

**BOARD OF DIRECTORS
WESTLAKE CHARTER SCHOOL
Board Meeting Minutes
October 1, 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 @6:35

B. ROLL CALL AND ESTABLISHMENT OF QUORUM:

	present	absent
1. Cliff Blakely	_X_	_____
2. Howard Chan	_X_	_____
3. Phil Nanni	_X_	_____
4. Jules Tran	_____	_X_
5. Stefanie Cruz	_X_	_____
6. Jason Spence	_X_	_____
7. Michelle Acquisto	_X_	_____
8. Michelle Ellis	_X_	_____
9. Yvonne Wright	_____	_X_

II. PUBLIC SESSION

A. BOARD COMMENTS

No board comments

- 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

The month of September was a very busy month. Since our last meeting we completed the Goal Setting Process with the teaching staff and have formally observed 9 of our 20 teachers for their first of two formal observations of the year. The first round of formal observations will be completed by Thanksgiving break and the second round Formal observations will be completed by April 1st.

Our Leadership Team has been meeting with the single focus of reviewing the school's charter and make recommendations for modifications and report to the board in Nov. We have finished our work together on that project and next week I'll compile the documents together for WCS board review with WCS board approval set for November 5th.

On September 17th we held our first fire drill of the school year with the participation of the NP3 schools. Our target of complete evacuation to the big grass field was accomplished in four minutes and tomorrow we'll hold our second fire drill with the same target goal.

I'd like to take this opportunity to thank on behalf of the staff and faculty of WCS Lanie Holmer and Phil Nanni for hosting a fabulous Golf Tournament. By all accounts, a great time was had by all. And, we exceeded the financial goal as well. This morning I attended a Capitol Region GATE Consortium (CRGC) meeting. I was able to gain many new contacts in the region and reacquaint myself with several members that I've known for years. In addition to the knowledge shared, the members were able to steer me too several trainers and trainings that will be beneficial to our teachers and students.

Our Math and Reading Intervention classes are in full swing and from my visitations of those classes, our kids are learning and achieving. I'm looking forward to watching the student's progress throughout the year.

2. Curriculum – Kate Burwinkel

Smart Literacy Bags arrived (30 purchased from Auction Fund An Item). Each bag contains 5-6 leveled books, a quickwrite, comprehension questions, vocabulary word cards, and much more. The teachers had an opportunity to explore the bags before they were placed in our guided reading library for use. The Literacy Bags will help give teacher resources for use during guided reading (small group instruction).

Two teachers are currently working on a "Stop Action Movie" integrating technology and their thematic unit. The students have made the sets and scripts for the movie and will be filming in the weeks to come.

Tomorrow morning we will host our second Character Trait Assembly this year. Second grade is hosting students introduced September's Character Trait: Respect/Courtesy.

I have been working with several instructional aides preparing materials for Wednesday Intervention groups. We are in our third week of this support. Teachers recommend students in need of extra practice and the instructional aides work in

small groups with the students on specific skills. We have created tubs of activities ranging from multiplication practice to letter recognition games. Students are responding well to this support.

During our Articulation Wednesdays teachers have shared several best practice ideas. We learned about a lesson planner resource through Houghton Mifflin, Spelling City online spelling game, and teacherweb.com for creating a class website. Yesterday, teachers were given training and resources for our next round of NWEA testing. On October 14th, teachers will become CPR certified. Fall NWEA testing begins October 12th and ends October 30th.

3. WAVE – Paul Hobie

Paul Hobie is sorry he cannot attend the meeting and deliver this update personally. Golf Tournament Update - Lanie Holmer will deliver this update herself. (Bob – please introduce Lanie now or at the end of the update)

Olympic Triathlon Update:

Our 2009-2010 Olympic Triathlon has officially begun. We had a great turnout for our first Donation Deposit Day this morning with a steady line of kids ready to make their donations. The total came to over \$1500, a great beginning step for this fundraiser. (Pause and get a "YEAH!" from everyone! :) The winning class for this week will be announced tomorrow at the Morning Shout Out and will be presented the Olympic Torch to carry for a week as well as a laurel for their teacher to wear. We have a fantastic committee of about 15 people and we made a goal of increasing the number of families participating this year by at least 50%. Last year we had almost half of our families who did not contribute at all. To facilitate this, the committee:

1. Has provided Sponsorship Packets to make it easier for parents and speak to the "WHY" of this fundraiser
 2. Is making personal announcements to each class to motivate the students (and we hear they ARE getting motivated!)
 3. Recognizing donations on a weekly basis by classes.
 4. Providing teachers with ways to show their class's progress inside their own classrooms and outside on their doors.
 5. Providing ideas for families to raise funds, other than getting sponsors
 6. Messages through ConnectEd and other means, letting parents know why we're raising funds (which is to keep small class sizes and our specialty classes intact.) and doing our best to inspire ALL families to contribute, even if just \$10. We'd also like to have our specialty teachers assist by making a ConnectEd message.
- Does everyone know this year's Olympic Triathlon motto? "Preserve Excellence....Strive for the Gold!"

