

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

**December 4, 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 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 -- 7:07 p.m.

B. ROLL CALL AND ESTABLISHMENT OF QUORUM:

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

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

**II. CLOSED SESSION – 7:10 p.m.**

**A) OFFICE MANAGER ENHANCEMENT**

**III. PUBLIC SESSION**

**A) RECONVENE TO OPEN SESSION:**

**The meeting was reconvened to open session at 7:24.**

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

The Board approved a position enhancement for Sherri Innega. Her new title is Operations Manger of Westlake Charter School.

**C) BOARD COMMENTS**

Phil Nanni stated that he attended a meeting the previous night with Ray Tretheway and the Department of Planning and Traffic regarding issues surrounding the Doug Osi property. That and other planned projects are expected to significantly enhance retail, which will impact traffic around the school. Phil stressed the importance of remaining cognizant of changes that are occurring around the school.

Community Member LB announced that he has been working on the school garden. Garden boxes have been built. They are in the process of being set up and filled with dirt. A drip system is also being set up. The plan is to let students help plant the garden. There is still no water to the garden, but Christine Smith has been working with the district to get that situation resolved.

**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.

Sally Alden stated that she has been very involved in the Westlake Homeowners Association regarding the ongoing developments affecting the community. She updated the board on some of the plans for the community. A major concern is the lack of unprotected crosswalks has let to an unsafe situation for people trying to cross. Sally has volunteered to serve on the citizens' advisory panel and review future plans. She offered to keep the board informed.

Monica Anderson addressed the board to express concern regarding what she perceives to be a serious problem with the school, which she fears could lead to families leaving Westlake. Ms. Anderson urged the board to follow up on these issues with other parents and teachers and to look for more long-term strategies.

The Board encouraged Monica to meet with Christine Smith and articulate concerns in a letter.

Lisa Casaleno expressed concern that the school does seem to have lost some of the energy of the founding movement and she would also like to see the Board take a more active role in long-term strategy.

Sally Alden addressed the board and expressed concern that WCS seems to have lost some of the camaraderie of people hanging out waiting for the kids and some of the synergy that came from parents hanging out together. She would like to see the school get some of that back somehow.

Amy Wells addressed the board to state that her child transferred from another school and has only been at Westlake for a couple of months. From her family's perspective, Westlake is a very big improvement from what she saw at the other school.

Paul Hobie suggested to the board that these issues might best be raised in a Town Hall Meeting.

**E) REPORTS**

1. WAVE Report: Peggy McAllister presented a report from the WAVE Committee on events that have occurred since the last regular board meeting.
2. Principal Report: Christine Smith presented a report on events that have occurred since the last regular board meeting.
3. Facilities Grant Update: Christine Smith presented a report on the facilities grant activities that have occurred since the last regular board meeting.
4. Financial Update: Jodi Retzloff presented the first interim budget update.

**IV. ITEMS SCHEDULED FOR ACTION:**

**A) Approve minutes from the November 2007 Board Meeting as amended.**

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

**B) Approve First Interim Budget Update (moved from consent)**

Motion: PN	Action: Approve
Second: CM	Vote: 6 Yes; 0 No; 0 Abstain

**C) Approve policies (moved from consent)**

**PN: Item C tabled until next regular meeting.**

**D) Approve 2008-09 application for enrollment as amended (moved from consent).**

Motion: PN  
Second: CT

Action: Approve  
Vote: Sub Prior Role Call

**E) Approve \$5,100 for the purchase of a drinking fountain for the playground.  
(moved from consent)**

Motion: PN  
Second: CT

Action: Approve  
Vote: Sub Prior Role Call

**F) Approve \$15,000 for the purchase of library books from Follett Library Resources and a site license for the Destiny Circulation Library Management System (moved from consent).**

Motion: TS  
Second: GH

Action: Approve  
Vote: Sub Prior Role Call

**G) Approve \$5,600 of WAVE donated funds to give teachers and additional \$400 each to purchase supplies for use in their classrooms to support curriculum and related projects (moved from consent).**

Motion: TS  
Second: PN

Action:  
Vote: Sub Prior Role Call

**VI. ITEMS SCHEDULED FOR INFORMATION/DISCUSSION/UPDATE**

**A. Spanish Program**

Christine Smith provided information regarding the Stanford FLOSEM (Foreign language Oral Skills Evaluation Matrix) program. She anticipates purchasing the program for Ms. Fernandez. Ms. Fernandez put together a binder for the board with information about the Spanish program for the Board. Ms. Thorall read a letter from Ms. Fernandez regarding the Spanish program. The letter stated that there is a lot of information for the primary grades; however it is difficult to find resources for 3<sup>rd</sup> – 5<sup>th</sup> grades...they are either too easy or too difficult. Ms. Fernandez will most likely need to create her own resources for Westlake classrooms.

