

**SPECIAL BOARD MEETING MINUTES
 BOARD OF DIRECTORS
 WESTLAKE CHARTER SCHOOL
 Board Meeting Room W3
 November 18, 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 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

2. 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_	_____

II. PUBLIC SESSION

A. 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.

III. ITEMS SCHEDULED FOR ACTION:

A. Approve October Meeting Minutes

Motion: Teri Burns	Action: Passed
Second: Peter Skipper	Vote: Unanimous

B. Approve Policy – Classroom Visitors and Volunteers

Lisa Corr – This policy was in existence but not really enforced. Written approval is meant to differentiate the drop in visitor from the routine classroom volunteer. We found that we needed more clarification on volunteering, most schools have far more rigid rules regarding volunteering. Biggest change was the number of times a week you can visit and the length of time you can stay.

Board requested changes to the language as follows:

Paragraph #1 Classroom visits during school hours must first be arranged in writing with the teacher at least 24 hours in advance. If a conference is desired, an appointment should be set with the teacher during non-instructional time, at least three days in advance. Except for unusual circumstances, approved in writing by the Principal or designee, classroom visits should not exceed approximately 45 minutes in length and may not occur more than once per week.

Paragraph #2 When there are a large number of requests, Westlake Charter School shall schedule a minimum of two (2) observation days per school year for parents and students who are considering application for enrollment. Interested parent and student observers shall be asked to conduct their observations on one of the scheduled days

Paragraph #3 All visitors and volunteers shall register with the front office immediately upon entering any school building or grounds when during regular school hours. When registering, the visitor may be required to provide his/her name, address, occupation, age (if under 21), his/her purpose for entering school grounds, and photo identification. For purposes of school safety and security, the Principal or designee may design a visible means of identification for visitors while on school premises.

Paragraph # 10 deleted and all remaining items renumbered correctly.

Paris Coleman requests that all of the policies covered tonight be reviewed at the next WCS staff meeting.

Motion: Teri Burns motion as amended	Action: Approved
Second: Stephanie Cruz	Vote: Unanimous

C. Approve Policy – Cell Phones

Motion: Teri Burns	Action: Approved
Second: Phil Nanni	Vote: Unanimous

D. Approve Policy – Dispute Resolution

Board requested changes to the wording as follows:

Paragraph # 3 - If no resolution can be agreed upon between the Principal and the Complainant, the Principal shall submit the complaint to the Board President, who shall submit it to a Dispute Resolution Committee appointed by the Board President, a sub-set of the Board of less than a quorum of existing members appointed by the Board President.

Paragraph #6 - The Board of Directors will make the final determination regarding the dispute and shall notify the Complainant of the Board’s determination within ten school days of the determination in writing.

Motion: Teri Burns motioned as amended	Action: Approved
Second: Paris Coleman	Vote: Unanimous

E. Approve Letter – Notification of UCP

Teri Burns: Letter does not need approval. Tabled

Motion:	Action:
Second:	Vote:

IV. INFORMATION/DISCUSSION ITEMS

A. Town Hall Meeting, Thursday, November 13th

Paris Coleman: thanks to all who attended and who helped to pull it together. Parent breakout groups feedback given to all board members. All in all it was a very successful meeting.

V. FUTURE AGENDA ITEMS

VII. ADJORNMENT

The meeting was adjourned at 7:31 pm

Next meeting, December 2nd, 6:30 PM