maynard	_X_	_____

The meeting will now convene to closed session to discuss the following matters described in Section III.

II. CLOSED SESSION

- A) Principal Interim Evaluation

III. PUBLIC SESSION

- A) **Reconvene to Open Session:** The meeting was reconvened to open session at 7:10 p.m.

- B) **Public Report on Action Taken During Closed Session, If Any:**
No action taken during closed session.

C) Board Comments

Paris Coleman: Strategic planning took place on session on Saturday. Very productive for four hours of time. Have the notes of that, which were forwarded to Phil and Ting, but had trouble pulling the names off the website to email everyone. Notes will be available as early as tonight.

LB: Plan on meeting with Two Rivers principal and teachers interested in taking over the garden in the near future. Thought the strategic planning session was very good.

D) Public Comments

This portion of the meeting is set aside for members of the audience to make comments or raise issues that are not specifically on the agenda or for those that are on the agenda. These presentations are limited to three (3) minutes per presentation and the total time allotted to non-agenda items will not exceed fifteen (15) minutes.

E) Reports

1. Principal Report: Update of events since the last regularly scheduled board meeting.
2. W.A.V.E. Report: Peggy McAllister

Officer Report: WAVE has been working on bylaws this year and will be voting on them at the next meeting. Would like to acknowledge Brenda Lee and Laila Cifolleli for all their hard work on that. We are working on creating a budgeting plan and a yearly way of creating a budget. Will be drafting policies and procedures, including forms for parents to use when leading fundraising activities.

Fundraising Team: Second Annual International Festival happening this Saturday. We have 17 cultural booths this year. We are being challenged with finding volunteers for each class' activities. None of them have been filled as of today. There is not as much activity as we would like

going toward the raffle basket; however the online silent auction is already almost at \$3000. Fundraising committee will meet end of June to finalize fundraising strategies for next year. It's clear that we must **dramatically** increase our fundraising to support our specialty classes that we all want for our children. Meeting next week to review ideas for raising funds, including ideas that came out of Town Hall Meeting.

Community-Building and Hospitality: Teacher Appreciation Week ending with a catered lunch from Chef Scott Rose. Also provided teacher appreciation lunch for Two Rivers' staff from Una Mas with desserts from parents. Cold Stone event last week was very well attended. Event raised \$150. Parent Participation committee provided guidebook survey and will review results as they come in. The guidebook will be given to all parents next year. The WAVE board will have planning meetings throughout the summer to plan for next year. Will also be taking steps toward reaching the strategic plan objectives that were set out on Saturday. We are so thrilled to come to the end of this year with such a collaborative relationship between the WAVE, the administration and the Board. Sherri Sanders has updated records of parent participation hours with a report for distribution to the Board. Ten parents still have no hours on record; however at least two of them have indicated that they will be sending them in shortly.

LB: RE: Hours Report: Would it be difficult to have a tally of all the hours from each of the parents? Sherri: Yes, we can put that down. Many parents are well over their 30 hours.

3. Facilities Report: Information included in Principal's Report.

F) Budget Update—April—Jodi Retzliff

K – 3 class size reduction loss is in report. Lost \$65,000 in class size reduction this year. We knew this would probably happen this year so we left our attendance productions low, which left us with a total loss of about \$7,600. We narrowly missed achieving both. We should end the year about \$78,000 under budget. We are working really hard to get these reports out in advance to facilitate the quicker meeting times so that questions can be asked in advance of the meeting.

Paris Coleman: We knew that we were anticipating a shortfall in September...Jodi: Two new years of projections are included in the packet and will be discussed during the Kindergarten Expansion item.

G) Items Scheduled for Action

1. Approve minutes for April and May

CM moves to table April 17, 2007 minutes to next meeting since we do not have a quorum. Second LB. Approved.

That the minutes for May 1, 2007 be approved as amended.

Motion: CM Second: PC Vote: sub prior role call Action: Approved

2. Visiting Educator Contract for S. Abercrombie

That the Visiting Educator Memorandum of Understanding for S. Abercrombie be approved.

Motion: PC Second: CM Vote: sub prior roll call Action: Approved

3. Additional Kindergarten Expansion

PM Moves to switch items 3 and 4 on the agenda to address item 4 prior to item 3. Second LB. Approved.

That an additional Kindergarten class be added for 2007-08 school year.

Motion: LB Second: PC Vote: 5 Yes; 0 No Action: Approved

4. 07-08 Adopted Budget – Presentation, Discussion and Approval

That the 2007-08 Budget be approved.

Motion: PC Second: GH Vote: 5 Yes; 0 No Action: Approved

5. Invoice for Business Services for 07-08

That the invoice amount for Business Services for 2007-08 be approved.

