

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

May 5, 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 6:38PM

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: Asks for board comments. None

Phil Nanni: I'd like to thank everyone for participating in the International Festival. Big kudos to Westlake parents for their effort in the booths. I think it's a great tradition and I hope we continue on with it.

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.

Scott Dosick: I'm serving on the budget advisory committee. Even with all of the changes already made the district is still looking at a \$3 – 4 million deficit. According to John Christ the only items left to cut are transportation, meals, varsity sports and salaries. Our committee recommended that the board issues pink slips. Without cutting staffing or salaries the budget cannot be balanced. This morning I met with Mike Cannon and we began negotiations regarding a shared campus with NP3.

C. REPORTS

1. Financial Report – Ana Barillas-Mendez

2. WAVE Report – Aimee Wells

WAVE just finished up with International Festival and I'd like to give special thanks to Cathy Nanni for another awesome job. Also a great big thanks to Peggy McAllister for her support for this great community building event. And not to be forgotten Scott Williams for cleaning out the rain gutters so that people could actually stand under the overhang and not get dripped on. There are countless other WAVE members to thank mostly the parents and families who dressed in clothing representative of their country and providing wonderful native dishes for all to enjoy.

We are pretty much done with our major fundraising events for the year and are now focused on a new board, and a new school years worth of events. The golf tournament is first up on our fundraising agenda for next year and we are searching for just the right person to take over for Phil Nanni who is unable to chair this event next year.

3. Curriculum Report – Kate Burwinkel

a.) Teachers are completing a curriculum inventory sheet to identify curricular needs and consumables for next year.

b.) Kate compiled purchase order requests for grade level curriculum consumables and curriculum purchases for the new 2nd grade classroom.

c.) Kate worked with 2nd grade to make a list of furniture and classroom needs for the 3rd section of second grade next year.

d.) A preview of the “Always Changing” video was held on April 22nd for parents to view the materials and video for the 4th and 5th grade puberty curriculum. The curriculum will be presented to the students on May 12th.

e.) We are planning for our Open House scheduled for May 19th. The morning after the students will visit the teachers and classrooms of the next

grade level. Each grade level will share with the upcoming students some of the exciting activities that they do during the school year.

f.) We are also planning for our last day of school- "Picnic Day/Field Day". We are going to bring back field day and plan events and activities for the students. Kate (with the help of teachers) is organizing the events. We will be asking for parent help to run each station while the teachers rotate around with their class. Mr. Liles and Aimee are working out details to offer a grill-out lunch for all students and families.

g.) Kindergarten screening is set up and scheduled for our incoming kindergartners. Each screening takes about 20 minutes. The information from this screening helps Westlake to balance class make-up for next year.

h.) The last testing session for NWEA will occur from May 18th-June 5th.

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.

4. Principal's Report – Stephen Liles

Commendations:

Leanne Von Essen & helpers for the diligence in painting a beautiful 15' x 34' World map onto our blacktop.

Cathy Nanni & helpers for heading up the last WAVE event of the year... a very successful, 4th annual International Festival.

Lorna Hardy for fundraising enough money to lower the cost of the Westminter Woods trip by over \$75. per student and subsidizing the costs of all chaperones. Without that assistance, some students and chaperones may not have been able to attend the trip.

Laney Holmer for spearheading the "Pennies for Peace" fundraiser. WCS raised \$677.71 to send to students in Afghanistan...enough to fund a teacher for one year PLUS: supplies for 3 students for an entire year, 110 notebooks, and 121 pencils. Thanks to all.

Testing:

As of today, every student in grades 2-5 except one has been tested. The third day of testing, our students hit our goal of 98% positive attendance sending me (literally and physically) to the roof of the office for a full day while wearing a pink wig. I commend our students and staff for helping to establish a positive and orderly testing environment. Our k-1 students and teachers also contributed to the process by encouraging our upper grade students and by delivering the daily snacks to all classrooms. My personal belief is that the students and staff took the testing very seriously and respected the environment that was created to ensure that each student was able to perform at their respective best.

