

**BOARD OF DIRECTORS  
WESTLAKE CHARTER SCHOOL  
Board Meeting Minutes  
March 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 6:39 P.M.

B. ROLL CALL AND ESTABLISHMENT OF QUORUM:

		<b>present</b>	<b>absent</b>
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_	_____

A. **Voting Instructions given by Kate Burwinkel for board elections**

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

**B. BOARD ENTERS CLOSED SESSION AT 6:42 P.M.**

- a. Employee promotion/hire/discipline/release

**III. PUBLIC SESSION**

**A) RECONVENE TO OPEN SESSION AT 7:24 P.M.**

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

**C) BOARD COMMENTS**

**None**

**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.

**Candidate statements read for open board positions**

**Cliff Blakely**

**Scott Dosick**

**Lisa Corr – grant application was sent to Stephen Liles. It is not on the agenda tonight but the deadline is March 15<sup>th</sup>. The board can direct Stephen to submit the application and send in a copy of the April board meeting agenda showing it's an action item. If at that time the board doesn't want to proceed with the grant they can pull their application.**

**Paris Coleman – Aimee please add the grant to the April agenda as an action item and ask Stephen to submit the application.**

**E) REPORTS**

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

Tonight I would like to take a few minutes to recognize outgoing board member Paris Coleman for his long time dedication to Westlake Charter School and this board. It is a tradition at Westlake Charter to present outgoing board members with a book to be donated in their honor to the Westlake library. The book Two Cups of Tea is about a man who started a school in Afghanistan for under privileged kids by getting donations of pennies. The reason we chose this book is because the WAVE is getting ready to launch a pennies for peace drive that will raise funds to support this same foundation. Mr. Coleman please accept this donation on behalf of your commitment to our children. I would also like to thank Michelle Ellis for volunteering to pick up the book for me.

Phil Nanni – I would also like to piggy back on to that by presenting Paris with this plaque recognizing his years of service to Westlake Charter School and this board.

3. Curriculum Report – Kate Burwinkel
4. Principal's Report – Stephen Liles

**IV. ITEMS SCHEDULED FOR ACTION:**

**A) February board meeting minutes**

Motion: Peter Skipper Second: Paris Coleman	Action: Vote: Abstain Stephanie Cruz, Phil Nanni
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**B) 2<sup>nd</sup> interim budget**

Paris Coleman – this is not a final budget and I think it should be tabled until the next meeting when we can have more accurate numbers and Ana can be here to answer any questions.

Phil Nanni- Will there be any negative impact if we don't approve 2<sup>nd</sup> interim?

Lisa Corr – We could have special board meeting to approve it. And if all of the board members cannot be physically present we can have it telephonic.

Paris Coleman – I propose the 13<sup>th</sup> before the school dance.

Motion: Paris Coleman Second: Gretchen Hansen	Action: Tabled Vote: Unanimous
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**C.) Audit contract with Vicenti, Lloyd, Sutzman LLP**

Gretchen Hansen – I would like Ana to provide perspective before approval.

Paris Coleman – Again I think we need to table this item until Ana can provide more information. I do remember that when we were looking at audit companies that this one offered the best contract and services.

Motion: Paris Coleman Second: Christina Thorall	Action: Tabled Vote: Substitute prior role call
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**D.) 2009-2010 school calendar**

Paris Coleman asks for public comment:

Peggy McAllister – Was the calendar removed from the website?

Aimee Wells – It appears that the calendar was removed from the website not more than two days ago. I have communicated with the WAVE communications team and asked them to repost it. My suspicion is that with all of the recent items I have asked them to post that the calendar was pulled to make room for current items. The calendar has been posted since the January board meeting. I have received comments via email from 4 families – read to the board.

Paris Coleman – Was there a consensus from the staff?

Michelle Ellis – I would like to see a second calendar with corrections made.

Phil Nanni – I think starting 8/10 is too soon, 2 weeks in the winter is plenty, I'm also concerned about Friday minimum days loss of ADA but I can live with the other ideas

Michelle Ellis – The two districts I work in have Thursday and Monday minimum days but we have a lot of Monday holidays. A middle of the week minimum day makes the most sense to me. I know that Twin Rivers does late start instead of an early out day.

