

**BOARD MEETING
BOARD OF DIRECTORS
WESTLAKE CHARTER SCHOOL**

**October 9, 2007
Westlake Charter School
3700 Del Paso Road
Sacramento, CA 95834**

7:00 PM Board Meeting in Room N5

**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. Blue "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Oral Communications."
3. "Oral Communications" 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 blue 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 agendaized 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 7:06 p.m.

B. ROLL CALL AND ESTABLISHMENT OF QUORUM:

		present	absent
1.	Phil Nanni	_X_	_____
2.	Paris Coleman	_X_	_____
3.	Carol Moore	_X_	_____
4.	Ting Sun	_X_	_____
5.	Community Member LB	_X_	_____
6.	Gretchen Hanson	_____	_____
7.	Lisa Kaplan	_X_	_____
8.	Debbie Hightower	_____	_____
9.	Christina Thorall	_X_	_____

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

II. CLOSED SESSION 7:08 p.m.

A) APPROVE AMENDED CONTRACT Visiting Educator, Shanine Abercrombie

B) APPROVE PRINCIPAL CONTRACT

III. PUBLIC SESSION

A) RECONVENE TO OPEN SESSION: The meeting was reconvened to open session at 7:42 p.m.

B) PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION, IF ANY
Approved both contracts during closed session.

C) BOARD COMMENTS

LB: As I walked through Westlake last week, there was a bunch of WCS students going to lunch who asked if we are going to have a garden this year. Yes, if we get a water supply. Have supplies and a \$2,500 grant, but can't get the garden started without a water supply to establish a drip system.

D) PUBLIC COMMENTS

This portion of the meeting is set aside for members of 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 to non-agenda items will not exceed fifteen (15) minutes.

Peggy McAllister: Curious where we are in the process with the parent participation policy sub committee. The Board will respond to this question after the meeting.

E) REPORTS

1. Financial Update

a. 2006-2007 Unaudited Actuals (Jodi Retzloff)

Management's Discussion and Analysis (MDNA) presented to the Board in draft form. Average class sizes exceeded the 20 small school exception. Resulted in the loss of K-3 Class Size Reduction funding. Money was made up in other areas. Increased net assets \$41,000 over 2006. Stayed within budget for the year. Very dependent on the financial viability of the state. The Local revenue (3%) could come up substantially to help alleviate dependency on State Aid and property taxes. The Charter's total revenues were \$1,286,574. The largest portion of the unrestricted revenue comes from State Aid and property taxes (68%). Federal and state aid for specific programs accounted for another 29% of total revenues. Less than 3% of total revenue was received from local sources. Economic Factors for upcoming year: uncertainty of federal and state funding; increase in enrollment; final negotiations and relocation to the new school site. Final budget ending

balance was within \$9,000 of projection. This shows accurate budgeting and good financial management. Auditors will be here next week. Hopefully report will get out within the next month.

b. September Monthly Report

September Monthly Report submitted to the Board.

TS: The last page of report shows our grant balance of approx. \$70,000. Does this have to be spent by June of 08? JR: Yes, final report needs to be submitted to get the final allotment and it needs to be spent and must be spent according to the original grant budget. There is some spending flexibility within line items as long as the original intent is met.

2. WAVE Report

Written report submitted by Peggy McAllister.

Fundraising Activities: PN: Results are still being tallied, but it is estimated that the Golf Tournament raised somewhere between \$17,500 and \$20,000 for the school. Greg Zumstein: Collecting ink cartridges for recycling. Keeps cartridges out of landfills while raising money for the school. Cartridges can be sent from individual businesses. Peggy McAllister: My School Matters Campaign and Box Tops for Education. If each student brings in ten Box Tops, the class gets a Popsicle party.

3. Principal's Report

Written report submitted by Christine Smith.

PN: Will we have a librarian? CS: Ms. Burwinkel came up with a library schedule that's just two days. If we could get a parent who would be willing to serve as a volunteer librarian, that would work. We will be getting an automated check-out system. We will also need help re-stocking the shelves.

CM: the funding for the class size reduction? Do we know at this point if we will qualify for the full amount this year? CS: It looks like at this point, K and 2nd will be fine. We don't qualify for the small school anymore because that's two at each grade level. 3rd grade we're at 44. 1st grade is at 41. If we lose a student, we'll be okay. If not, we won't make it. Must be below 20.45 to qualify. At this point we are not adding any new students even if we lose one. PN: How does our class size in 4 and 5 compare with the district average? LK: The district is around 25 - 30. Can't go over 30.