Reminder Dates:

October 30th is the Olympic Triathlon Event Day: 1:00 is the Opening Ceremony and Parade of Flags. Kinders will have a pre-session at 12:30 so they can dismiss on time, all others will take place after the Opening Ceremony until 3:15. We will be asking for about 30-40 parent volunteers for that day.

November 13th: Closing Ceremony with Awards Program and Family Meal (6-8 pm)
Thanks to everyone who has already begun gathering sponsors and please keep talking about it with other parents to spread the momentum!

Auction Night – This year's auction is scheduled for May. Thank you to Lisa Corr who has volunteered to chair this event. Planning will begin in November.

Flags – New US and California flags were donated by WAVE in honor of our past WAVE president Aimee Wells and secretary Ann Alan. WAVE trimmed the trees surrounding the flagpole allowing the flags to show and also donated a spotlight to ensure they were properly illuminated at night.

Community Service Liaison – A big thanks to Maria Solis who has stepped up to be liaison between WAVE and the WCS Student Council. With Maria's help, WAVE will coordinate with the students so we don't duplicate activities.

Safety Fair – WAVE is planning a safety fair. We hope to open this event to the entire community, we'll be offering helmet fitting safety tips, car seat checks, dental information and more. We hope to involve Good Day Sacramento with publicizing the event.

Next WAVE meeting: Monday October 19

4. BASE – Debbie Wilson
 - CB – Has planning begun for summer session?
 - DW – I have received suggestions from BASE committee but that’s all.
 - HC – Are the numbers here showing net revenue’s?
 - DW – Because some people are paying behind, labor and snacks are the monthly costs.
 - HC – I would like to see payments broken out.
5. Facilities – Scott Dosick

Scott reported that the driveway project has started and should be completed by the end of our October break. Natomas Charter West Master Plan committee will meet in October or November to determine the future of this facility. Scott spoke about the negotiation process of the building on this campus.
6. Finance– Ana Barallis-Mendez

Ana present two sets of financial reports. The first one was Comparative Report with Estimated Actuals as of June 30, 2009; which was updated to reflect the ending balances according to the information received to date; however, the reports remain in “Draft” form until final accrual entries and asset conversion entries have been completed by the Natomas Unified School District. As of today, NUSD has not closed fiscal year 2008-09. When the district completes the year-end transactions, final reports will be released and submitted to the Westlake Charter school’s auditors for review. The auditors will be at the business office the week of October 26, and once they have reviewed these reports, Audited Actuals will be released on or before December 15, 2009. The second report provided was the Monthly Spending with actuals through August 31, 2009. This report showed the August 2009 activity compared to the Adopted Budget 2009-10 - Revised. Please note that the Adopted Budget shown in the Monthly Spending report does not reflect the most current budget rates recently released by School Services of California. The adopted budget for fiscal year 2009-10 will be revised in the next month to reflect these changes. (Reports on file in WCS office)

III. 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 September board meetings
 - B. Accept monetary donations
- HC – Move to pull 9/1 minutes. HC was present HC,SC

Motion: PN	Action:
Second: SC	Vote: substitute prior role

ACTION ITEMS – REGULAR AGENDA

- A. Accept and approve Community Outreach Plan – Principal Capp
 - BC – introduces plan revised from 2005.
 - PN – are we doing this to pacify a board member or because we feel we need to?
 - BC – neither, shows good faith effort to reach out to entire community
 - CB – school did make commitment to NUSD, have slacked off. Will need WAVE involvement, strategically placing ourselves

Motion: CB	Action:
Second: HC	Vote: Unanimous

B. Accept and approve “free dress coupon” fundraiser – WAVE

Board comments: delegate to Principal Capp, beginning with a lower amount of coupons to observe social impact on student body.

CB – moves to delegate decision free dress fundraising idea to Bob Capp

Motion: CB

Action:

Second: ME

Vote:

V. FUTURE AGENDA ITEMS

Form 990 policies – finalized for approval

Approval of Charter Renewal Recommendations

Lottery – and calendar

VI. ADJORNMENT