

**BOARD OF DIRECTORS -
WESTLAKE CHARTER SCHOOL
Board Meeting Minutes
February 3, 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 AT 6:37 PM

B. ROLL CALL AND ESTABLISHMENT OF QUORUM:

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

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

- A. CLOSED SESSION**
a. No closed session held

III. PUBLIC SESSION

A) RECONVENE TO OPEN SESSION:

B) PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION, IF ANY

C) BOARD COMMENTS

Paris Coleman reintroduced Jules Tran as newest board 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

E) REPORTS

1. Financial Report – Ana Barillas-Mendez

Electronic copy provided to board. Westlake continues to be right on track with 1st interim budget. School has a healthy cash flow no forecasted shortages for the rest of the school year. Recommends Westlake continues holding off on any major purchases that are not already in the budget.

Paris Coleman –Are monies coming from the state at the old rate or adjusted?

Ana – The rates used to budget 1st interim were January rates. Don't know what else they are going to cut once the state budget is released.

2. WAVE Report – Aimee Wells

WAVE has some great events coming. First up is the triathlon this Friday from 1 – 3:20. This is our second major fundraiser with its funds targeting much needed technology improvements to the school. Next on our list is the first annual Westlake Charter school sock hop. Families and staff are invited to come and enjoy dinner and dancing. The music will be family friendly and costumes are encouraged but optional. The auction committee continues to solicit items to auction including trips to Disneyland and Las Vegas and much more. Tickets will be on sale soon so keep checking backpacks for more information. Elections will be held in the spring and a nomination committee is forming to look for candidates.

3. Curriculum Report – Kate Burwinkel

CURRICULUM UPDATES-

- NWEA Winter Testing Session is taking place February 10th-26th.
- Our NWEA Partners visited Westlake to touch base with how our assessment program is working. They have recently started working with Sacramento County Office of Education and offered to provide training for our staff free of charge, because they are already in the area. I am

working with them to provide training after our Winter Testing Session regarding the use of data to drive instruction.

- Technology committee meeting-January 21st (included teacher rep, several parents, principal and myself). We discussed future plans and action items regarding technology equipment and integration at Westlake.
- Michelle Ellis and I visited Capital Heights Academy (part of Aspire Charter Schools) in Sacramento. We gathered valuable information relating to another charter school in area. This school exemplified outstanding student behavior and a clear school focuses. Regardless of which classroom we entered, common language was used by staff/students, posters/instructional materials were universal, and the schools charter focus was evident. We felt that it would be good for our staff to observe and get ideas to bring back to our school.

TEACHER PROFESSIONAL DEVELOPMENT-

- Teacher Visit to Capital Heights Academy the morning of Friday, January 30th. The teachers gave positive feedback from their visit. We met and debriefed following our meeting. The staff expressed a need for common goals and clear discipline expectations at Westlake, which was clearly evident at Capital Heights. The teachers gathered lots of ideas to take back to their classrooms. Several teachers are exchanging resources with teachers from the school.
- Two teachers and myself are attending training on the Responsive Classroom (which involves several strategies to promote character education, team building and behavior expectations). The training is taking place on February 13th.

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.

4. Principal's Report – Stephen Liles

1. Update on current enrollment applications for the March 2, 2009 lottery:

- a. 152 (K) 32 (gr.1) 15 (gr.2) 6 (gr.3) 13 (gr.4) 4 (gr.5)

2. Safety Plans

- a. Current WLC Safety Plans are in need of complete revision. (safety, evacuation, lock-down, etc.)
- b. Additional training will be made available to all staff (CPR, 1st Aid, & Disaster/Safety Training). FYI: every public employee is technically a “Disaster Worker” in a state of *declared* (State, Federal, or Local) emergency and is required to receive a baseline level of training.
- c. WLC will need to prepare each classroom with minimal supplies (water, snacks, first-aid, flashlight, hand-crank radio, etc.) to reach minimum standards of preparedness.
- d. WLC will need to upgrade campus radios and coordinate with NMS staff and NUSD.