Phil Nanni: We've talked a lot about the backward mapping process and where we want our students to be. In order to ensure that we are on track, I would like to have an expanded look at how my child is doing in that area. I wonder how she's doing against the program goals. I would like to know how I can interact with her better from the home front.

Ting Sun: The board came to a general agreement as to where the board would like the students to be by the end of fifth grade. How does Ms. Fernandez feel about that?

Christine Smith: She feels it's ambitious, but is working toward that.

Ting Sun: Would like to know how we could help her. We have several dual immersion schools in Sacramento that could help with developing resources and assessments.

Phil Nanni: My next thought on this topic is that if she's applying more resources toward this, is our time allocation correct? I realize it's a sensitive issue, but we need to know how it can balance out. Will that ambitious goal cause problems with other curriculum and school activities?

Christina Thorall: Of the specialty programs, I think Spanish is one of the most valuable. Getting back to five days a week would be valuable for our students.

Christine Smith: Right now, Spanish is three days a week. We are working to get back to five.

Lisa Casaleno: Concerned about the Charter saying that we have Spanish five days per week. Are we hurting ourselves by not delivering what we promise in the Charter?

Lisa Corr: Doesn't think five days was specified in the Charter. Will check.

Lisa Casaleno: I understand there are a lot involved in these issues and appreciate the discussion, but I was really disappointed as a founding parent with a child starting Kindergarten that we were only doing Spanish three days per week.

Gretchen Hansen: concerned that phonics is not shown in the primary curriculum.

Christine Smith: Ms. Fernandez was concerned about possibly confusing the students by trying to teach phonics while they are trying to learn phonics in the English Language. Will follow up with her on this.

Jenn Short: Davis Unified School District has a K – 8 immersion school. It's been around for a long time and has been successful. It may be helpful.

## B. Extended Care Program

Christine Smith: Presented budget information on supplies and snacks for the extended day program. It does look like the program would be economically viable. Could be a money maker. Next decision is to move forward with a committee to investigate setting up the extended day program.

Phil Nanni: We discussed looking into costs for insurances. Would this be the duty of the committee?

Christine Smith: Yes, it would be nice if the committee could look into insurance costs and whether insurance could be tied with the school's insurance.

Jodi Retzloff: We're going to have to go out to bid anyway. We could just include this in our bid. Cost depends on a number of factors.

Phil Nanni: Would like to direct Christine Smith to form a committee so that we can have the information and potentially a plan in place to establish an extended day program for the next school year.

Carol Moore: Would love to see it ready for the summer providing, of course, that the parents can get the information together and everything falls in line.

Ting Sun: Would further suggest that the lead of the committee push through the work. Am cognizant of what is on your [Christine] plate.

Jenn Short: Speaking on behalf of Linda B., would like the CDC to be considered in the creation of our program. She will be happy to hear this is being discussed. She would like to serve on the committee. Speaking on behalf of myself, I would suggest sending letters to the parents who currently use the program.

Ting Sun: It may not be so much CDC as that particular site [Davis].

Veronica Velasquez: You can add my name [to the committee].

#### C. Parent Participation Policy

Phil Nanni: The draft policy is in place. It will be part of the process of approving our policies. Draft form will be available online.

#### D. Parking lot – Facilities update

Phil Nanni: Charlie Leo has been very helpful in helping look at our concerns regarding the current parking lot situation. In order to help us, he had an architect come and look at our current parking situation. We now have a beautiful draft of a revised parking lot. The revision would entail asphaltting the dirt area past the fence with the exception of a sidewalk for the kids. The re-design takes out the handicapped spaces against the school, reduces the number of spaces and moves to them to a different area of the parking lot. There is funding for safe routes to schools. We would like to take this plan to the NUSD board of trustees to see if they will allot some of these funds for these safety enhancements. This is a two-stage plan: If the city okays it, the second plan includes a separate exit. We are currently waiting on cost analysis for the plan.

Carol Moore: Would like to see “No Parking” signs on Del Paso Blvd. Likes the drop-off plan. Concerned about the pedestrian gate for child safety.

Michelle Ellis: I do think we need a gate there. Those of us who use the crosswalk currently have to cross the parking lot or squeeze into the fence. I would agree that it should be locked during school hours.

Lisa Corr: It would be great once this plan is implemented if we could create a volunteer position, maybe once a month, to open doors and help get the kids out the door.

F. Board Retreat – Middle School Option

January 19 and 26 are alternative dates for the Board Retreat. First 45 minutes will be set aside for review of the strategic plan. Input from the teachers and from Gretchen at that meeting would be invaluable.

Lisa Corr: The retreat is a public meeting. Parents will have the opportunity attend the meeting.

**VII. FUTURE AGENDA ITEMS**

Policy approval  
Results of NWEA  
Grant update  
Extended day program  
Spanish program  
Parking  
Discussion of board transition  
Community member nominations.

**VIII. ADJORNMENT**

The meeting was adjourned at 10:24 p.m.  
Next meeting 1/15/2008