

**BOARD OF DIRECTORS  
WESTLAKE CHARTER SCHOOL  
Board Meeting Agenda, BASE Room  
June 3, 2010, 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 6:40**

**ROLL CALL AND ESTABLISHMENT OF QUORUM:**

			<b>Present</b>	<b>absent</b>
1.	Cliff Blakely	Y YY	___X___	_____
2.	Howard Chan	YYY	___X___	_____
3.	Elizabeth Williams	YAY	___X___	_____
4.	Jules Tran		_____	___X___
5.	Heather Garcia	YYY	___X___	_____
6.	Jason Spence	YYY	___X___	_____
7.	Michelle Acquisto	YYY	___X___	_____
8.	Steven Korvink	YYY	___X___	_____
9.	Carrie Lopes		_____	___X___

## II. PUBLIC SESSION

Kamiko McWilliams – requests age waiver for student. Student was admitted with birthday of 12/3. State cutoff is 12/2. Delivers letter to board.

### 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.)

### C. REPORTS

#### 1. Principal's Report – Bob Capp

It is with great pleasure that I make this report. Next Tuesday marks my one-year anniversary with Westlake Charter School. This has been a thrilling ride and I'm looking forward to the future. I cannot fully tell you how grateful I am to work for such a fine group of people on staff and at this table. This has been and continues to be a very rewarding and gratifying place to be and for that I feel truly blessed. Tonight you will be seeing my recommendation for the hiring of our Facilities and Maintenance Manager. We had more than three-dozen applications for the positions. Paul Guesnon went through the process with Aimee, Kate and I and came out on top. We're confident that he will be a valued employee and perform at the highest level. We've completed the STAR testing and we're nearly finished with the NWEA testing. The information that we gather from those assessments will give us actionable data for August when we return to school and help us design programs for students whose scores indicate an academic need or deficit. Kate will be explaining in a few moments how we use the data for our Summer School program. Last month I reported that our fifth graders were about to leave for Westminster Woods. Well, they went and had a fabulous time. I spent an afternoon there and attached myself to a group and had a blast learning about botany, geology, and soil conservation as well as the skill of working within a group. On the last day of school, June 16<sup>th</sup>, is our annual Field Day and BBQ lunch for our students. If you like to have fun with our kids, please plan on coming and joining us. We continue to work on our facilities plan for the near and more distant future. We've met once with Assistant Superintendent Mike Cannon since our last board meeting to discuss that matter. I've also invited Scott Dosick, Kate Burwinkel, Cliff Blakely and Luisa Park (of Gonos & Park facilities specialists). Our planning will include the needs for next year and for years to come. We are meeting again tomorrow afternoon as well. This year I've had the opportunity to evaluate every teacher here at WCS. Currently, I'm nearing the end of meeting with each teacher and reviewing their Summary Evaluation. To back that up, we've had at least two formal observations as well as numerous informal observations and at the beginning of the

year we held a Goal Setting Conference with each teacher. I am so pleased with the staff here and look forward to working with them for years to come.

No board questions

**2. Curriculum – Kate Burwinkel**

**CURRICULUM UPDATES-**

- STAR testing was completed during the first two weeks of May. Yay! All students were tested. Feedback from the teachers and students was positive! We look forward to receiving the results from the testing in the fall.
- We are finishing up NWEA testing this week. We will be distributing results and data to the teachers next week.
- We are organizing Summer School at Westlake running from July 26<sup>th</sup> – August 6<sup>th</sup>. Students will qualify to participate in summer school based on the latest NWEA testing data. We have two teachers who have volunteered to teach the summer school classes.
- We are showing the *Always Changing* video for our fourth grade students on June 11<sup>th</sup>. We held a parent preview night on May 26<sup>th</sup>.
- Our final Breakfast of Champions for this school year will be held on June 15<sup>th</sup>. All students who have earned 20 tickets will be invited to have pancakes with Mr. Capp and Mrs. Burwinkel.
- Field day is coming soon! We have scheduled 16 events hosted by classrooms for June 16<sup>th</sup>. The events will take place from 9:30-12:00. Following will be a BBQ lunch provided by WAVE. The students will be dismissed at 1:15.
- We are starting to receive curriculum materials for next year. We've been busy inventorying materials. We were able to DRA and lexile all of the classroom library books for the additional 3<sup>rd</sup> grade classroom!
- We are excitedly planning for next year!

EW – Does she have enough room for all of those books and does she have enough help cataloging and shelving the books?

KB – Yes there are still empty shelves and we have parents who come in and help her.

SK – Who are the two teachers who volunteered for summer school?

