

**BOARD MEETING MINUTES
BOARD OF DIRECTORS
WESTLAKE CHARTER SCHOOL
Board Meeting Room W3
November 3, 2008**

**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 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

MEETING CALLED TO ORDER AT 6:29PM

B. ROLL CALL AND ESTABLISHMENT OF QUORUM:

		present	absent
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	_____
9.	Michelle Ellis	X	_____

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

II. CLOSED SESSION BEGAN AT 6:31 PM

- A. For action – Approve admin in-charge stipend, approve interim principal, approve interim principal compensation**
- B. For discussion – Update on pending litigation, update on employee discipline, stipend agreements**

III. PUBLIC SESSION

A) RECONVENE TO OPEN SESSION: The meeting was reconvened to open session at 7:12 PM.

B) PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION, IF ANY
Paris Coleman reports approval of administrator in-charge stipend and approval of interim principal hiring and compensation for said interim principal.
No further action taken

C) BOARD COMMENTS
Paris Coleman notes item 4A tabled and item 4D on agenda in error.
Paris Coleman introduces Stephen Liles to public and invites Stephen to share information about himself and his work history. After Paris motions for the approval of the hiring of Stephen Liles as the interim principal. Phil Nanni seconds the motion and it is approved.

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.

E) REPORTS

1. Financial Report – Ana Barillas-Mendez

Attached financial report – no questions asked of Ana about report

A meeting was requested to review current budget with interim principal

2. WAVE Report – Aimee Wells

During this past month we have been hard at work supporting Red Ribbon Week. We arranged for a free assembly with the Sac PD who came out and spend a better part of the morning talking to the kids about living drug and alcohol free. They came out twice during the week once with a K9 unit and once with the full SWAT gear and armored car. We also hosted a Death By Chocolate Thank You Thursday for the staff the day before Halloween. It was a delicious treat! At our last WAVE board meeting we discussed parent volunteer opportunities and different ways we can drum up parent support. With 5 board members doing the bulk of the work we are faced with having to let go of some of our smaller events like Thank You Thursday, Family Nights Out, etc. so that we can focus our efforts on the larger fundraising events if we don't get more parents involved. The

parent volunteer hours are being recorded and letters will go out during the month of November. We were looking at purchasing a sound system for the school but a parent of one of our student has a DJ business and offered his equipment anytime we need it so that saves us some money. Our WAMU money market fund is proving to be a good idea – we earned 85.95 during the month of September. Our next event is the family night out in December at Barnes & Nobel. Some other items we are working on are the Kylee Lillich giving tree, MSM Westlake goes to the Olympics and our sock hop in January.

2. Curriculum Report – Kate Burwinkel

Included in principal's report

3. Principal's Report – Kate Burwinkel

- Progress Reports went home on October 24th.
- The end of 1st Trimester is November 21st.
- We have continued to show success with our 5th grade Clubs, Math Tutoring, and Peer Mentor Group during the past few weeks.
- Westlake held a professional development day on October 17th focused on differentiation. This training was provided by Innovative Learning Solutions and deemed to be extremely successful. The training was engaging and offered a plethora of strategies for differentiation in the classroom and in particular during Guided Reading. Future training from Innovative Learning Solutions may be helpful to focus and enhance classroom strategies.
- On Friday, October 24th a bid was made and accepted for water in the new portables. We should anticipate construction on this project within the next few weeks. We also had a bid made for the parking lot expansion, which is still scheduled for Thanksgiving Break.
- Westlake held a mock election on campus today and will reveal the results during school tomorrow along with a poster contest on the same topic.
- The Westlake Student Council is beginning their election process and will hold their own elections on November 18th.
- We are also watching a play being performed by Natomas Middle School's drama class during the last week before Thanksgiving Break.
- NWEA testing began today and will continue until November 21st.

With Aimee and myself being new to the office, much of our time has been spent on familiarizing ourselves and organizing some of the procedures, files, and expectations at the school. We streamlined processes for field trips, getting substitute teachers, and identifying work order needs. In reorganizing the office, we have also come across some items that needed to be addressed. One of these items being instructional supplies: the business office informed us that the school has exceeded our Office Depot PO limit for the year. Office Depot is where we purchase most of our everyday instructional supplies such as paper, pencils, crayons, etc. As far as we know, the school has not been tracking and budgeting this PO for the year, which is obviously a problem. We are in the process of researching this more, but have already found that the beginning of the year supplies (for each student) came from this fund. In the past, these items have either been supplied by parents or have come from a separate fund, which may account for some of the exceeded budget amount. However, these beginning of the year supplies do not account for the whole PO amount. Aimee has taken on the job of analyzing our previous Office Depot spending to determine approximately how much each classroom has spent. We are going to start tracking and setting limits for future spending.

We also found that there were not on-site personnel files for any new teachers

from this year or last year. We have started these files and have contacted the business office to obtain copies of the needed documents to complete the files.

Lastly, the new portable classrooms are missing PA systems to listen to announcements. I spoke with Chuck Roberts from district facilities, he said that it was not planned and is still within code because we have telephones in each of those classrooms. I expressed concern with this because we would have to call each individual classroom in a lockdown emergency because this drill is normally called over the announcements. Chuck said that this is something that he is looking into doing but it will be costly and difficult because the wires need to be run from the Middle School. I am creating a list of these types of items for the new interim administrator to ensure that we keep on them.

