

**BOARD OF DIRECTORS  
WESTLAKE CHARTER SCHOOL  
Board Meeting, BASE Room  
February 4, 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**

**ROLL CALL AND ESTABLISHMENT OF QUORUM:**

	<b>Present</b>	<b>absent</b>
1. Cliff Blakely	_X_	___
2. Howard Chan	_X_	___
3. Phil Nanni	_X_	___
4. Jules Tran	___	_X_
5. Stefanie Cruz	_X_	___
6. Jason Spence	_X_	___
7. Michelle Acquisto	___	_X (6:57)
8. Michelle Ellis	_X_	___
9. Carrie Lopes	___	_X_

## II. PUBLIC SESSION

### A. BOARD COMMENTS - None

- B. 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. AUDIENCE/VISITORS PUBLIC DISCUSSION – This agenda item is included for the purpose of giving anyone in attendance an opportunity to ask questions or discuss non-agenda items with the Board of Directors. If visitors have a complaint about a specific employee of the school, they will be requested to submit an oral or written complaint to the employee's immediate supervisor as required by Board Policy #08-03 (Please note that the public portion of all meetings is recorded.)

**None**

### C. REPORTS

#### 1. WAVE – Paul Hobie

Have you purchased your tickets for the Valentine's Day Prom event? Time is running out! If you can't, or don't plan to attend, please consider purchasing two tickets to help raise funds for WCS. We're trying to determine a date for the International Festival – May 15 has been tentatively proposed, but this date won't work for Bob so we'll try to determine a more appropriate date before the WAVE meeting this coming Monday. The first ever Build Green and Clean Day event is being held on April 17 and will take advantage of the \$5000 dollar grant from Lowe's. Thanks to the Grant Committee for all their hard work on behalf of the school. WAVE board positions are opening for the upcoming 2010-2011 school year term. If you or someone you know is interested in WAVE leadership, come out to the next WAVE meeting or contact your current WAVE president. We're gearing up our parent patrol to keep an eye on our campus during the upcoming break beginning February 12 – many spots are still available. Come out and help keep our campus safe and break-in free. Please contact Scott Williams. A copy of the schedule is also available with Aimee in the school office.

#### 2. Principal's Report – Bob Capp

Looking back to January, many things happened and were accomplished here at WCS. I've had the opportunity to formally observe 9 teachers with the balance scheduled through March. We had a special morning line-up guest – Dr. Saladin presented the school with a \$356.00 for their Halloween Candy Buy Back, and I spent a couple of days on the roof of the office. For that event, we had channel 31/13 out both days for a "live remote" along with a radio station, all-in-all we had a great time and a good deal of publicity for our school as well as an opportunity to share a small bit of information regarding our upcoming new student registration. Many thanks got to Stephanie Cruz for getting the media out for us. February, though a short month will also be a very busy month. On Sunday, February 14<sup>th</sup> we will hold our first ever Prom Night Fundraiser – Do you have your tickets? Also, a reminder that February 15-19 school will not be in session, though BASE will be open February 16-18. Last July the board suggested that we revisit the issue of class size in February and make a decision during the April meeting in regards to the budget. I plan on forming a committee to study the issue, including budgetary

constraints, and report back to the board in April with my recommendation and on the agenda as an action item. I will use members of the school leadership team and will be asking some of you as well to serve. I anticipate our first meeting on February 23<sup>rd</sup> with as current information from the projected state budget as possible. Subsequent meetings will be scheduled at that meeting. The recommendation from those meetings should be in the board member's hands prior to our April 15<sup>th</sup> meeting. Next Wednesday the WCS Charter is on the NUSD Board for action on renewal. Along with the charter is a new Memo of Understanding (MOU). One of the items in the MOU is the elimination of custodial services for WCS. Which is also an elimination \$\$67,000 from our budget to the district, though we will need to hire our own custodial staff. At our meeting next month I'll present to the board for consideration job descriptions, salary schedule and cost analysis for the new service. We will be able to facilitate more service for less than what we've been paying to the district, along with custodians that directly report to our school. Tonight we'll also discuss the elimination of Home to School Transportation and the savings of more than \$53,000. to our annual budget. Finally, congratulations and a job well done to our two 3<sup>rd</sup> grade classes for their efforts with Helping Hands for Haiti. Their goal of \$350 was exceeded the first day and they now have raised over \$1500!! This speaks volumes for our students and staff. A huge thank you to Christina Maynard and Jeanette Rog for spearheading this drive.

Howard Chan – For clarification are we looking to hire the 2 custodians as Westlake employees?