Computers:

All 30 computers, monitors, and keyboards have been purchased and delivered. I am currently seeking a contractor to image each unit and to partition each machine to provide for a PC & Mac configuration. My goal is to have the computers in the hands of students in less than two weeks. Thanks again to the fundraising efforts of the WCS community and the organizational efforts of WAVE.

Events:

Happy Cinco De Mayo! The Westlake students were serenaded by Mariachi's during today's lunch hour!

May is Bike Month and the Westlake students are hoping to return the "Million Mile Way" plaque in the main office for one more year by biking as much as possible and logging each ride.

The 5th Grade, Westminster Woods trip began today as our students left from our parking lot after morning line-up. The 5th grade students are accompanied by their teachers as well as by over 21 parent chaperones for the 46 students. Students will return Friday afternoon.

Open House will be on the 19th of this month and will begin at 6:15pm with a general meeting. Families will be free to explore classrooms at 6:45. The evening will conclude at 8:00pm.

The last day of school will be our picnic/field day with morning activities sponsored by each grade level and involving all students. We will conclude the day with free hot dogs and goodies for everyone with a casual "picnic" atmosphere.

5. Facilities Update – Stephen Liles –

We have only indicators of commitment to gain at-least two classrooms from the Natomas Middle School campus as the main campus is re-constituted as NP3 and NP3 Middle School. Plans for full Site (WCS/NP3MS/NP3) utilization should be finalized shortly based upon projected enrollments and needs.

The \$1.6m facilities grant to modernize and re-configure the N-Wing continues to move forward. Philip Nanni has a copy of the N-Wing Facilities Assessment Report and we have four other copies for interested members of the WCS Board.

PN: Please get a copy of facilities grant proposal to Scott Dosick

6. BASE – Caroline Cathey

III. CLOSED SESSION BEGINS AT 7:16 PM

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

- A. Public Employment: Discipline/Dismissal/Release
- B. Public Employment: Executive Director/Principal
- C. Public Employment: K-5 Staffing

IV. PUBLIC SESSION

A. RECONVENE TO OPEN SESSION: 9:51 PM

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

PN: Item A of the closed session – board takes no action at this time

Item B of the closed session – board unanimously accepts the agreement for Bob Capp

Item C – Board approves offering 18 teacher contracts for the 2009-2010 school year. The vote was 6 to 1 with Jules Tran voting no and all other members voting yes.

V. ITEMS SCHEDULED FOR ACTION:

A. Approval of April minutes

PN: Please change my comments about the school calendar to include “2008-2009 school year”.

Motion: HC	Action: substitute prior role call
Second: GH	Vote: approved

B. Accept monetary donations

AW: the school has received a total of \$1920.42 in corporate donations:

Box Tops: 783.10

Scholastic: 15.84

CA Elem. Ed. Assoc: 199.00

Wells Fargo Bank: 600.00

PG&E: 156.30

Raleys EScrip: 182.12

Motion: PN	Action: substitute prior role call
Second: CB	Vote: approved

C. 5th Grade Westminster Woods fieldtrip

AW: The business office needs the board approval to cut a check to Westminster Woods for the final payment amount of \$12,307.00. We have already sent the deposit for \$2874.00. The families did a significant amount of fundraising to greatly reduce the costs.

ME: Is this payment from the school’s general fund?

AW: No this is just asking for board approval to release the funds. All of the money is parent contributed.

Motion: SC	Action: substitute prior role call
Second: ME	Vote: approved

D. 2009-2010 Curriculum Coordinator

PN: revised from 1st pass. It appears to be pretty encompassing in its scope. Just for clarification. The work year has not changed. Previous draft recommends pay adjustment. This draft reflects the finance committee recommendation. Also in this draft is 2ys professional training. I’m excited about this change, Kate.

