

**BOARD OF DIRECTORS
WESTLAKE CHARTER SCHOOL
Board Meeting MINUTES**

April 14, 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 6:32 PM

B. ROLL CALL AND ESTABLISHMENT OF QUORUM:

		present	absent
1.	Cliff Blakely	_X_	_____
2.	Howard Chan	_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_	_____

II. PUBLIC SESSION

A. BOARD COMMENTS

Phil Nanni – There maybe some conversations that require board thought. I'm going to ask that comments are kept to 3 minutes. I would like to remind everyone that Westlake Charter Policy allows for everybody to have the opportunity to voice their concerns. However please be advised that defamation of the character of staff, teachers or board members is not allowed and will not be tolerated. I would like to take a minute and read an excerpt from board policy #7-28 read aloud.

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.

Alyssa Lozano: I am a parent of Philip Lozano who has an open IEP and I have given 24 hours notice to visit his class. Yesterday when I tried to visit I was told by his teacher that I couldn't visit and last night I filed a police report because she physically removed me and I felt physically threatened. When I tried to talk to the principal I was asked inappropriate questions like, why are you here, why don't you home school, are you planning to go to school with Philip until he's in 12th grade, are you blaming Philips teacher, why are you doing Philips homework? I told him that his line of questioning was inappropriate. Reads email sent from principal.

Monica Urbietta: I am here to support Alyssa Lozano. I too had a similar situation with the same teacher at the beginning of the school year. I am concerned that there is now a pattern with this teacher. We have a teacher that is not allowing the parents to come to the classroom with or without 24 hour notice. Until now I have never not been allowed to visit any of my children's classrooms. When I have a child that has gone through 4 years with no issues and then starts getting a yellow slip every day of course I question what's going on in his classroom. My son was crying everyday at the beginning of the year and didn't want to come to school. I had to get a team of advocates to discuss this issue with the teacher, the principal and the interim principal. They were not available to me. I was denied public comments at a previous board meeting. Miraculously he is not getting yellow cards any more. You need to look at this teacher.

Sheila Lopez: I'm here to speak as part of the IEP team for my grandson Philip Lozano. I have been to 3 of his IEP meetings and I'm appalled. The reason for his behavior is that he has a disability. That is the reason for his behavior. You would think that having a parent in the class would be a positive thing. Instead it is suggested by the IEP team that Philip monitor his own behavior, how can a 10 year old be expected to monitor his behavior? It is quite obvious that his teacher is not the other 4th grade teacher's class and we were told no, that moving Philip would interfere with the student to teacher ratio. The current environment has been poisoned beyond repair. Today Philip was humiliated in his class by the substitute. The relationship between educator and parent has broken down.

Michael Lopez: I am here to support my grandson Phillip Lozano, my daughter and her family. I hope the board does the right thing. There is a great injustice here. I hear one side, there seems to be a real large breakdown between the team of educators and the

family. If the IEP isn't being followed I believe there are some federal laws being violated. I think this board can do the right thing and if not this opens up the school and the school district to law suits.

Cris Santa Croce: My name is Cris Santa Croce and I am a founding parent. My daughter is in the same class with Philip and I have received an email from Mrs. Lozano. I'm here tonight to show support of my daughter's teacher. This teacher has done a fabulous job of supporting my daughter and her needs in and out of the classroom. She has worked very hard with our family to ensure the success of my daughter. Thank you.