Bob Capp – 1.5 FTE yes

3. Curriculum – Kate Burwinkel

4. BASE – Debbie Wilson

	<b>January</b>	<b>December</b>
Average attendance	A.M. -10 Wed P.M. - 62 Other days - 41	A.M. -14 Wed P.M. - 58 Other days - 41
# hours service provided	~1652 hours (19 days)	~1672 hours (20 days)
Gross receipts Rec'd during month	Total :\$9435.66	Total :\$8669.40
Staffing – 1.31 FTE		

- I. Enrichments
  - A. Mad Science –new session began 2/1
  - B. KidzArt – Have enough for 2 classes (25 students) next session began 1/19
  - C. Ed2Net – putting new groups together
  - D. After school tutoring (Intervention) Classes M,T,Th,F – will re-evaluate after current NWEA testing
- II. February break – open 2/16, 2/17, 2/18 Theme is : Winter Olympics

5. Finance– Ana Barillas-Mendez  
Report on file

6. Facilities – Scott Dosick

Parent Patrol – thank you to Scott Williams for taking over the reins for the February break. After coordinating the 1<sup>st</sup> two successful patrols, I am more than happy to leave the coordination of our next patrol in Scott W’s capable hands. We are grateful for the few additional families who have joined the patrol and would request that additional parents sign up. After having break-ins and thefts during EVERY break since the start of the school year, we have had NO break-ins, vandalism or thefts since we initiated the patrol.

Carpool – I designed a map that divides Natomas into 7 carpool zones. The City of Sacramento produced a large map for us (paid for by the North Natomas Transportation Management Association) which I gave to Principal Capp last month. In January, WCS sent a letter to all families whose children take the NUSD school bus. With NUSD having voted to eliminate all bussing next year (except for legally required special needs students), the need for carpooling is greater than ever. My hope is that we can have a parent volunteer to be a Zone Captain in each of the 7 zones. Families wishing to coordinate a carpool can contact their Zone Captain and fill out the form I developed to be linked with a neighbor. My hope is that interested volunteers could contact someone in the WCS office. I would suggest/request that we carve some time in our next Town Hall meeting to coordinate/launch this effort.

I think you all know that it is absolutely my pleasure to serve as Chair of the WCS Facilities Committee. That said, I a requests. First, I have started receiving calls/emails from a number of parents asking me to help out with various maintenance issues throughout the campus (leaky windows, restroom flooding, exposed wiring, etc). I would ask parents to bring these issues to the WCS office first. Needless to say, I am more than glad to continue my role of liaising with NUSD on facilities issues.

**III. CLOSED SESSION at 7:06**

**The meeting will now convene to closed session to discuss the following matters .**

**A. Public employee performance evaluation**  
Title: Executive Director/Principal

**Reconvene at 7:36**

**Cliff Blakely – There was action taken during the closed session – Approve evaluation of executive director/principal prepared by committee**

**IV. ITEMS SCHEDULED FOR ACTION:**

**Consent Agenda** - All matters listed under the Consent Agenda are to be considered routine and will be enacted by one motion followed by a roll call vote. There will be no separate discussion of these items unless the Board of Trustees, audience, or staff request specific items to be removed from the Consent Agenda for separate action. Any items removed will be considered after the motion to approve the Consent Agenda.

- A. Accept and approve minutes from December board meeting**
- B. Accept monetary donations**

Motion: JS  
Second:

Action: Approved  
Vote: 6 – yes and 1 - abstain

**ACTION ITEMS – REGULAR AGENDA**

**A. Transportation**

Public comments:

Carol Moore, Not asked for our opinion, just told it was being cancelled grateful to have the bus. I have known all along that things can change and realize that things can change.

Ana Barillas-Mendez – Natomas Charter School is also considering elimination

Motion: PN	Action: Approved
Second: ME	Vote: 6 – yes and 1 - abstain

**B. Accept and approve proposed Strategic Plan 990 policies**

Motion: HC	Action: Approved
Second: JS	Vote: Unanimous

**IV. Discussion Items:**

Cliff Blakely -March 4<sup>th</sup> WCS board elections – there are 2 elected positions, community seat appointed. Please send written statements to Cliff Blakely or Mr. Capp by February 22<sup>nd</sup>. I'd also like to clarify the community position is not elected but is appointed by the board.

Michelle Acquisto – Can you please clarify tenure of teacher positions?

Kate Burwinkel – end of May contact staff, 1 year commitment

**V. FUTURE AGENDA ITEMS**

Custodial (action)

Appeals to the lottery (action)

**VI. ADJORNMENT at 8:10pm**