

**BOARD OF DIRECTORS  
WESTLAKE CHARTER SCHOOL  
Board Meeting Minutes  
January 6, 2009, 6:30 pm  
3800 Del Paso Rd, Sacramento, CA 95834**

**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. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Public Comments."
3. "Public Comments" 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 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**

**B. ROLL CALL AND ESTABLISHMENT OF QUORUM:**

		<b>present</b>	<b>absent</b>
1.	Paris Coleman	_____	_____
2.	Ting Sun	_____	_____
3.	Phil Nanni	_____	_____
4.	Gretchen Hanson	_____	_____
5.	Jules Tran	_____	_____
6.	Stefanie Cruz	_____	_____
7.	Christina Thorall	_____	_____
8.	Peter Skipper	_____	_____
9.	Michelle Ellis	_____	_____

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

- A. **CLOSED SESSION – entered closed session at 6:34 pm**  
**For discussion – Update on pending litigation**

**III. PUBLIC SESSION**

- A) **RECONVENE TO OPEN SESSION: 6:41 pm**

- B) **PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION, IF ANY**  
**No action taken**

- C) **BOARD COMMENTS**  
**Paris Coleman introduced Jules Tran our new board member/representative from NUSD.**

- D) **PUBLIC COMMENTS** This portion of the meeting is set aside for 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 for non-agenda items will not exceed fifteen (15) minutes. Members of the public may speak on agenda items during the time when the item is addressed by the Board.

**No public comments at this time**

- E) **REPORTS**

1. Financial Report – Ana Barillas-Mendez
2. WAVE Report – Aimee Wells

Currently the WAVE is working hard on the preparations for the first annual Westlake Olympics. We have a great team that is working with Kate Burwinkel on this event which will be held on Friday, Feb 6<sup>th</sup> and a family night awards ceremony on Friday, Feb 20<sup>th</sup>.

Some future events include a family sock hop coming in March, the international festival and the Westlake auction.

3. Curriculum Report – Kate Burwinkel

**CURRICULUM UPDATES-**

- Analysis of NWEA data results (Spring to Fall)- See packet
- Redistributed instructional aide times- (Aides still supporting all grades/classrooms). Using additional aide time to tutor specific students in 4<sup>th</sup>, 5<sup>th</sup>, and kindergarten based on NWEA data.
- Used CEDLT (California English Language Development Test) data to identify students needing extra support. Carmen Venegas has designated time for ELL support already in her schedule. Created tutoring schedule and resources to support these students.
- Parents and other WCS supporters donated their time at the Scholastic Warehouse. That time was translated into vouchers for school purchase. We accumulated \$120 and purchased books for the school library and guided reading library.
- The Assessment Binders have been updated to align with current curriculum and state standards. I am currently working on copying and compiling this information into each classroom binder.

**TEACHER PROFESSIONAL DEVELOPMENT-**

- We designated time during our December Curriculum Development Day to look at each class' NWEA testing results. The teacher's identified the strengths and weaknesses of their class results and grouped students according to levels. We looked at the school-wide data to understand the big picture and trends.
- We also took time during the Curriculum Development Day to grade the trimester writing assessments. The teachers mix up their writing assessments and grade each other's students using a rubric. This provides a less biased assessment, and is something that we did consistently when we were a small school. We were able to pick it back up because of the dedicated Friday Development Days.
- A portion of our January Curriculum Development Day will focus on WASC. Ting has volunteered to attend and help us with this topic.

#### OUTREACH WITH CONTINENT STUDY AND EXTRA CURRICULAR ACTIVITIES

- Olympic Triathlon Scheduled Friday, February 6th from 1:00-3:20. Events will include an Olympic Triathlon (Jog-a-thon, Spell-a-thon, and Create-a-thon). Spell-a-thon incorporates Spanish words. Each classroom is representing a country.
- Our December Assembly incorporated many different topics. We had a kickoff of our Character Trait of the Month by Student Council. Students from 2<sup>nd</sup> and 3<sup>rd</sup> grade presented music with bells and recorders. The students learned to say hello in various countries.

Public questions :

Misti Cole -What can we do for basic level achievers? Do we have aides to work with them to bring them up to proficient or above?