3. **Suggested Change to WLC school year. (handout)**
 - a. 185 instructional days.
 - b. 2 full staff in-service days
 - c. In-service/Staff-development every Friday with a Minimum Day schedule (1:15pm dismissal)
 - d. Add 10 minutes to each school day to provide for a 3:30 dismissal time (grades 1-5)
 - e. The schedule changes would provide an additional 5,015 instructional minutes and expand to school year while providing strategic breaks: 5 days the first week of October, 5 days for Thanksgiving, 15 days for Winter Break, and 10 days for Spring Break. The school weeks would also be consistently five-day weeks for consistency, planning, child-care, and for continuity.
4. **A school-wide Behavior Plan is under study and planned for the 09-10 school year implementation.**
5. **A school-home-student compact is under consideration for 09-10 implementation.**
6. **Sutter's Fort ELP: Highly successful with incredible participation. Kudos to Ms. Crenshaw & Lillich** and an amazing group of parents and Westlake families.
7. **Staff Visit to Capital Heights Academy...**
 - a. Thank you to Principal Robert Spencer, his staff, and to Aspire Schools for their hospitality and openness to share their practices and successes with the Westlake Staff.
8. **Calendar Items:**
 - a. 2/4 & 2/25 are spirit days: students are encouraged to wear triathlon/sports wear and "career" wear respectively.
 - b. 2/17 @ 11am meeting with Mike Cannon and Luisa Park (Hancock, Gonos, and Park) to refine plans for the \$1.6m Facilities Grant.
 - c. 2/6 & 2/20: WLC Triathlon fundraiser (2/6 @ 1pm) and Awards Dinner (2/20 @ 6:30pm)
 - d. 3/1-3/5: I will be in Fresno on a WASC team @Crescent View Charter High School.
 - e. Throughout February at morning line-up, we will commemorate Black History month with anecdotes and quotes attributed to historically significant African Americans.
 - f. March is Women's History Month

IV. ITEMS SCHEDULED FOR ACTION:

A) Approve January board meeting minutes

Motion: Ting Sun	Action:
Second: Gretchen Hansen	Vote: Unanimous

B) Approve and accept the proposal for the Westlake Charter School after school childcare program

Phil Nanni – My question was submitted to the committee and was answered.

Stephen Liles - Commends committee on a well prepared proposal and presentation.

Motion: Gretchen Hansen
Second: Peter Skipper

Action:
Vote:

Paris Coleman – Asks Stephen to begin with the process of hiring a BASE coordinator. Asks for Stephen to assemble a hiring committee but the final decision will be Stephen’s.

Stephen Liles – Would like a parent volunteer to participate in the process.

C.) Approve monetary gifts and donations to Westlake Charter School

Motion: Paris Coleman
Second: Michelle Ellis

Action:
Vote: Unanimous

V. INFORMATION/DISCUSSION ITEMS

a. 6th grade expansion

Public Comments:

Tom Rutton – Principal NP3 – discussions have been going on with NUSD to expand the charter to include 6th, 7th and 8th. The NUSD agenda for February includes an action item. School will accept 125 6th grade students and a lottery will be held for admittance. Robynne Rose–parent - represents families in favor of 6th grade expansion. Proposal submitted

Joey Lopez – student body president – Students here at WSC really like it here and we would like to stay together.

Shari Sanders – student – As a student, we like this school and we have friends who are younger and we’d like to stay with them.

Deanna Soto – student – I’d like to have a 6th grade. It would be easier to stay with my friends. The younger kids look up to us as role models and they would like for us to stay together.

Claire Dresel – student – It will be too hard to stay connected with our friends.

Michaela Haines – student –I want to see my younger friends grow up and be like us.

Sherri Sanders –parent – We need to mobilize the founding parents and get them started making this happen. We need to look at the concerns and work through them. We started out because we thought outside the box and we should continue to think outside the box.

Maritza Lyon- parent – With the state furlough there are more of us who can help.

Margaret Soto –parent – I do not have the choices that many of you have. There is exposure in Natomas Middle School to drugs and bad influence. It’s important to me that she continue at Westlake where she has structure and a good environment. A lot of children won’t get into Natomas Charter School and there aren’t many other options..

Barbara Ros – founding parent/employee – We started WSC out of nothing we should continue with the momentum. We have added a grade each year and we should continue it. We have the experience of Mr. Liles to help us do this. He has the experience and this is the perfect time. We have committed parents and I’d hate to see them leave.

Lisa Corr-parent – 3rd grader and 1st grader – Thanks to Paris Coleman and Ting Sun for all the years of hard work. There is never a perfect time. You will never have enough money. If the board agrees to this we need to agree to step up and help make it happen. We can’t be complacent; we can’t sit back and expect it to happen. She has found a grant option that might ease the start up costs.

Kim Dresel –parent – Her daughter’s education at Westlake has always been excellent. Our programs are far superior and should be expanded. Other middle schools don’t offer the specialty programs we do. The NUSD is working on the middle school situation but

we don't have the time to wait. We owe it to not only our children but the children behind ours.

Desiree Ganzon - Went to 6th grade in an elementary school. We owe this to our children. Our academics have always excelled. There is no reason why it couldn't continue. Our children are not ready for middle school. It would be a huge disservice if we put them in a regular middle school.

Hilda Banuelos – Kinder parent – this school is very much like a private school. It has a small number of students and committed parents. Is this the right time – yes. We don't want to lose the momentum that we have going. In full support of the expansion.

Paris Coleman – wants the board to have time to review the financial proposal.

