

**BOARD MEETING  
 BOARD OF DIRECTORS  
 WESTLAKE CHARTER SCHOOL  
 Board Meeting Room W3  
 October 7, 2008  
 7:00 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 agendaed 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 –**

MEETING CALLED TO ORDER BY PARIS COLEMAN AT 7:01 PM

**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.	Teri Burns	_X_	_____
6.	Stefanie Cruz	_X_	_____
7.	Christina Thorall	_X_	_____
8.	Peter Skipper	_X_	_____

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

**II. CLOSED SESSION – moved to the end of the meeting**

**A. Employee termination/resignation release**

**III. PUBLIC SESSION**

**A) RECONVENE TO OPEN SESSION: The meeting was reconvened to open session at \_\_\_\_\_.**

**B) PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION, IF ANY**

**C) BOARD COMMENTS**

**Christina Thorall – 5<sup>th</sup> grade clubs started this week. There is a book club, math club, and film club.**

**Peter Skipper is starting Odyssey of the Mind and would like to have some parents help to run the teams.**

**Phil Nanni – The 4<sup>th</sup> annual golf tournament was successful in raising approx. 15K for the WAVE. Phil thanked the volunteers and 142 golfers for participating.**

**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.

**Seless Barnes thanked the board for holding their meeting with 4<sup>th</sup> R. Seless noticed an immediate change in the staff. Since the new coordinator (Ms. Holly) has come on board Seless has heard great feedback. Ms. Holly appears to be very hands on with the children and is very personable. It would be great if there was a quiet place for the children to go and work on homework assignments. There still may be some personality conflicts but overall things are much better.**

**E) REPORTS**

1. Financial Report – Ana Barillas-Mendez

No report given. Business office is still working on the new figures

2. WAVE Report – Aimee Wells

The WAVE would like to thank Phil Nanni for all of his hard work on the golf tournament. Our next focus is Red Ribbon Week which is coming in two weeks. We have arranged for a free assembly with the Sacramento PD. A parent from the PD works on the SWAT team and he has volunteered his team to come and give age appropriate talks to each grade about drug and alcohol awareness. The SWAT team is going to bring in their squad car so the kids can see it. The student council is going to kick off the recycling program and the Heifer project as well in October and they have some creative ways to get the student body excited about both projects. We were able to mobilize the parent forces to help organize the library and get it opened for the classes, help prep the garden and even assemble some classroom furniture. The WAVE determined that there was

some extra funds left over from last year and last month WAVE was able to purchase a state fitness curriculum for Mr. K. He needs the program to get our 5<sup>th</sup> graders ready for the state fitness tests. We were also able to purchase another scanner for 5<sup>th</sup> grade's new accelerated math program that they are using, a table for the copy room and a mobile cart for the staff lounge. We also purchased a special sealant for the mural that will help protect it from graffiti once it is completed. Some events to look forward to in the next few months are family night out with Dream Dinners from 10/9 – 11/22 with three special kid's chef sessions, in time for the holiday shopping a back to school night at Barnes & Noble in December and last but not least a family sock hop in January

3. Curriculum Report – Kate Burwinkel

Thematic overview chart was reviewed. A document is going to be sent home with website references for children who need extra challenges. Friday staff development days are hugely beneficial to teachers; they are creating activities for the aide pull-outs. The teachers are networking and using each other as resources, revamping math tests to breakout standards so that they can narrow in on what the children need to work on. Next Friday the teachers will do training on differentiation. Continents per grade level web links have been added to the computer lab so students can access websites for their continent studies. WAVE is incorporating continent studies in the WCS Olympics planned for the spring.

Started a 5<sup>th</sup> grade math tutoring program twice a week. 8 students are working with Eva Mendoza. Right now she is doing it as a volunteer but we would like to see her funded. Peer mentoring groups have started on Mondays with Ms. Christy. This group is to help new students acclimate to a new school and will continue through December and then we will rotate with a new group of students. Right now we have 20-25 2<sup>nd</sup> and 3<sup>rd</sup> graders and 20-25 4<sup>th</sup> and 5<sup>th</sup> graders.