Motion: PN	Action: substitute prior role call
Second: ME	Vote: unanimous

E. Credit card policy

PN: I’m going to ask Lisa to explain the drafted a policy for us.

LC: We took a look at existing examples and drafted a policy based on your requests. Ana was consulted and wants to also adopt the same policy at Natomas Charter School. Total school credit limit still unknown. Generally not have individual credit limits but you can set them internally. Our recommendation is

that the Operations Manager have 50% and other two card holders are given 25% each. BASE director should have a card instead of Curriculum Coordinator. You could issue a monthly spending limit ½ of their credit card limit.
PN: Add to policy limit of 5K, 50% Ops, 25% BASE, 25% Principal

Motion: PN: Approve credit card use policy which establishes the following total school limit of 5K, with operations manager receiving total credit card limit of \$2500.00, the BASE director receiving a total \$1250.00, and principal receiving a total of \$1250.00 with all 3 positions limited to a monthly expenditure not to exceed 50% of their credit card limit.

Action: substitute prior role call

Vote: unanimous

Second: GH

F. Approve Board Members – President and Vice President

Motion:

Action: PN: table for next meeting

Second:

Vote:

V. INFORMATION/DISCUSSION ITEMS

A. Draft email use policy (Lisa Corr)

LC: This policy is broken out for official school, WAVE and room parent uses. All communication for all 3 go out prohibiting email address viewing (BCC). WAVE will use the email for it's own use and according to it's own policy. Room parents only can use it for class use. Parents can refuse to provide email and at any time request that their email address be removed. Board can investigate misuse of email use. The policy will cress reference the directory information policy and ach family must be notified every year and be given the opportunity to opt out.

SC: maybe consider in conjunction with WAVE about what can be shared via email.

PN: overall the policy is sound.

CB: consequences appear to be left out.

LC: gives the ability for investigation and for the principal to handle directly.

PN: because I've been here for so many years my contacts are full. I don't think there is anything you can do to stop it, but I do like the idea that we are telling people to take responsibility and let the sender know which I think is the adult thing to do.

PM- I like how the emails coming out now say "this email has been approved..."

ME – I like the idea of a disclaimer

CB – It makes me more comfortable

PN: Let's add that to the policy

Peggy McAllister – What about the room parent coordinator

LC: room parent is not allowed to create the email direct, all communications must be sent through WAVE, principal, or operations manager

PN: Thank you Lisa, let's make this an action item for next meeting

B. Report card – Kate Burwinkel: I have provided samples of the evolvment of report card process. (Reviewed process and development of the currently used report card.) One of the things I'd like to review in the future is the specialty classes. I have already started researching and have ideas to bring to leadership. Maybe we should spend some time providing additional training.

PN: Walnut Creek's report card has academic legend. It appears to be fairly

consistent with our's but seems more descriptive. It gives one more level of language. I like the format, it is very clear about where the child stands.

KB: a lot of that is developmental, adding a 4th level makes it harder to determine.

C. Board retreat/strategic planning meeting (Phil Nanni)

PN: And time we have a new board Lisa comes in and does some training. Also an opportunity to focus our compasses in the right direction. I would like to plan for early June.

Peggy McAllister: The strategic plan includes WAVE board and teachers

PN: All teachers, WAVE and new principal will be included. Might have to break it down into smaller groups. Getting all of the people together might be difficult. Two new teachers will also join the board in June as well.

LC: Mike Nigretti helped in the past we might want to see if he's available again.

PN: Founding board members might also be important to have there to share the beginning. I will email out dates for review by middle of next week.

VI. FUTURE AGENDA ITEMS

PH: Would like to recognize Liles. Would like to do it in concert with WCS board.

PN: There isn't anyone on the board who wouldn't like to do that.

VII. ADJORNMENT

The meeting was adjourned at 10:58PM.

Next meeting, June 2th, 2009