IV. ITEMS SCHEDULED FOR ACTION:

A) Approve Policy – Classroom Volunteers

Motion:	Action:
Second:	Vote:

B) IPC Account - Update

Motion:	Action:
Second:	Vote:

C.) Stipend Agreement

Motion:	Action:
Second:	Vote:

V. INFORMATION/DISCUSSION ITEMS

A. Teacher Salaries

The board has previously agreed to review teacher salaries annually but a review wasn't done in 07-08. Paris Coleman would like a committee to review salaries and report back to the board. Teri Burns clarifies that the expectation is that the committee will report back on comparison of salaries to other schools. Paris Coleman wants Westlake to remain in line, and states that a review doesn't mean we will alter salaries. The last review was done in 06-07 and it was done by a committee of 2. Ting Sun recommends that financial committee member participate. Paris Coleman advises that it takes about 2 months for full review. Ting Sun recommends full compensation package review. Lisa Corr recommends interim principal participate. It is decided that 1 board member and the interim principal will complete the review and report back to the board.

B. Proposed strategic planning meeting/board retreat, Saturday, November 15

Paris Coleman: wants date on the board and if we don't do it on the 15th it will difficult to do before new year. At the same time the board wants to make sure new board members are able to fully participate and that staff is included.

Phil Nanni: with strategic plan review really important that teachers have the opportunity to participate. Could we do it at a staff meeting?

Teri Burns: could teachers review strategic plan prior to board retreat?

Christina Thorall & Peter Skipper: do not want to use Friday's curriculum development it's too important to give up

Ting Sun & Stephanie Cruz: not available on the 15th

Phil Nanni: choose a date in January to include staff and board for strategic planning meeting. A second meeting might be needed for SWAT analysis.

Board agrees to two separate meetings

12/13 SWAT analysis 9-4pm Location TBD

C. Town Hall Meeting, Thursday, November 13th

D. 4th R

Paris Coleman: over the summer the board received multiple concerns about 4th R program. Because of the complaints Phil Nanni met with 4th R management to address the concerns. After that a meeting with 4th R management and parents was held and 4th R assured parents that their issues would be addressed and things would get better. Last month a WCS parent spoke up and said that things were better in her opinion. Ms. Jen was moved last week without discussion with Westlake administration. A board member was notified the day before the staff change. Parents found out and were not happy about change. Paris recommends that based on prior and current information a committee should be formed to explore starting our own after school program. We cannot commit to taking this on as the school does not have the necessary funds right now but we can investigate.

Phil Nanni: agrees if there are enough parents interested we should look into it. Wants clarification on administration needs, legalities, costs etc. need to weigh that information against negative ramifications of running our own program. It would need to be successful financially for the school. Survey the parents to determine their needs

Paris Coleman: parent team would put together proposal. An outside source would have to be brought on to implement this program. A draft proposal would be needed by January to put the program in place by summer.

Teri Burns: school site resources should not be spent on this. Person conducting study should meet with board to determine questions that need to be answered.

Public comments:

Lisa Casalegno: Vision for the school was initially for us to have input as to how the children are taught and this should expand to include after school care. If a better program was in place more people might want to participate. Ms. Jen was an important part of our school and it's a shame that she's gone

Rubylyn Blakely: appreciate the board looking at the needs of our children. 4th R has neglected the needs of our children so the support of the board is very appreciated. Will spear head the committee to research other options. Needs a lot of parent support to put this proposal together. How would the board like to receive communication? Need to carefully explore legal aspects of such a program. Initially see a great fundraising opportunity.

Jackie Dosick: A lot of 4th R families interested in establishing our own program. New to 4th R but realized quickly how committed staff is to our children. City of Sac hasn't handled the issue very well and afraid that parents will bail. Wants to see us move quickly. Extending the school coverage for insurance is not as prohibitive as we think – should be looked into. 4th R wants to get our program in line with their program not focused on our unique needs. Paying lip service – rearranging of staff is a perfect example. They appear to be out of touch with our uniqueness. How do we logistically get in touch with parents?

Don Wilbur: Member of a large group of parents. Not happy

Sally Alden: concerned about waiting until summer, if the parents really want it we can do it in less than 6 months. Founding parents put together binder regarding

after school care is that still available?

Tami Molyneaux – thank you for taking this seriously. Would like to move faster than the end of the year.

Jolene Scates: supports starting and will volunteer to work with the committee

Emily Chan: support parents. Doesn't want to see school resources spent on this as it doesn't support the school as a whole. Wants to see support for the parents.

Cynthia Ortiz: If it's a money making venture it would be worthwhile for the school.

VI. FUTURE AGENDA ITEMS

Lisa Corr would like to have a special board meeting to approve some policies so they can be published and distributed as a packet. Aimee to poll and determine an acceptable date.

VII. ADJORNMENT

The meeting was adjourned at 8:28 PM.

Next meeting, December 2, 2008 at 6:30 PM