KB – Sandra Crenshaw and Ali Mayo

Scott Dosick – A minor correction to Kate's update we will not be on par with the rest of the district we will be the only school with library's and librarians. The rest of the district has cut their library staff.

CB – The doors will be locked actually because they schools are not allowed to staff the libraries with volunteers.

**3. BASE – Debbie Wilson**

	<b>May</b>	<b>April</b>
Average attendance	A.M. – 11 Wed. P.M. – 62 Other days - 45	A.M. - 10 Wed P.M. -63 Other days – 44
# hours service provided	~1669 hours (20 days)	~1908 hours (22 days) (7 break days)
Gross receipts Rec'd during month	Total : \$10,113.30	Total: \$10,858.10
Staffing –		1.28 FTE

- I. Enrichments – Winding down for the year – both Mad Science and Kidzart will be having a week long summer session
- II. Summer BASE camp – 23 enrolled so far
- III. Summer Weekly Themes
  - A. 6/21 – 6/25 – Tropical Fun –Hawaii – hula, lei-making, tropical fruits, volcanoes
  - B. 6/28 – 7/2 – America!America! – Independence Day, Statue of Liberty, hot dogs, baseball, apple pie, etc
  - C. 7/6 – 7/9 – Math exploration – games and crafts, tessellations
  - D. 7/12 – 7/16 – Super Scientists
  - E. 7/19 – 7/23 Dramatis Personae – writing, performing, set building
  - F. 7/26 – 7/30 Music!Music!Music! – vocal performance and theory
  - G. 8/3 – 8/6 Crafty Cooks – integrating science and math
  - H. Water fun days – 6/25, 7/23
  - I. Walking field trip to the park – 7/16

Sports/games will be morning enrichment – Themes above to be afternoon enrichment

We are also integrating with summer programs: Camp Invention, KidzArt, Spanish immersion

May went by so quickly, and summer is just around the corner.

May themes were Russia and Mexico, Space, Math, and Memorial Day.

In June, we will be exploring “turtles, frogs, snakes and gators”, as well as the ocean and Flag Day.

Our summer program begins June 21. We have 23 enrolled so far, and have had numerous inquiries. We are looking forward to a great time this summer!

HC – How many people were enrolled in summer camp last year?

DW – I don't know their actual numbers I came on in the middle of summer. I think it was somewhere around 30 students.

CB – It's nice to see a full year of operational costs and staffing to base next year's decisions. Regarding the pre-K program what steps are you taking to get the word out?

DW – We have to wait for the kinder assessments to be finished and then we are going to target the neediest.

CB – I don't want to see the cost be an issue for the parents.

HG – Are there any plans on parental education such as how to get the students ready for school etc.

KB – We have some thought

Tracy Chatters – Registration fee for summer does that carry over for the school year?

DW – No there are two registration fees, but if they sign up late in the summer then I would WAVE the registration fees. The reason is that those fees go towards the extra materials needed for the summer program.

Tracy Chatters – I do know from some parents that their kids only want to come for a specific week but they don't want to pay the 30.00 so they are not coming.

DW – In that situation I would waive the registration fee.

4. **WAVE – Paul Hobie** – Parent hour reports have been collected and are being tabulated. Once complete, I will give a final report to Mr. Capp and Mrs. Wells for action. International Festival planning is well under way, 18 country booths are being planned and we'll have parent buy-in parties available this year – we'll have 6 teacher events and Lisa Corr is planning 3 events herself! Maestro Coffee fundraiser continues until June 30. Next month Scott Dosick will take over as president of WAVE - thank you all for a great year!

5. **Finance– Ana Barillas-Mendez**

CB – Postpone Ana's report to item E

6. **Facilities – Scott Dosick –**

Updates the board on issues with little league but it has gotten better, they are very accommodating. Looking at a proposal for Bldg. N for next summer. Still getting calls about issues like standing waters and mice etc.

III. **CLOSED SESSION at 7:15**

<p>The meeting will now convene to closed session to discuss the following matter(s).</p>
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- A. Public Employment Agreement: Executive Director/Principal
  - B. Public Employment Agreements: K-5 Staffing & Assistant Principal
- Reconvene at 8:17**

**Board voted unanimously to renew the contract for the Executive Director/Principal, Bob Capp. The board also voted unanimously to accept Mr. Capp's recommendations regarding the rest of the staff.**

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 May board meeting**
- B. Accept monetary donations**
- C. Accept and approve 2010-2011 Student/Parent Handbook**

CB –move Item C from consent agenda

Motion: HC	Action: Passed
Second:	Vote: Unanimous

CB – Regarding the student parent handbook Bob can you summarize the changes?

