

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

**January 14, 2008
Westlake Charter School
3700 Del Paso Road
Sacramento, CA 95834**

7:00 PM Board Meeting in Room W3

**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 - PN called the meeting to order at 7:02 PM.

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	_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 - none

III. PUBLIC SESSION

A) RECONVENE TO OPEN SESSION: N/A

**B) PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION, IF ANY:
N/A**

C) BOARD COMMENTS

CM announced she is expecting a baby due 08/08/08.

LB has put in 100 hours on the garden since Thanksgiving. In February, every student will have the chance to plant something in the garden.

GH shared that a new 6-8 Charter middle school with a science emphasis will be presenting as an information item to the NUSD Board this month. Beginning enrollment is projected at 375, mostly 6th graders, with the name and location TBA. PC asked if someone from that Charter school could attend the Westlake February Board meeting to share about their new program.

D) PUBLIC COMMENTS

Sally Alden shared that there is no money for the pedestrian cross walk any time soon. Unsure of where the exact location would be but hoping it will be toward Wyndview.

E) REPORTS

1. Principal Report

Written Report submitted by Christine Smith

2. WAVE Report

Peggy McAllister reported that a WAVE Leadership workshop is scheduled for Jan. 26 from 8:30 – noon. WAVE has formed a new Business and Finance Committee; they are ordering items such as sweatshirts and caps for a “Spirit” store; send in recipes for the International Cookbook which will be available for the International Festival; an Art Auction is being planned for Spring; the Jogathon fundraiser was a huge success; Fridays are still recycling days for Heifer International; WAVE is planning on participating in community events such as Creek Week. Next WAVE meeting is Jan. 22 at 6:30 PM.

3. Financial Report

Jodi Retzloff submitted a written report. She reported that next year will be very tight due to the \$14 billion projected budget deficit. The proposed 10.49% cut across the board is a worse case scenario. The cuts will not be noticeable in the current year, but payments normally paid in June may be held until September. Next year, we will likely see a 7% reduction, which translates into roughly \$135,000 in cuts. This would result in a possible deficit of \$40,000 for 08-09. We have cash reserves to cover this, however. The Transportation dept. in particular will see cost increases next year. GH shared that the district is expecting a 20% reduction from the Federal government for Special Ed.

Jodi recommends a conservative approach to staffing, bonuses, and expenditures in anticipation of the proposed cuts.

4. Facilities Grant Update
No news to report.

IV. ITEMS SCHEDULED FOR ACTION:

A) Approve minutes for December

No December minutes available

Motion to approve December minutes at the February Board meeting.

Motion: PC	Action: Approved
Second: CM	Vote: 7 yes; 0 no; 0 abstain

B) Enrollment Packet 2008-09 (available 2/29/2008)

Changes: Medical authorization, 4th R amendment, offer Spanish translation, and include Parent participation policy (Policy 07-38).

Motion to change the wording on the Behavior Agreement to include "as detailed in attached Westlake Parent Participation Policy agreement."

Motion: PN	Action: Approved
Second: CT	Vote: 7 yes; 0 no; 0 abstain

Motion to adopt the 2008-09 Enrollment Packed as amended with the addition of the Westlake Parent Participation Policy once it is approved.

Motion: PC	Action: Approved
Second: CM	Vote: 7 yes; 0 no; 0 abstain

C) Front Office Furniture \$2386.68

Motion to approve addition/modification of front office furniture to include 2 workstations.

Motion: PN	Action: Approved
Second: GH	Vote: Substitute prior roll call

Public comment: Seems expensive

D) CA Charter Schools Association Annual Fees \$2500.00

Motion to pay Charter Schools Association annual fee of \$2500

Motion: PC	Action: Approved
Second: PN	Vote: Substitute prior roll call

E) IPC Fees 1000 British pounds (\$1970 - \$1985 depending on conversion rate)

Discussion regarding the relevance and usage of IPC.

Motion to table this item until the February Board Meeting.

Motion: PN
Second: PC

Action: Approved
Vote: Substitute prior roll call

V. ITEMS SCHEDULED FOR CONSENT:

A) Policies – (37)

Acceptance of Gifts	Health and Safety Policies Combined
Accidents	Immunizations and Physical
Administration of Medication	Examinations
Assessments and Examinations	Independent Study
Capital Expenditures	Mandatory Reporter Training
Code of Ethics for Board Members	Meeting Agendas and Supporting
Communicable, Contagious, or	Information
Infectious Disease Prevention	Parent Participation Policy
Conditions for Classroom and	Public Solicitations on School
School Visitation and Removal	Grounds
Policy	Pupil Record Challenges
Conflicts Code	Regular and Special Board Meetings
Curriculum Assessment	Roles of the Board and the Principal
Curriculum Development and	Safe Facilities
Modification	School Calendar
Directory Information	Section 504 of the Rehabilitation Act
Drug Free Workplace	Smoke Free Environment
Emergency Preparedness Plan	Student Drop Off and Pick Up &
Guidelines	Parking
Exposure Control Plan for	Student Study Team
Bloodborne Pathogens	Suspension and Expulsion
Field Trips and Excursions	Tuberculin Examinations
Fingerprinting and Background	Uniform Policy
Checks	Vandalism, Theft, and Graffiti
First Aid, CPR, and Health	Weapons and Dangerous Instruments
Screening	

7 policies marked for discussion and action: 07-27, #07-03, #07-28, #07-35, #07-33, #07-31, #07-04. These become items F through L in Action Items.