Kate Burwinkel –Unfortunately we don't have a large number of aides and it's really important to get the below basic students. We would love to work with the basic level achievers as well but we had to make a choice and prioritize.

Sherri Sanders – Basic based on time of year? At EOY should they be at proficient?

Kate Burwinkel - We test multiple times a year and the test predicts the STAR testing results for the spring.

#### 3. Principal's Report – Stephen Liles

Westlake Charter is home to a vibrant, proud, and optimistically energetic community of educators, families, and students. Parent participation is exceptional, welcomed, and is a tremendous asset both in human and financial resources. The teachers are committed to providing a quality education and are credentialed and qualified to do so. The students are polite, eager, and happy. The physical site is currently adequate and appropriate to the current needs of the school. Curricular resources are appropriate and adequate with exceptional materials and programs available for data acquisition (NWEA) and guided reading as well as spelling materials. Westlake is fortunate to have the position of Curriculum Coordinator filled by Ms. Burwinkel and her activities can only further improve teaching and learning. The MOU with NUSD appears to be appropriate and more than adequate to the needs of providing the essential infrastructure/operations of Human Resources, Accounting, Purchasing, IT, Facilities, and Maintenance. Additionally, the WCS Board appears to be student-

centered, amiable, and open to discourse centered upon student achievement.

The Immediate needs for WCS are the following:

1. Immediate training and awareness of the WASC process (by the entire staff) and the immediate benchmarks necessary to prepare for the spring 2010 WASC visitation.
2. To re-focus site governance to include the concept of grade-level lead teachers to provide coaching, coordination, and coherent delivery of educational practices through a direct conduit initiated by the School Leadership Team.
3. To develop a concise staff handbook with rights and responsibilities clearly delineated in respect to employment in a dependent charter school.
4. To investigate methods to reach compliance with basic employee training and certification in sexual harassment, blood-borne pathogens, Hazard Communications, and Material Safety.
5. Technology infusion into classrooms and into the hands of students and teachers (that is far behind other local schools) and can be remedied quickly through targeted fund-raising and strategic purchasing given existing resources and opportunities (including the \$1.6m facilities grant).
6. Establishing instructional practices and lesson planning to address data now available through NWEA and to raise the level of school-wide rigor and academic supports (with additional emphasis on *standards-based lesson planning*, *differentiated instruction*, *strategic supports*, student *engagement*, and *meaningful assessment*).
7. To develop a heightened schoolwide culture (what we do) of international awareness infused into curriculum and into the climate (how we feel) of the school with renewed efforts to foster acceptance and awareness of the world-community.
8. A decision to expand or not to expand to 6<sup>th</sup> grade for the 2009-2010 school year should be decided by February.
9. Reach toward an API of 900 and a ranking of 10 for similar schools and 10 for all schools.
10. Explore existing curricula that can be utilized at WCS to unburden certain perceptions and expectations.

#### **IV. ITEMS SCHEDULED FOR ACTION:**

##### **A) Approve December board meeting minutes**

Motion: Phil Nanni

Action:

Second: Peter Skipper

Vote: Unanimous

##### **B) Approve 1<sup>st</sup> Interim budget update**

Motion: Ting Sun

Action:

Second: Paris Coleman

Vote:
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**C.) Approve the audit report**

Motion:	Action: None required
Second:	Vote:

**D.) Approve the extension of Hancock Gonos & Park contract**

Motion: Phil Nanni	Action:
Second: Ting Sun	Vote: Substitute prior role call

**E.) Approve monetary gifts and donations to Westlake Charter School**

Motion: Phil Nanni	Action:
Second: Peter Skipper	Vote:

**F.) Approve Supplementary Hourly Instruction Resolution**

Motion: Ting Sun	Action:
Second: Peter Skipper	Vote:

**V. INFORMATION/DISCUSSION ITEMS**

**a. 6<sup>th</sup> grade expansion**

Paris Coleman – last March or April 2008 – board held workshop held to discuss middle school expansion. Feedback from staff gathered. Budget analysis done. Not well attended possibly because reality of middle school has now hit. At that time conclusion was are we able to offer something that is not currently avail on regular middle school. The decision not to expand to middle school was made. Now we are exploring 6<sup>th</sup> grade expansion.