C. REPORTS

1. Financial Report – Ana Barillas-Mendez
 - a. Report provided by Ana and read aloud by Stephen Liles
2. WAVE Report – Aimee Wells
 - a. The WAVE just finished with another successful fundraiser our annual auction. I don't have final numbers yet but it looks like we've raised another 30,000.00 for the school. The next event on our calendar is the International Festival on May 2nd.
3. Curriculum Report – Kate Burwinkel
 - On March 22nd- 25th, Kate served on a WACS visiting committee to Oakland Technical HS. The purpose of this visit was to learn more about the WASC process and visiting committee focus. This information can be used to help Westlake if/when the school chooses to proceed with the WASC accreditation process.
 - We are currently researching a partnership program with NWEA and Compass Learning. Compass Learning provides an online curriculum correlating with our NWEA results. Students can login from school or home and work on areas of need indicated from the NWEA outcomes. The program provides direct instruction and practice activities. The initial cost is pricey, however after the initial cost, the subsequent years are minimal. Additional information will be provided to the board as we find out more about the program. This may be a good future fundraising goal for Westlake.
 - Robert Spencer, Principal of Capital Heights Academy, visited our campus on March 31st. He was interested in learning about our NWEA testing, guided reading, and writing programs. Mr. Spencer toured our campus. He was very complimentary of our school.
 - On May 12th the fourth and fifth grade students will watch a video about Puberty called “Always Changing”. There are separate *boy* and *girl* videos. The students will be separated to watch their appropriate film. Parents are invited to preview the video and materials on April 22nd @ 5:30 PM before the WAVE meeting. Parents can “opt-out” of the video by signing and returning an Exclusion Request form.
 - We are currently taking inventory of curriculum for purchasing purposes next year. Kate is starting to write the PO's for consumable materials. The PO's will be processed after July 1st. Kate is also creating a list of curriculum needs for the addition of our new 2nd Grade classroom.

TEACHER PROFESSIONAL DEVELOPMENT-

- The teachers and instructional aides will participate in training for Responsive Classroom on May 22nd. During this training, the staff will learn about strategies related to Responsive Classroom. This is an initiative that the staff committed to doing next school year. The training includes training in cooperative activities, social interactions, and behavior management.
- In order to share the many talents we have among our staff, we are inviting teachers to observe a colleague's lesson during the next few weeks. Each teacher can choose a subject area focus and teacher that they would like to observe. Kate will sub for their class while they observe the other teacher for approximately 30 minutes.

4. Principal's Report – Stephen Liles

Growth Loan Application:

The CCSA Growth Loan Application was submitted last week and was signed by Philip Nanni as Board representative. I also signed the document. Much thanks to Ana Barillas for her work in preparing the financial details and loan information.

NP3/NMS Move & Space Allocation for Westlake Charter (09-2012)

After meeting with Mike Cannon, Tom Rutten (NP3 Principal), and David Harris (NP3 MS Principal) the entire complex to be utilized for the '09-'10 school year will be lacking 2 classrooms. WCS has asked for an equitable share of the Library/Media Center, Administration Building, Gym, and MP Room. NUSD will place at-least 2 DSA Re-locatable Classrooms on-site to mediate the shortage of instructional space. The classrooms could be placed at the Northeast corner of the gym or to the south of the existing Westlake re-locatable classrooms (placed '08-'09). The future expansion of all three schools will require the addition of several new classrooms to accommodate growth predicted to level off in 2012. Two-story modular classrooms are designated to replace older portable classrooms approaching 30 years of placement. (Projections are attached)

“We Can Wednesdays”

The Testing Committee of WCS has designed specific and strategic activities to help students and staff prepare for CST Testing that begins 4/26. Only 2 Wednesdays remain!

Thanks & Commendations:

Thanks to WAVE for organizing the incredible Auction: “Cruise Into The Night” it was a first-cabin affair (and successful fund-raiser). Thanks to Robynne Rose and Michelle Ellis as well as the students and staff from Discovery High School that have generously donated their time and energy in the completion of the Westlake mural (to be completed by this weekend). A special commendation to the students of Westlake for defeating the staff in Kickball!

5. Facilities Update – Stephen Liles

\$1.6m Facilities Grant:

A comprehensive assessment of the N-Wing has been completed by an architect and we have had one meeting with our consultants and Mike Cannon to evaluate and to suggest planning. We plan to meet again next week.

6. Principal Hiring Committee

III. CLOSED SESSION began at 7:18 pm

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

- A. Public Employment – Executive Director/Principal**

IV. PUBLIC SESSION

- A. RECONVENE TO OPEN SESSION: at 8:18 PM**

- B. PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION, IF ANY**
a. Phil Nanni – no action taken.