Ana – projects the school will not be fiscally viable based on the projected numbers. The next year the balance would still be positive because of our current spending patterns. Some reserves are showing, with the addition of 6th 7th and 8th we would still have a small reserve. Numbers based on January's numbers from the government. Based on 25 students per class. 4% salary increases, 2 additional teachers and an assistant principal. Provisions made to ensure students continue to get the same level of specialties. Presenting a draft tonight. Based on current facilities, doesn't include the addition of buildings, or other expenses.

Peter Skipper – With this plan class size increase is a real possibility

Ting Sun – From the beginning there has always been a knee jerk reaction, have always said don't start a charter school because you are running from something you do it because you are reaching for something. Aidan has had a great experience at this school, but we have struggled. If you are to expand create the best middle school vision. Really focus on the resources needed to continue. It's about quality not quantity.

Peter Skipper – outside of the fiscal issue. If we are to do this then the work Christina Thorall and I would have to revamp the curriculum. What we have created now would have to be scraped. We would need to really focus and create a solid plan for middle school. I appreciate that you are willing to give me your time and I'm willing to give it but you are asking a lot.

Jules Tran – Asked to see a show of hands of those in support of NP3's expansion request.

Christina Thorall – torn down the middle, financials concern me

Gretchen Hanson – data supports K-8. Benefit to delving into the supporting the vision. Expanding one grade not as painful as expanding 6th, 7th and 8th.

Michelle Ellis – Wants smart growth in Natomas. Don't want to ignore the parents who are concerned about losing specialty time in the lower grades. Wants to review the financials. Believes in the K-8 model and supports it.

B. 09-10 School calendar

Public Comments -

Stephen Liles – Proposed calendar reflects 185 instructional days. It is crucial that we increase our instructional days and minutes to accomplish our goals

Christina Thorall – is 8/7 a preservice day?

Stephen Liles – leadership retreat, new teacher orientation dates are factored in

Michelle Ellis – Change of Feb dates, move Feb12th day off to Feb 16th

Ting Sun – Board is well aware that the school year is shorter this year. Staff wanted no-student days so that staff can attend Charter school conference.

Peter Skipper – Most schools go to 185 days?

Paris Coleman – 3 week holiday response in December? Why not remove one of the weeks and structure it so we start a little later or end a little earlier.

Stephen Liles – 3 week break would align us closer to Natomas Unified School District

Michelle Ellis – can we look at last year's attendance to see if attendance would be

affected to this schedule? For example graduation travel
Stephen Liles – graduations tend to happen in May
Michelle Ellis – Fridays – is BASE prepared to handle additional influx of students if we have minimum days every Friday?
Stephen Liles – BASE will have planned enrichment activities
Paris Coleman – please post it to the website and next month add it as an action item
Christina Thorall – increase of school day is to accommodate specialty schedule
Kate Burwinkel – based on beginning of year we had a difficult time getting supplies.
Alissya Lozano – supports calendar proposal. A parent survey might also be a good idea.
Margaret O. – What time does the middle school get out? It would be better for traffic issues as well.
Lanie Holmer – Survey great idea, what do the teacher feel about it? How would funding be affected?
Stephen Liles – needs to be decided now so that next year’s teacher agreements can be finalized.
Desiree Ganzon – would like to see a survey go out
Jennifer Driscoll- minimum, Friday fine, staggered start and end times fine. Week in October not so fine but 3 weeks in December can cause a hardship on families.
Paris Coleman – calendar will be posted and if you have comments send them to the Office, the board will review comments at the next meeting in March.
Sally Alden – Research supports breaks throughout can benefit students and teachers. They can refresh.
Migliena Wilbur – Friday off is causing a hardship and with state employee furloughs that increases the hardship. Also for consistency a short Friday makes more sense.

c. WASC review

Paris Coleman –Stephen Liles – provides brief explanation of WASC. Doesn’t recommend that WSC do WASC at this time. WASC is not required at the elementary level and it’s a lot of work to add to the staff at this point.
Ting Sun – we are required to have a 3rd party review, if we want to remain in good standing with the CA charter school association we must complete a 3rd party review. Agrees that we do need stable leadership in order to take it on. We could ask for a postponement for 1 year. Using other 3rd party would be more costly than WASC.
Gretchen Hanson – WASC is a lot of work but it shows a lot of benefit.
Paris Coleman – Directs Stephen to ask for delay from WASC
Lisa Corr- Would it help diagnose the core of the problem that has lead to the repeated change of leadership and help highlight what we are doing well?
Stephen Liles – Yes quite possibly

VI. FUTURE AGENDA ITEMS

6th grade expansion
2009-2010 calendar
WASC

VII. ADJORNMENT

The meeting was adjourned at 9:15 pm

Next meeting, March 3, 2009