4. Facilities Grant Update

We received a letter 15 day notice from the District requesting information about modernization money. If modernization money has been received for the buildings, they no longer qualify for rehabilitation funds. The district had received

modernization money on these buildings in 2001. Funds were received for four of the six buildings in question. There is a loophole that allows that if there is still eligibility for modernization funds (two buildings still eligible), we can claim eligibility for the facilities grant. If the OPSC agrees with this reasoning, the amount that we requested would be offset by what the district already received. At this point, a letter has been sent back to OPSC and we are still moving along with the grant.

IV. ITEMS SCHEDULED FOR ACTION:

A. Approve amended minutes for June.

PN: Motion to move item A to the November Board Meeting. Second: PC. Substitute prior roll call. Approved.

Motion:	Action:
Second:	Vote:

B. Approve September minutes as presented.

Motion: TS	Action: Approved
Second: PN	Vote: 6 Yes; 0 No; 0 Abstain

C. Accept WAVE Donation of \$18,558.54

Motion: PN	Action: Approved
Second: TS	Vote: Sub Prior Role Call

V. ITEMS SCHEDULED FOR CONSENT:

CM: Motion to move all three items from Consent to Action. Second; LB. 6 yes; 0 no; 0 abstain. Approved

A. Consent to Self Insure – Schools Insurance Authority

PN: Motion to table until next meeting to allow for review by legal counsel. Second: PC. Sub Prior Role Call. Approved.

Motion:	Action:
Second:	Vote:

B. Approve the resolution as amended authorizing Westlake Charter School to offer supplemental hourly instruction for qualified students.

Motion: TS	Action: Approved
Second: PN	Vote: Sub Prior Role Call

C. Approve a petty cash fund in the amount of \$500 for Admin/Front Office use.

Motion: PN
Second: LB

Action: Approve
Vote: Sub Prior Role Call

VI. ITEMS SCHEDULED FOR INFORMATION/DISCUSSION/UPDATE

- A. Spanish Program—Need to determine where we would like students to be when they leave Westlake and what resources need to be allocated to get them there. Curriculum Committee will research other resources and programs and bring back to the Board for further discussion. Ting Sun willing to serve as a resource to the Curriculum Committee.
- B. Expansion to Middle School Program—Much to talk and think about. Biggest concern is losing sight of our current charter in an effort to grow another one. Need to think this through very carefully. First step is to determine if this is something we should do. If yes, next step is to determine how. Three basic options: expand current charter; new charter; status quo. Should look at the pros and cons of each and bring back to the Board for further review. Between expanding the current charter and adding a new charter, expanding the current charter one grade level per year would be the more feasible option. Could start looking at what expanding current program might look like from a finance and resource perspective.

Paul Hobie: Should definitely investigate expansion. Definitely don't want to harm the kids who are already here.

Jennifer Driscoll: Primary concern is to make sure the timing wouldn't cause children to drop off. It was discussed to investigate finance and resources. Would also like to see the third and fourth grade parents surveyed regarding their future plans and thoughts about expansion.

Peggy McAllister: Remembering back to founding days, just know that there are a ton of parents who would do all the research for you. They are very motivated around this issue. Just give them what information you are looking for, they will help you get it.

CM: We relied a lot on the International School of Monterey for information during the creation of our Charter. Would be helpful to have other schools that could be models for us.

TS: We have to have a purpose for having a K8 Charter. Must have a solid reason. Can't expand just for the sake of expansion. Need to look for that purpose. Something really great is happening and we want to expand that, but we need a strong educational purpose for expansion.

PN: We do have core values that could drive our discussion and investigation.

PC: From here, where?

PN: We should have a couple of months in between to allow for current items of importance to be discussed. Don't want to dilute that focus. Maybe revisit in January.

TS: Perhaps a Board Retreat or Workshop in January/February.

- C. Extended Day Program—Looking into Westlake obtaining its own extended day program. Spoke with Lisa Corr about whether or not this would be a possibility. It would be a possibility. We would not have to extend our license.

CM: Monterey has set up a financially successful extended day program. Check with Monterey on how they do it.

CS: Do we want to look into setting up our own program? We still do not have an MOU with 4th R this year. Financially, we could at least break even and possibly even make money. Could also be a possibility for expansion in to music, etc. Not comfortable with the City of Sacramento's commitment to keeping the program running the way it's currently run it. We do not, even at this point, have control over the program.

PN: We are going to be adding a lot of students, how would adding our own program look in relation to that? Seems that space will be an issue. Some flexibility in regards to space with before-and-after-school program. Need to determine all the costs. Would like to see a budget.

PC: What is the timeline on this?

CM: All for looking into us doing our own program as well as looking into other established programs such as CDC in Davis.

TS: We had a committee that looked into this when Westlake was started. Where is that committee now? Would like to get the information that the committee produced.

PN: Bring up at next board meeting.

VII. FUTURE AGENDA ITEMS

June minutes
Consent to self insure
Extended day program

VIII. ADJORNMENT

The meeting was adjourned at 10:26 p.m.