V. ITEMS SCHEDULED FOR ACTION:

- A. Approval of February Special, March Special, & March minutes**
Michelle Ellis asks for a correction to be made to her statement in the minutes.

Motion: PN: Motion to approve with correction	Action: approved
Second: SC	Vote: sub. prior role call

B. Accept monetary and book donations

Motion: PS	Action: approved
Second: SC	Vote: sub. prior role call

C. 2009-2010 Academic Calendar

Stephen Liles: The goal was to increase instructional minutes and days. Shorten summer for retention with adding in smaller breaks throughout the year. 80% of the staff is in favor of option B. Parent comments gathered from website was read to the board at last meeting and additional comments have been provided in the board packet for tonight.

Phil Nanni: Asks for clarification between the calendar options.

Michelle Ellis: I read a comment from one of the parents regarding changing the school start time, is that an issue with the transportation?

Stephen Liles: Yes

Phil Nanni: Option A has an earlier start date correct?

Stephen Liles: Yes

Phil Nanni: Any public comments?

Misty Cole – Were the calendar available on line?

Stephen Liles: Yes they have been posted on line since January

Fredericka McGee: Is there a scheduled break for Thanksgiving and also October? It will be a hardship on some families with no childcare.

Jennifer Driscoll: It didn't seem that parent concerns were addressed with regards to option A.

Howard Chan: I read the feedback from parents and agree that none of the calendar options are able to address all of the needs of our families. Most families opted for option B. For our family option B isn't ideal but will work the best.

Phil Nanni: I know that there were some concerns voiced about this year's calendar options but it didn't compare to what happened when we were looking at the calendar options for the 2008-2009 school year. This year the key elements appear to be addressed. There are some things about B that I can live with better than the others,

such as the start date. To try and make a calendar that suits everyone is near impossible. Like the staff development day on Wednesday. Some families liked the Friday early dismissal but we are very concerned about preserving our ADA

Cliff Blakely: I do agree shorter summer is more beneficial. I would lean more toward B if only that I can't take a three week break. I'm not a great fan of the 2 week Spring Break but I'll take that over 3 week Christmas Break.

Misty Cole: It looks like with option B the early out Wednesday that the BASE program will benefit, will that increase the attendance at BASE?

Michelle Ellis: Will BASE be available for the proposed breaks?

Stephen Liles: Yes

Kate Burwinkel: I saw on the NUSD website that they have a 2 week Christmas Break and a 1week Spring Break planned for 2009-2010

Frederika McGee – October and February weeks off are not “family friendly”, can we take a few days from them and start later in the year?

Michelle Ellis: – addressing Feb. week

Motion: PN	Action: approved
Second: CT	Vote: unanimous

D. Approve Credit Card application

Motion: PN	Action:
Second: CB	Vote:

E.2009-2010 Curriculum Coordinator

Stephen Liles: The purpose of making the change to administrative position so that the school is covered if administrator leaves. Also this change provides opportunity for career ladder and another confidential employee.

Kate Burwinkel: Steve and I met, discussed job description and made modifications.

Stephen Liles: We took IT responsibilities from her job description and evaluations of other teachers as well which shouldn't be done by her position.

Michelle Ellis: Does staff in-service facilitation include principal?

Stephen Liles: yes and the board is over both

Phil Nanni: Is the 200 day year the same as this year?

Kate Burwinkel: yes

Stephen Liles: Elaborates on salary formula

Phil Nanni: Is that a change from her current pay?

Stephen Liles: yes an 8K increase

Phil Nanni: That part is a surprise to me. Given our current budget we will need to have it reviewed by the finance committee.

Howard Chan: Stephen in order for the position to be reclassified do we have to have that 10%?

Stephen Liles: No it's standard practice, with the administrator title.

Michelle Ellis: Was the increase discussed with Ana?

Phil Nanni: This appears to conflict with Ana's numbers. I want to table it for next meeting. I also want to appoint a finance committee to review.

