

**BOARD OF DIRECTORS  
WESTLAKE CHARTER SCHOOL  
Board Meeting Minutes (\*\*see last page)  
November 5 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 AT 6:30 PM**

**B. ROLL CALL AND ESTABLISHMENT OF QUORUM:**

		<b>present</b>	<b>absent</b>
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

Cliff Blakely introduces new member Carrie Lopes. Carrie Lopes is taking the place of Yvonne Wright.

- 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. Report/Q&A with Student Council  
Student council members introduce themselves and asks questions of the board members regarding board roles and responsibilities.
2. Principal's Report – Bob Capp  
The month of October was a very busy month. Since our last meeting we completed the Goal Setting Process with the teaching staff and have formally observed 18 of our 20 teachers for their first of two formal observations of the year. The last two observations will be completed by next Tuesday. As way of a reminder, the timeline that we have established is; the Goal setting conference to be completed by the end of September, the first observation to be completed by the beginning of Thanksgiving break and the second observation to be completed by April 1<sup>st</sup> then the Summary evaluation to be given to the teacher by May 16 and the process completed by June 16, 2010. As you have in front of you this evening, the leadership team and Lisa Corr have worked diligently in revamping the charter for our school. We'll discuss the charter later this evening during the action items portion of our meeting. On October 14<sup>th</sup> during our articulation time, we were all able to get certified for Adult and Child CPR as well as received training in the Heimlich technique. We were also trained to use an Automated External Defibrillator (AED). This training allows us to comply with the state regulation for health care preparedness. Our certification is for two years. (October 2011) I'd like to take this opportunity to thank on behalf of the staff and faculty of WCS Peggy McAlister and her committee for an outstanding afternoon last Friday that was highly financially successful as well. We are truly blessed as a school to have such a core/corps of wonderful volunteers. Our Math and Reading Intervention classes are in a brief hiatus and will resume in a couple of weeks. Since we have just completed our NWEA assessments, we will use that actionable data to determine eligibility and direction for our students. I'm looking forward to watching the student's progress throughout the year. You'll hear more about that in a few moments from Kate. As many of you have noticed, we have started our Walking Wednesdays to great success. Thanks to Mellissa Meng of the North Natomas Transportation Management Association for organizing our Wednesdays, being a part one of our assemblies and walking with our kids. A shout-out also goes to our volunteer

parent walkers on Wednesdays – what a group! Have you noticed at the 2:45pm and 3:30pm pick-up the presence of two volunteers nearly every day? Paul Guesnon and Jeff Johnson have devoted themselves to the safety and assistance of our students and their parents daily in our parking lot. They perform this task with one goal in mind; the safety of our students is paramount at the pick-up times. They help direct traffic, assist students into cars, find students and encourage parents to “pull all the way forward.” When you see these two gentlemen, please remember to thank them for their tireless efforts on behalf of our kids and you. The next time you drive through our parking lot, please think of Scott Dosick and Howard Chan for making our second driveway dream a reality. The effect is noticeable at both drop-off and pick-up. Please remember to thank both of the guys for their leadership and follow-through on that project. Lastly, I’ve the opportunity to meet with several Natomas Unified School District Board of Trustee members and give them a tour of our campus as well as field any questions that they may have and chat briefly about our Charter renewal. It has been a beneficial time for me and I believe for them as well. I still have a couple of visits left with them and I’m looking forward to that time spent with them.

3. Curriculum – Kate Burwinkel

October 20<sup>th</sup>, WCS hosted an Odyssey of the Mind information night. This after school enrichment program promotes creativity, “out of the box” thinking and teamwork. We have several WCS students and families who are interested in participating.

Articulation Wednesdays:

- a. October 14<sup>th</sup>- CPR Certification
- b. October 21<sup>st</sup>- Professional development: Reading and Fluency. The staff created school-wide norms for conducting reading assessments to ensure consistency and accuracy across grade levels.
- c. October 28<sup>th</sup>- Overview of report cards, assessments, and accessing NWEA data online.
- d. November 4<sup>th</sup>- Teachers collaborated to evaluate trimester writing assessments.

October 30<sup>th</sup>, Kate attended a training offered by NUSD on the district-wide data system: MMARS- Multiple Measures Online Assessment Reporting System. Using this system, we can track CST and CELDT data. (see attachment)

Fall NWEA testing ended November 2<sup>nd</sup>. (see preliminary data- attachment)

This morning we hosted our second Character Trait of the Month Assembly.

Third grade hosted and introduced November’s Character Trait:

**Responsibility.**

The “Choose Character over Bullying” assembly is scheduled for December 16th. Parents are invited to attend.