Christina Thorall –The calendar hasn't been formally presented to the staff we did an informal vote at a staff meeting. Gretchen how does this line up with NUSD?

Gretchen Hansen - Yes this proposed calendar lines up with the current NUSD calendar.

Stephanie Cruz – The summer break doesn't seem long enough and winter seems too long.

Gretchen Hansen – I think calendar will be put together in March. There seems to be a shift away from the 2 week spring break. But there's no talk about shortening winter break. We are trying to have our break after Easter.

Paris Coleman motions to table the calendar with direction to Mr. Liles to propose a

second option. Just as a reminder it is his job to come up with the calendar. Staff input shouldn't be indicative of what's done but their input should be gathered.

Motion: Paris Coleman  
Second: Peter Skipper

Action:  
Vote: Substitute prior role call

**E.) Appointment Community Board Member**

Paris Coleman – I would like to nominate Howard Chan to replace Ting Sun.

Phil Nanni – I also think Howard would be an asset to the board and would be an excellent replacement for Ting Sun.

Paris Coleman- Motions to place Howard Chan on the board for the next 2 year term.

Motion: Paris Coleman  
Second: Phil Nanni

Action:  
Vote: Substitute prior roll call

**F.) Status 09-10 Curriculum Coordinator**

Paris Coleman – With a modified calendar I'm not really sure what role there's going to be for Curriculum Coordinator. We need to give direction to administrator to clarify and define role for Curriculum Coordinator. The job description has morphed with Kate's contribution. My feeling is that it should be an administrative position. The title currently is teacher on leave but I proposes that the Curriculum Coordinator position be an administrative position. Making this change would allow her to receive more training that is only available to administrators. At a future board meeting we will provide direction as to administrator develop roles and responsibilities and come back to board with proposal would that be sufficient?

Kate Burwinkel – I have found that my position is very vague and more clarification would be helpful. It would help to have some clear definition and goals.

Michelle Ellis – I would like to keep the title Curriculum Coordinator and make it an administrative position. I don't want to call it a Vice Principal. That title change would cause assumptions to be made that would take away from the job focus.

Gretchen Hansen – A new job description should also be presented to board clearly defining administrative responsibilities vs. curriculum coordinator and should also include credential requirements.

Michelle Ellis– Are we look for direction from Kate for goals in addition to Stephen? Who is going to provide?

Paris Coleman – She will have to work with her direct administrator who is Stephen and he will bring it back to the board.

Paris Coleman – I motion to direct principal to clarify the Curriculum Coordinator position specifically 1. rewrite and rework job description, 2. define clear guidelines 3. rework and redefine teacher on assignment to administrative position.

Public Comment:

Paul Hobie – Kate is a valuable asset to our school. She has taken on the role of curriculum coordinator and all of the extra assignments that have been assigned to her without complaint. I completely support this action.

Motion: Paris Coleman  
Second: Christina Thorall

Action:  
Vote: Substitute prior roll call

**G.) Termination of agreement with City of Sacramento/4<sup>th</sup> R program**

Paris Coleman – I appreciate the 4<sup>th</sup> R staff, for much of the history of the school they have worked very well with the school. I'm sorry that the relationship has to end but the move is a positive one for the school. I believe in BASE and I thank 4<sup>th</sup> R for their service. I move to terminate the agreement with the City of Sacramento effective May 4, 2009.

Motion: Paris Coleman Second: Peter Skipper	Action: Vote: Substitute prior role call
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**V. INFORMATION/DISCUSSION ITEMS**

**a. board elections**

**Polls close at 9:03 and votes are tallied.**

**Lisa Corr – winner of the election is Cliff Blakely and the results are available to candidates if they want to review them. Congratulations to both new board members.**

**VI. FUTURE AGENDA ITEMS**

- a. 2<sup>nd</sup> interim budget
- b. Audit contract
- c. 2009-2010 calendar
- d. Curriculum Coordinator position
- e. SY&M grant

**VII. ADJORNMENT**

The meeting was adjourned at 9:05 P.M.

Next meeting, April 1, 2009