Provided NWEA and STAR documentation to the board for review. NWEA results show percentile ranking comparing our students to nationwide. We are above average in the nation. NWEA testing is done 3 times a year while STAR is only done once a year in the spring. The two tests when compared show similar results. NWEA results are lower than the STAR test result which allows us to make predictions on the approx. performance for the STAR test. It was noticed that 3<sup>rd</sup> grade test scores were not consistent with the rest of the school. Christine Smith thinks that maybe it's because when they test in 2<sup>nd</sup> grade the directions are read to them but in 3<sup>rd</sup> grade they have to read their own directions. Ting Sun asked how often the results are shared with the teachers and how detailed. NWEA results are given to the teachers after each test is given 3 times a year.

4. Principal's Report – Christine Smith

Operations manager position posting has been pulled. We will be interviewing the top 3 candidates and hope to have a decision by the end of the week.

A transition team has met with Christine to discuss issues and procedures for after she leaves on Friday 10/10. Kate Burwinkel will handle the principal duties until an interim principal is hired. Aimee Wells will continue to handle the Operations Manager duties until the position is filled. We have brought 2 additional aides on board and 2 additional aid

subs as well. We are always looking for lunch and recess parent volunteers.

We currently have 297 students enrolled. We still have openings in 4<sup>th</sup> and 5<sup>th</sup> grade.

The library is up and running effectively, donated books still need to be scanned. Thanks to the parent volunteers and to Ms. Ros for making this happen.

Parking lot traffic – Mike Panzica purchased a mega phone and walkie talkies for the school to use for pick up times. We are discussing the possibility of coning off the left turn lane with the city. This will create a U-turn at the end of the street and make it safer for those exiting the parking lot. The current timeline for the parking lot renovations is still Thanksgiving break.

Facilities – Prop 39 request submitted to the district. Requested an additional classroom for 2<sup>nd</sup> grade plus possible specialty growth. Waiting for the district response.

#### **IV. ITEMS SCHEDULED FOR ACTION:**

##### **A) Approve September Meeting minutes**

Motion: TB	Action: Approved
Second: PN	Vote: 7 Yes

##### **B) Appoint new member of the Board, Michelle Ellis**

Motion: TS	Action: Approved
Second: PN	Vote: 7 Yes

##### **E) Approve supplemental hourly instruction**

Motion: TB	Action: Approved
Second: TS	Vote: 7 Yes, 1 Abstain

##### **F) Approve amended OCR policies**

Motion: TB	Action: Approved
Second: TS	Vote: 7 Yes, 1 Abstain

#### **V. INFORMATION/DISCUSSION ITEMS**

##### **A. Facilities/landscaping**

Phil Nanni brought a drawing from a landscaper of possible changes to the area right of the new portables. Feels that a landscaping plan should be thought of depending on how long we'll be at this location. Would like to have an aesthetically pleasing area for the kids. Teri Burns recommends holding off on any decisions because the NUSD meets 10/8 and one of the agenda items is the opening of the middle school portion of H. Allen Heights. If that happens it may change the plans for the expansion of Westlake. It would be beneficial if a member of WCS board attended the NUSD board meeting to make the case for expansion.

##### **B. 4<sup>th</sup> R Status and update**

Previous comments from Seless Barnes in public comments. No additional comments made.

C. WASC review

Ting Sun has gone through the process twice and feels ours should be reasonable since it's a smaller campus. - looking into timelines. The process needs to start sooner than later. Kate collecting the data should make it easier. WASC is a grant requirement. Preliminary review completed, we received candidacy in 2007 which opens us up to a full review. The site review is 09-10. Self study must start this winter needs to be prepared 01-10. Site visit is done after the self study. Phil Nanni – Can the self study be broken down in to a monthly plan? Man power will be needed, a self study coordinator. Either a principal or volunteer to help.

**CLOSED SESSION –7:58pm**

**Employee termination/resignation release**

**RECONVENE TO OPEN SESSION: The meeting was reconvened to open session at 8:45 pm.**

**PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION, IF ANY**

**Resignation for Christine Smith accepted unanimously. Paris Coleman thanks Christine Smith for her time and dedication to Westlake Charter School. She has served the school with her heart and passion. Paris is going to schedule a strategic planning session with the teachers and staff for November. Paris has talked to several people about specialized board training and will get more details and report back**

**VI. FUTURE AGENDA ITEMS**

**California Charter School conference in March in Long Beach. It would be a good idea to send a board member. Teri Burns recommends that it would be a good idea to develop a board policy on who should attend conferences and when.**

**VII. ADJORNMENT**

The meeting was adjourned at 8:52 pm.

Next meeting, November 3, 6:30 PM