Motion:
Second:

Action: Tabled for review at next mtg.
Vote:

F. Approve Purchase of Classroom Computers

Stephen Liles: This purchase is for the classroom computer labs that are being purchased from the proceeds from the Triathlon. This purchase order is for the mac minis. The monitors and keyboards will have to be purchased outside of this purchase order.

Cliff Blakely: Is this money coming from current fundraising?

Stephen Liles: Because of the way we are paid from WAVE we are using last years fundraising proceeds. This years proceeds will not be paid until 2009-2010. We want to get the classroom computer labs up and running now instead of waiting.

Phil Nanni: I know that the parents were told that the triathlon was going to fund this purchase. Is there money?

Stephen Liles: Yes

Motion: SC
Second: PN

Action:
Vote:

G. Approve Recommendation of Principal Hiring Committee

Keith Lyon: I want to voice my support for Principal Liles. My son had to make a trip to the office and I was very pleased with the way Principal Liles handled the situation There's a saying "there's the devil you don't know vs. devil you know". We know what we're getting w/ principal Liles. I think he's an excellent principal and we should keep him.

Frederika McGee: Speaking from recent negative experience, we had a meeting with Mr. Liles and our child's teacher. Mr. Liles handled the situation phenomenally. I came in feeling bias and a lot of people wouldn't have handled it as well. He handled some heated issues with grace. Beyond how he handled it he identified areas for improvements such as our report card system.

Caroline Cathey : Mr. Liles is a strong leader. He knows what is going on and backs the program; he has so much faith in the program and the school. It would be a shame if he left us.

Paul Hobie – I want to speak in support of Mr. Liles, he's here now the kids all love him. The kids need consistency.

Phil Nanni: I have asked that each member of the board have a turn to speak. This is really the most difficult decision I'll ever make baring family. I'm very torn we asked the committee to do something with single focus. We asked them to do it with as little outside noise as possible. I would like to commend them, the process well crafted, detailed job examining. I have a good relationship with Stephen. He has put our school in a great spot coming from where we were. I feel we have finally experienced a normal year. It's not a clear cut decision. I know the effort it took to find Stephen. He has done everything he said he was going to do.

Cliff Blakely: The first thing I want to do is thank and commend the committee. It is glaringly obvious that a lot of time was put into this process. That being said it never ceases to amaze me what amazing parents we have at this school. Listening and reading comments mailed to me it really hits home. For me this is an issue that really presents a really extraordinary opportunity for this school. I'm not torn it is a weighty decision and an important decision. After evaluating I'm clear now I'll make my vote with confidence.

Stephanie Cruz: I would like to thank the committee and Mr. Liles for his accomplishments and his character and how much you've touched everyone. I want to see the school move forward. I want to take emotion out of this, and look at the school and do what's best for the school.

Howard Chan: I am very torn I didn't think I would be but I am and I still don't know how I'm going to vote.

Jules Tran: I have been very fortunate to sit on this board with great people and a great board. I have learned that we still have a lot to do to establish Natomas I think that we are in a positive forward movement. But still need strong leadership. This decision will contribute to the big picture for the school and for Natomas.

Christina Thorall: This was not easy or taken lightly. Our committee focused on ground rules. I thank Stephen personally and for the opportunity to have gotten to know him.

Michele Ellis: I echo the concern of change once again for the students, parents, and staff. Principal Liles has become the face for the school and has brought up student morale. When we set out to hire interim didn't know the impact he would have.

Peter Skipper: I commend Principal Liles for what he has done for this school.

Motion: CB	Action: approved
Second: JT	Vote: yes – 6, no – 4, absent - 1

V. INFORMATION/DISCUSSION ITEMS

SMYM Grant

Tables for May meeting

WAVE Request for email use policy

Tabled for May meeting

Dress Code Policy

Tabled for May meeting

VI. FUTURE AGENDA ITEMS

VII. ADJORNMENT

The meeting was adjourned at 9:28pm

Next meeting, May 5th, 2009