Motion: GH Second: PC Vote: sub prior role call Action: Approved

6. Audit Contract Renewal

That the annual Audit Contract be renewed with Vincente Lloyd & Stutzman for the 2006-07 audit.

Motion: PC Second: LB Vote: sub prior role call Action: Approved

7. Approve New Hires

Motion to approve the four new hires for 2007-08 as listed under the new teacher summary: Peter Skipper, Brooke Smith, Michelle Aquisto and Desyrae Stevenson.

Motion: PC Second: CM Vote: sub prior roll call Action: Approved

IV. ITEMS SCHEDULED FOR INFORMATION/DISCUSSION/UPDATE

A. Parent Hours Policies

Create a sub committee to look into the development of parent hours policies to bring before the Board for approval. Move to action item for next regular board meeting.

Peggy McAllister: Request that at least one WAVE member and one WCS staff member sit on the sub committee. Would like to recommend Laila Sansoui and possibly one other WAVE member to participate.

B. Independent Study Review

At the last meeting it had come to the administration's attention that WCS was allowing as many as 30 days of independent during the school year for independent study. Christine had recommended reducing the number of days allowed. The change is bold and underlined in the policy. The number has been reduced to two terms of 10 days or 20 days total. Prior to this, students could participate once each trimester (10 days, 3x per year). The board reviewed the policy and offered suggestions for revisions. The final version of the policy will be brought back to the board for approval at the next regular board meeting.

C. Uniform Policy—Dress Code

PC Moves to table until next regular board meeting. Second LB.
Approved.

D. Lottery Policy

Question regarding policy about giving preference to Title One students for the waiting list. For future lotteries, we need to look at the process and make sure that the way the lottery is functioning is giving us the result we are intending it to. Are we walking the walk? We currently only have 14% Title One students. Our charter calls for 20% Title One students. Suggestion for future lottery may be to make a separate wait list based on each preference. Unclear on how it would work after that. We need to sit down with the lottery process and make sure that it meets our intentions for the school. The 20% is for the lottery only...not that we are to have 20% in the school. Does our commitment to Title One only pertain to preference for the lottery or do we want to make it a school-wide preference. We will need to make it clear to NUSD that the 20% is a lottery preference, not a school-wide preference. We cannot change the waiting list for next year. Note: the current waiting list was for the existing two classes, not the new Kindergarten class. At the very least, there needs to be a quick discussion prior to doing anything. Timing is of the essence on this. This is a much bigger conversation that we are able have at this meeting. May need to create a subcommittee to address the issue.

Peggy McAllister: When we say we only have 14%, is that across the board? Why aren't we there when the 20% is always drawn second after the founding

parents? It's not a lottery problem. It's a waiting list problem. In the waiting list, everyone is weighted equally.

CM: Our numbers may be skewed low right now because when we first opened the school, the 1st and 2nd grade classes were not full and students were not pulled from the lottery or wait list.

Jennifer Driscoll: 20% by lottery is the way it's written in the policy. Your pull and your weight is with founders and siblings. We're looking at changing the lottery process for the future based on a current snapshot. As founding parents move off, the 20% students would move up. Would caution against changing the wording at this point.

Laila Sansoui: Right now if the goal is to get to 20%, the only way to build that is with entering kindergarteners.

Christine: It's probably best to look at this for an upcoming lottery as opposed to changing the process for the incoming kindergarten class.

PC: The new kindergarten was just approved tonight. It would be prudent to look at this prior to bringing the new kindergarteners off the waiting list.

CM: It would be helpful to know if the students who have left during the year have tended to be Title one students.

PC: Direct Christine to contact individuals and come to consensus as to whether this can be addressed at this point.

E. Supplemental Hourly Programs (tutoring)

In order to pay employees for doing this, the board needs to approve the program. Will be action item at next regular board meeting.

F. Insight Education Contract – Staff Development 07- 08

The teachers have expressed an interest in continuing to work with Insight Education. Approximate cost: \$8,000. The program is very helpful to teachers with the strategic design process. This expense would be equivalent to a number of conferences or hiring a consultant for staff development.

Christine Maynard: This is very relevant professional development. Highly tied to what teachers are doing in the classrooms. Helps us plan our units and helps us plan our years. Very valuable.

The Board will consider at a later board meeting.

V. FUTURE AGENDA ITEMS

- A. Create a sub committee to look into the development of parent hours policies to bring before the Board for approval.

B. Independent Study Policy Approval

C. Uniform Policy—Dress Code

D. Lottery Policy

E. Supplemental Hourly Programs

F. Insight Education Contract

VI. ADJOURNMENT

The meeting was adjourned at 9:33 p.m. Next regular board meeting July 10, 2007.