

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

**February 6, 2006**

**7:00 P.M.**

**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 agendaized and publicly noticed, the Board can respond, interact, and act upon the item.
1. 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. PRELIMINARY**

**A. CALL TO ORDER**

Meeting was called to order by the Board President at 7:06 PM.

**B. ROLL CALL**

	Present	Absent
Carol Moore	X	
Sherry Scalzitti-Ephraim	X	
Phil Nanni		X
Paris Coleman	X	
Community Member	X	
Deborah Hightower	X	
Lisa Kaplan	X (non-voting)	
Robynne Rose	X	
Gretchen Hanson	X (non-voting)	

**C. APPROVAL OF MINUTES**

1. January 3, 2006: Motion to approve minutes made by Robynne Rose, Second by Paris Coleman. Vote: 6 Aye, 0 No. Approved.
2. Special Board meeting – January 25, 2006: Motion to approve minutes made by Robynne Rose, Second by Carol Moore. Vote: 6 Aye, 0 No. Approved.

**II. ADJOURN TO CLOSED SESSION – 7:08 PM**

**PUBLIC EMPLOYEE APPOINTMENT**

1. Part Time PE One Position
2. Part Time Aide One Position

**III. RETURN TO OPEN SESSION -**

**Approved the hiring of one part time PE position and one part time aide one position.**

**IV. COMMUNICATIONS**

- A. ORAL COMMUNICATIONS: No non-agenda items**

**B. FOR INFORMATION: PRINCIPAL'S REPORT (KIM PABLO VIA SHERRY SCALZITTI-EPHRAIM)**

Ms. Pablo thanked Board of Directors of allowing her to pursue a second Master's Program. Regrets that she was unable to attend this board meeting due to class schedule; however other faculty members are in attendance to answer questions.

**Trip to Monterey:** January 30th seven faculty members, as well as Ms. Pablo visited the International School of Monterey, Westlake's sister/model school. Spent time in K-3 classrooms and had two sessions with the ISM director. The group took away best practices from the visit. The trip validated that Westlake is doing a good job for a school in its fifth month. It took ISM about three years to feel that they were fully implementing IPC. ISM did not implement SEM until the third year in existence. ISM is currently in its fifth year. The ISM trip was approved by the Board at \$856.73. Only \$790.23 was actually spent on the trip with no corners cut.

**Public comment:** Sounds like the ISM trip boosted confidence. What was taken away that could help Westlake?...DH: More able to see the steps our school might take in the future and things we might be able to accomplish when we have a permanent site, i.e. How to do a lottery for larger school campus. The information received was general enough to see the path that might be taken and specific enough to be very useful.

RR: Felt that it was encouraging that it took ISM five years to fully implement the IPC and SEM program. Was interested to know how the kids are using language acquisition in 5th grade level.

Ruby Blakely: What communication process is in place for making sure that communication is consistent between Monterey IPC and Westlake Charter School...DH: Some staff members have made arrangements for mentoring. Unsure at this time how regular communications will be implemented.

**Implementation Grant:** Principal Pablo attended a full day of training at the CA Dept. of Education. The training was specifically designed for charter schools that were awarded the Public Charter Schools Grant. Westlake has been awarded \$360,000. Award payments will be made in three phases and schools must meet certain benchmarks in order to receive funds. Westlake has already sent in for the first payment of \$67,500, which should arrive in February. The second set of benchmarks will be targeted next. Important to note that 80% of first dollar award must be spent prior to receiving the second phase. Will follow approved budget in determining how the award dollars will be spent. The third benchmark includes attaining WASC accreditation candidacy. Ms. Pablo is working with a committee of Westlake teachers to get the WASC accreditation process started. The committee will requisition participation from Westlake parents as well. The WASC accreditation is a good process for self study. It will assist us in targeting and prioritizing areas of our curriculum and programs that need improvement and help us construct a roadmap with which to address the targeted areas. For more

information about WASC accreditation, please contact Ms. Pablo or visit the WASC website at [www.wascweb.org](http://www.wascweb.org).

**Safety procedures and protocol:** A primary goal was to ensure that the Westlake staff members are aware and trained on safety procedures and protocol. Staff has received training on fire drill procedures, lock-down procedures and emergency flood action. A Student Health Plan protocol has been instituted so that all staff is aware of students with unique health issues. Principal Pablo has collaborated with Andy Withers, Two Rivers' Principal, to ensure smooth operation during a crisis situation. Westlake has started to utilize the ConnectEd electronic communications program. Enrolled parents have already received phone calls. If a serious emergency does occur, ConnectEd will be able to call all parents using all phone numbers in the PowerSchool attendance program.

**Applications Window and Lottery:** The window for applying to Westlake will formally begin on February 13 and end March 17 at 3:00pm. Public lottery to be held March 22 at 7:00pm at the Two Rivers library.