BC – Bob reviews detention policy, discipline matrix, homework policy

HG – regarding detention, when the student is assigned morning detention is the expectation that the student completes the homework assignment or just do the time?

BC – Both, if the student comes in and says they finished the assignment then we will have worksheets for them to work on.

CB – For me we've gone thru some transitions and as we have

integrated changes with 5<sup>th</sup> grade based on recommendations from the middle school we have received some feedback from parents. Adding these items will set the expectation from the beginning of the year.

SK – Back to school

Tracy Chatters – since this is a pretty big departure you might want to add something about attendance and missed assignments. Putting in the expectation that homework is due even if the student is absent.

CB – Is there some standardizing about homework?

KB – Some are collaborating

Scott Dosick – Pg 19 typo, should we add something about drop off and the parking lot. It's gone from annoyance to hazardous. Haven't had time to incorporate the WAVE handbook on pg. 24, possibly consider "you will be asked to choose another school that meets your needs."

HC: I motion to approve the 2010-2011 handbook as written

Second: JS

#### **D. Approve and accept Facilities and Maintenance Manager hiring recommendation**

HC – 53k for both positions?

BC – Correct that's the total for everything, salary, benefits

HC – This will also go to the issues Scott discussed earlier?

BC – yes much of it

MA – It's an incredible thing for a school to have both positions. It's very responsive to classroom needs. Also another visible adult that the kids can build a relationship with. Paul has great qualities that I would like to see the children see.

Motion: MA Second: HC	Action: Passed Vote: Unanimous
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#### **E. Approve and accept budget for 2010-2011 school year**

(Narrative and budget on file in the Westlake office.)

HC – For the ADA what is the potential decrease might be?

AB – 253 per ADA but that is reflected in this budget.

BC – Ana's information gets her info from school services. It's never completely accurate until the state adopts a budget.

JS – 253 for sure but could it be cut further?

AB – Yes it will be finalized in Sept. we should hear more during the summer.

Motion: HC Second: SK	Action: Passed Vote: substitute prior role call
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#### **V. DISCUSSION ITEMS:**

**Pre-school committee report – Elizabeth Williams** – it's been a busy month researching a preschool addition. Ann Panzica has developed a plan and will share more. Ann- contacted child action and licensing to have an idea if this is even a possibility. We have developed a survey to pass out at the International Festival to determine the level of interest. Some concerns have been raised about traffic and

CB – Do you see any obstacles?

AP – It really depends on what the child action representative has to say.

The orientation classes are very hard to get into so if she says we are ok then we will need to quickly register.

HC – Have we determined there is a need for this service?

AP – I personally believe whole heartedly in preschool. Our fees look very competitive. The survey will help us determine that.

Diana Vale – My son will be in kindergarten and I would love to put my daughter here as well. I would much rather give my money to a place that will instill the educational value for their future not just for a profit.

AP – If we were to do this we would want to make sure we can set the standard for the preschool just like we did for the elementary school.

Scott Dosick – I see ways from a facilities view how we could pull this off short term but long term it makes me nervous. If everything works out and we tear down bldg N next year then that can change things.

#### **Strategic planning meeting date**

CB – reviews the strategic plan process. We will set a date at the July meeting.

#### **Sixth grade expansion information – Scott Dosick.**

Now that the district has gone to K-6 we are in an interesting position. The charter middle schools start at 6<sup>th</sup>. Most of the Westlake 5<sup>th</sup> grade students go to the charter schools. Maybe it's time to start the discussion for potential implementation for the 2011-2012 school year.

JS – What about the facilities piece?

SD – It's definitely a balancing act.

HG – Being an administrator in a secondary school, I don't want to eliminate the pathway. I think we need to provide the opportunity for parents to learn more about a transition to a non-charter middle school.

BC – I've thought a lot about this and have researched. If we do 6<sup>th</sup> then we are eliminating their options to go to NCS and Np3. Most of the 6<sup>th</sup> grade students continue with NCS and Np3 so the openings are limited. If we went to 6<sup>th</sup> then we need to be prepared to go to 8<sup>th</sup> and then the high school options are better. That impacts the district greatly and as I said when this issue came up last time I don't want Westlake to be a burden on NUSD.

CB – I would love the opportunity to sit down with NUSD members to talk about this further.

BC – Instead of opening the NUSD board member first let's go through the district office first. If we have their support it will be better, we don't want to isolate them.

#### **VI. FUTURE AGENDA ITEMS: (next mtg. 7/22)**

Preschool update (action)

Strategic Plan – set date

Staff hiring

#### **VII. ADJOURNMENT at 9:42**