Michelle Ellis – I have done a little bit of research today. I am a former middle school teacher. How can we met the needs for middle school especially math? In researching it discovered less discipline issues. Children are well behaved. Students continue to have 1-1 relationship issues. Would recommend 2 teachers to split the load.

Paris Coleman – has not seen much with the exception of my visit to Ntomas Charter that make me want to see my child attend the middle schools in the area. Would like to see a safe reasoned place for my daughter to go to, my questions is still is this right for the school? Expanding to full middle school is not something I would recommend. I am still concerned about expanding. We need a dedication support system for this to happen.

Ting Sun – My concern with 6<sup>th</sup> grade is that is appears to be a quick fix need instead of a strategic decision. We would have to go back to the district and request and expansion of our charter. There are plenty of other middle school options.

Peter Skipper – Could we also talk about facilities – we need clarification on the districts response to our needs for expansion?

Stephen Liles – a 30% reduction at Natomas Middle School.

Paris Coleman – need to see what space will become available

Stephen Liles - Mike Cannon says possibly 4 rooms will be given to us. Not new classrooms

Phil Nanni – I think any thoughts of expansion should include the district. Concerns current parking lot, some hidden costs – second PE teachers and ART teacher will be needed.

Monica Barber – if we go to middle school when will we start looking if not now? If we haven't already we need to look at it.

Response: PC - we spent 6 hours at a retreat discussing it because we felt that that was the right time. Not a lot of pressure or support of it so the decision was put off. It has not come up since. TS- once we have solid stable leadership, integration of global program. I feel that we are moving in the right direction don't want to digress from that.

Robynne Rose – school started in 9 months this type of expansion will require work just like we put into getting the school. The district will have to provide us with the space.

H.Allen hasn't even started planning for 6<sup>th</sup> grade. We can do this.

William Honig – cannot honestly start 6<sup>th</sup> grade without a plan to include 7<sup>th</sup> and 8<sup>th</sup>. w/o a 7<sup>th</sup>8<sup>th</sup> promise my student won't attend 6<sup>th</sup> grade here.

Jackie Dosick – in line with RR. Sympathetic with upper grade parents. As a founding parent my vision was always to expand to middle. I am in support of the plan to expand.

Need to get more parent support to pull it off – communication to the parents key. Make sure parents are aware of 7<sup>th</sup> and 8<sup>th</sup> transitions

Rachel Haines – not grade odds for charter school. Options are very limited. I understand the 7<sup>th</sup> & 8<sup>th</sup> issue as a founding parent I'm very aware of what can happen and am a little confused as to why this can't happen.

Kim Dressel – 6<sup>th</sup> grade charter? We need to research

Coretta Diggs – agree with others.

Misti Cole –on the fence. Agree with Ting but moved 85 miles and waited a whole year to do so. Many issues such as capacity – you might be in the H.Allen zone but if they're full then you won't get in anyway. Athletics is another issue to consider with the xpansion.

Lisa Casalegno – agree with Robynne, as a parent of a first grader hopes for expansion, as a founding family vision. Parents put their faith in us in the first place option should be considered.

Ting Sun – I feel that the board did their due diligence the first time this came up. Budget anaylsis clenched the decision. A lot of the issues coming up now were addressed then.

Jolene Scates – In full support of expanding the school, I want 6<sup>th</sup> grade but when it's ready

Margaret Olivares – I would prefer to stay but I'm worried about how the kids are being prepped for middle school.

Misti Cole – is a decision going to be made at this time? If it is should there be a strategic planning team put together?

Phill Nanni –Ana can you proved a revised budget projection?

Ting Sun – would like to see a budget projection at the next meeting broken down by year

Paris Coleman – add it for discussion at next meeting

#### **b. After school childcare**

Paris – committee of 2 -3 met with Rubylynn and ask questions and determine if it's ready for action.

Peter Skipper volunteers to liaison, Stephen Liles also volunteers

Funding letter approved

Monica Barber – offering subsidy care crucial to program

## **VI. FUTURE AGENDA ITEMS**

Board positions

incentive to community to encourage involvement, for example lottery preference for 2010-2011

6<sup>th</sup> grade expansion

**VII. ADJORNMENT**

The meeting was adjourned at 9:06 PM.

Next meeting, February 3, 2009