**Public Comment:**

SS: Do we know how many letters of intention have been received?...No.

RR: Request that Lisa pull the lottery numbers...LK: Would be happy to do it.

Michelle Ellis: Does everyone need to fill out the applications for intent?

LK: What are we doing to get the word out to other members of the community?...Information has been distributed to the Natomas Community Center, SETA, and other lower income programs.

RR: Will post notices throughout the community.

SS: Has extra applications if anyone would like to help hand them out.

**2006-07 Calendar Year:** Survey says the majority of parents would prefer modified traditional school year starting sometime in late August. Request special board meeting to approve calendar so that information can get out to the parents and employment agreements can be generated.

RR: Date should be set now...Date set for Thursday Feb 16 at 7:00pm.

**General Information:** School spirit days started Feb. 3 with WCS logo shirts. Subsequent Spirit Days are listed on the website. Open House tentatively slated for April 26 from 6:30 – 7:30pm.

Special thanks to Viva Las Vegas Committee. We are truly grateful to all who helped make the event successful! Westlake students and faculty will definitely benefit from the results of the event.

Notes that the school in general continues to come together and move forward. The staff and faculty are working well as a cohesive group.

**c. FINANCIAL UPDATE (JODI RETZLOFF)**

A motion was made by Robynne Rose to move Item C after Item E. Seconded by Sherry Scalzitti-Ephraim. Vote: 6 yes. Approved.

- D. **FOR INFORMATION: BOARD/STAFF DISCUSSIONS** – Nothing to discuss at this time.

V. **ITEMS SCHEDULED FOR ACTION**

- A. **CCQI (SEE DETAILED REPORT FROM KIM PABLO)**

It is recommended that the Board approve Agenda Item A. <b>CCQI approved.</b>	Motion: RR Second: PC	Action: Approved Vote: 6 Yes, 0 No
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- B. **DESIGNATED SPENDING AMOUNT FOR PRINCIPAL (JODI RETZLOFF)**

Motion to move Item B after Item E in order that Jodi Retzloff might be present made by Robynne Rose, Second by Paris Coleman. Vote: Sub prior role call.

Motion to move Item B to Special Board Meeting made by Community Member, Second by Paris Coleman. Vote: 6 Yes, 0 No

It is recommended that the Board approve Agenda Item B <b>Item B moved to Special Board Meeting, February 16.</b>	Motion: _____ Second: _____	Action: _____ Vote: _____
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- C. **TRANSFER/DONATION OF FUNDS FROM NATOMAS EDUCATION FOUNDATION/ FUNDRAISING PROCEEDS (JODI RETZLOFF)**

Motion to move Item C to the bottom after Item E in order that Jodi Retzloff might be present made by Robynne Rose, Second by Paris Coleman. Vote: Sub prior role call.

Motion to move Item C to Special Board Meeting made by Community Member, Second by Paris Coleman. Vote: 6 Yes, 0 No

It is recommended that the Board approve Agenda Item C. <b>Item C moved to Special Board Meeting, February 16.</b>	Motion: _____ Second: _____	Action: _____ Vote: _____
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- D. **REVOLVING FUND SIGNATURE (JODI RETZLOFF)**

Motion to move Item D to the bottom after Item E in order that Jodi Retzloff might be present made by Robynne Rose, Second by Paris Coleman. Vote: Sub prior role call.

Motion to move Item D to Special Board Meeting made by Community Member, Second by Paris Coleman. Vote: 6 Yes, 0 No

It is recommended that the Board approve Agenda Item D.	Motion: _____ Second: _____	Action: _____ Vote: _____
<b>Item D moved to Special Board Meeting, February 16.</b>		

**E. KINDERGARTEN DAY RECOMMENDATION (KATE BURWINKEL)**

**Public comment:**

Brenda Lee: Agrees with shortened day for the following school year. Are our kids having a less quality program because of the stress of the long day? Wants to make sure that we are doing what's best for the kids...Kate Burwinkel: Has many tricks up her sleeve for downtime when she senses that the children are feeling stressed. DH: kids may be a little obsessed with breaks. Kids were jazzed about going home after minimum days. Teacher's job is to find a way to deal with the stress and get the kids through the day without them feeling that they are in a place where they are unhappy.

Michelle Meier: Has four children, two of which are at Westlake. One child is currently in Kindergarten and leaves at 1:00 every day. Child has gained much from leaving early. Would prefer a shortened day.

Pharm Kajley: Seems as though children aren't benefiting from leaving the schedule as is. Feels that the teachers and children would benefit from changing to an earlier schedule.

LK: Concerned that unstructured time at the end of the day would confuse the children. If Westlake changes schedule, the end of the day would have to be 2:15 with teacher prep time after.

RR: Recommends that Westlake purchase PE equipment and implement art programs to give children more play or art time outside of the classroom during the regular school day.