- e. 9:00 a.m. - 3<sup>rd</sup>-5<sup>th</sup> grades
- f. 9:55 a.m. - K-2<sup>nd</sup> grades

End of the Trimester Assessments are finishing up this week. Teachers are individually testing students reading and fluency, writing, math, sight word recognition, and phonemic awareness in the lower grades. They are also conducting summative assessments for report card grades.

During our Articulation Wednesday Meeting on December 2<sup>nd</sup>, we will focus efforts on **vertical articulation** (cross grade-level planning). During this time, 1<sup>st</sup> and 2<sup>nd</sup> grade will meet together, 3<sup>rd</sup> and 4<sup>th</sup> will meet together, Kate will meet with kindergarten, and our 5<sup>th</sup> grade team will meet with 6<sup>th</sup> grade teachers at Natomas Charter. The following Wednesday grade levels will meet with the alternate teachers (k/1, 2/3, 4/5). We will focus our discussions on student readiness, areas of strength and weakness, and

suggestions for future growth. We will bring our discussions back to the whole group and identify some actions.

4. WAVE – Paul Hobie

**WAVE Contributions to WCS** – During our last meeting WAVE unanimously voted to contribute \$4000 towards the WCS wish list.

**Olympic Triathlon** – A big thanks to Peggy McAllister and all of the volunteers that helped to make this year's event a huge success - nearly \$28,000 raised!

**Auction Night** – The format for this year's event has changed, Lisa Corr and her team are planning a Prom to take place on Valentine's Day. The first planning meeting took place Monday evening.

**Parent Hours** – First trimester parent hours were due last Friday. Krista Baca and the team of parent hour recorders have begun their work and we hope to have a report in the next two weeks.

**Upcoming Events:**

Barnes and Noble book fair and gift wrapping the 2<sup>nd</sup> weekend of December  
It's a Grind – Family Night Out event scheduled to take place in January

5. BASE – Debbie Wilson

Average attendance : 36 M,T,Th,F (Wednesdays: 60)

Hours of service provided: ~1700 hours (October), ~1600(September)

Gross Receipts: \$8896.80 (money rec'd in Oct.)

a. For September services - \$3019

b. Prepaid for October – 5621.80

c. Other (registration, band, etc) \$256

Billed and outstanding for October : \$3163.04

Total received for October (during Sept/October) - \$6570.80

Total October (C+D) = \$9733.84

Staffing – 1.36 FTE (app. \$2500/mo)

Approximate monthly operating expenses (labor,snacks, other)

\$7500

Break Week (10/5 – 10/9)

Average per day: 25 students

Enrichments

Mad Science – 2 classes (K-2, 3-5), new session began 11/2

KidzArt – 1 class, new session began 10/26

Band – we were down to 2 students, so the decision was made to disband for the time being

Ed2Net – wrapping up 1<sup>st</sup> session, soliciting interest in further sessions

Other after school “clubs” – very minimal parent response

6. Facilities – Scott Dosick

Scott updated the board on facilities projects and open issues being worked on with the district office.

7. Finance– Ana Barallis-Mendez  
 Ana presented the Monthly Spending with actuals through September 30, 2009. Report showed the September 2009 activity compared to the Adopted Budget 2009-10 - Revised. The Adopted Budget shown in the Monthly Spending report does not reflect the most current budget rates released by School Services of California in September. The adopted budget for fiscal year 2009-10 is being revised and the Adjustments will show in the October Spending report; which will be presented in the December board meeting as part of the First Interim Budget. The most important item shown in the First Interim Budget is the reduction in State revenue. The estimated amount to be reduced from the current adopted budget is \$82,685. These reductions are not included in this September Spending report. (Actual report on file)

**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 October board meeting**
- B. Accept monetary donations**

Motion:	Action: Approved
Second:	Vote: Unanimous

**ACTION ITEMS – REGULAR AGENDA**

- A. Accept and approve Charter Renewal Proposal**

Motion:	Action: Approved
Second:	Vote: Unanimous

- IV. Discussion Items:**  
**Form 990 policies – Bob Capp**  
**Mr. Capp updated the board on the need for additional policies recommended by legal council. Additional policies are not required but could be developed at a later point in time if the board so chooses.**

- V. FUTURE AGENDA ITEMS**  
**Form 990 policies – update**

- VI. ADJORNMENT**

**These minutes are to the best of my recollection. The laptop containing the actual notes from the meeting was stolen from the school site on 11/10/09**  
**-Aimee Wells, Operations Manager**