Ruby Blakely: Wants to find out what percent of K parents answered survey...70%. Child currently goes to 4<sup>th</sup> R. The children love 4<sup>th</sup> R because they do a lot of arts and craft and unstructured play. They don't want to leave. Wants to make sure that, if schedule changes, after-school care will be available after 2:15. Wants to make sure that the parents understand that the K teachers are going above and beyond to try and keep the current schedule.

Cristy Smith: Concerned that if the day is shortened, the children not be babysat for the ending 1/2 hour.

RR: Westlake Board just approved new PE and art positions. Couldn't they be used to break up the day for the children?

Rhonda Johnson: Wonders if Ms. Johnson could use more time for Spanish lessons...K lessons must be kept short for the children to remain focused. LK:

Might be a good idea to remember that not every parent can pick up at 2:15. Likes the idea of using extra art and PE teacher to break up the day and keep schedule at 3:00pm.

Kelly Johnson: Parent and super sub at Westlake. Feels that seven hours is not academically sound. Wants to ensure that the motivation behind everything we do at Westlake is about what is best for the children. We should make sure to listen to our teachers on this issue.

It is recommended that the Board approve Agenda Item E.	Motion: PC Second: LB	Action: Approve Vote: 6 yes
<b>Westlake to continue with the 8-3 Kindergarten schedule for the remainder of the school year.</b>		

**F. ADDITIONAL ITEM: KINDERGARTEN DAY**

It is recommended that the Board approve Agenda Item F.	Motion: PC Second: LB	Action: Approve Vote: 6 Yes, 0 No
<b>Direct administrative staff to find ways, in accordance with current budget, to mitigate the current year's stress on the Kindergarteners and staff with a report back to the Board at the next regular Board Meeting.</b>		

**G. ADDITIONAL ITEM: KINDERGARTEN DAY**

It is recommended that the Board approve Agenda Item G.	Motion: PC Second: LB	Action: Approve Vote: 6 yes, 0 No
<b>Direct administrative staff to come back to the Board with a full range of suggested changes to the 2006-07 Kindergarten schedule.</b>		

**VI. ITEMS SCHEDULED FOR INFORMATION/DISCUSSION/UPDATE**

**A. NEXT YEAR'S BUSINESS SERVICES (JODI RETZLOFF)** – Westlake Charter School is currently paying \$20,000 to Natomas Charter School for business services. Natomas Charter School estimates the actual cost for these services to be \$35,000. Currently, Natomas Charter School is subsidizing the additional cost. This will not be the case next year. Natomas Charter School would like for the Westlake Board to discuss and consider options for next year's services. Maximum amount charged to Westlake would be \$40,000...less if other schools come on board. Natomas Charter needs answer from Westlake by late March.

RR: Would like to direct administrative staff to look into cost of business administration with other organizations.

**Public Comment:** Would like clarification as to how the WAVE functions in association with this issue. What role does the treasurer play? Kim Pablo will respond to question at a later date.

- B. NATOMAS EDUCATION FOUNDATION ACCOUNTING INVOICE (JODI RETZLOFF)** – Charlie Leo approved that Jodi charge WCS for the extra time it took to process checks for Viva Las Vegas.  
RR: Questions about why this was not covered in the contract agreement with Business Services.  
LK: Suggests that we write up a Memorandum of Understanding (MOU) between NCS and WCS for the special services prior to approving the bill for \$450 in accordance with the Brown Act.  
Marisa from SMYM says her law firm can help with this.  
Moved to Special Board Meeting
- C. POTENTIAL CHANGE OF BANK (PHIL NANNI)** – Through Natomas Charter School, we currently use River City Bank for our checking account. Wells Fargo has been extremely generous to the school since its inception. Interested in changing WCS’s checking account to Wells Fargo in honor of everything they have done for the school. Board members would like to direct Phil to look into what services Wells Fargo could offer to the school and report back to the Board. Would also like for Phil to look into similar services with other organizations.
- D. POTENTIAL COMMUNITY BOARD MEMBER NOMINATION (PHIL NANNI)** – Robynne Rose requests that the Board to consider Karen Pardieck for the Community Board Member. Ms. Pardieck currently owns a Government & Community Relations and Project Entitlements firm. She has worked with Ray Tretheway in the past and has established contacts with major developers in the area, including Doug Ose. Facilities planning is a major issue for Westlake. Ms. Pardieck is someone who could help Westlake establish contacts with developers, which could help Westlake find its own facilities in the future. Ms. Pardieck would prefer to be a member at large, meaning that she would not be required to attend every Board Meeting and would not have voting rights to avoid conflict of interest. RR feels that Karen would be a great attribute to the Westlake Board and could help Westlake immensely in its search for facilities. Would like to bring this as an action item to the following Board meeting, March 7.

## **VII. ADJOURNMENT**

The meeting was adjourned at 9:10pm.