Motion to approve above listed Policies with the exception of the 7 noted above.

Motion: PN
Second: PC

Action: Approve
Vote: 7 yes; 0 no; 0 abstain

Public comments: Sally Alden wanted gifts defined in the Acceptance of Gifts policy; suggested clarification to wording in Parent Participation policy, and noted a need for a policy of what is put in student file for the Pupil Record Challenges policy.

IV. ITEMS SCHEDULED FOR ACTION (continued from above):

F. Field Trip Policy #07-27

On third page, regarding parent/guardian procedure on field trips add, "Parents/guardians must

complete fingerprint and background checks before attending overnight fieldtrips or field trips without direct teacher supervision.”

Motion to approve Field Trip Policy #07-27 with above addition.

Motion: CM	Action: Approve
Second: LB	Vote: 7 yes; 0 no; 0 abstain

Discussion as to payment and when policy regarding fingerprinting/background check will be enforced.

G. Fingerprinting and Background Checks Policy #07-03

Change wording in third paragraph to read: “The Charter School shall also require a fingerprint and background check for school volunteers who will come into contact with students outside the supervision of a Westlake Charter School employee or who work with students in excess of ten (10) hours per week, or who will travel with students on a field trip either overnight or without direct teacher/staff supervision. The fingerprinting and background checks must be complete prior to volunteering at the Charter School.”

Motion to approve Policy #07-03 with above changes.

Motion: PC	Action: Approve
Second: PN	Vote: 7 yes; 0 no; 0 abstain

Discussion of payment; policy states the volunteer is responsible for the cost except for parent/guardian of a student who qualifies for free or reduced lunch. Christine will require those going on the 4th grade overnight field trip this April to be fingerprinted; policy will be enforced beginning next school year.

H. Regular and Special Board Meetings Policy #07-28

Want to be sure handouts are accessible in compliance with the Brown Act. Lisa Corr not present at meeting.

Motion to table approval of this policy until the February Meeting.

Motion: PC	Action: Approve
Second: PN	Vote: Substitute prior roll call

I. Role of the Board and Principal Policy #07-35

Edit #11 as follows: “Develop and post Board meeting agenda in conjunction with the Board Secretary. Provide safe storage of approved agendas, minutes and supporting documents/reports.”

Motion to approve Policy #07-35 with edit to #11 as detailed above.

Motion: GH	Action: Approve
Second: LB	Vote: 7 yes; 0 no; 0 abstain

J. Section 504 of the Rehabilitation Act Policy #07-33

Edit #8 of Definitions to remove the name of Principal as follows: “504 Coordinator – The Principal shall serve as Westlake Charter School’s Section 504 coordinator. Parents or guardians may request a Section 504 due process hearing from, or direct any questions or concerns to, the 504 Coordinator at Westlake Charter School. Edit #2 of Procedural Safeguards to remove name, address, and phone as follows: “Notifications shall also set forth the procedures for requesting an impartial hearing. Requests shall be made to the Principal of Westlake Charter School.

Notifications shall advise that reimbursement for attorney’s fees is available only as authorized by law.”

Motion to approve Policy #07-33 with above changes.

Motion: PN
Second: PC

Action: Approve
Vote: 7 yes; 0 no; 0 abstain

K. Suspension and Expulsion Policy #07-31

Christine Smith requests tabling this item as the Behavior Committee is still in the process of reviewing/revising.

Motion: Table the approval of Policy #07-31 until the February meeting.

Motion: LB
Second: CM

Action: Approve
Vote: Substitute prior roll call

L. Tuberculin Examinations Policy #07-04

Discussion regarding #7: Any child leaving the United States for a short vacation to any country considered by the Center of Disease Control and Prevention (CDC) to have increased risk of TB exposure (such as Mexico, the Philippines, India or Southeast Asia) MUST call the County Tuberculosis Clinic, for a TB Screening upon return. Possible addition to say, "Authority to Return – Any affected employee, volunteer or student must receive TB clearance by a physician prior to the return to school or work." Need more information; find out District policy.

Motion: Table the approval of Policy #07-04 until the February meeting.

Motion: PN
Second: CT

Action: Approve
Vote: Substitute prior roll call

VI. ITEMS SCHEDULED FOR INFORMATION/DISCUSSION/UPDATE

A. NWEA testing – Kate Burwinkel

Kate shared information – the data will be used to track and improve student performance. A parent information brochure will be sent home before the next round of testing.

B. Spanish Program

The International School of Monterey has 360 students, K-8, 3 full-time Spanish instructors and all students have 40 minutes of Spanish per day, plus PE, Art and Drama. Families are requested to contribute \$1500 per year. Discussed other programs such as Davis full immersion Spanish program. Yoovana Hernandez shared that each year Westlake has decreased the number of instructional minutes in Spanish. This year she sees classes three times per week. Concerns with space, and how does Spanish fit into the overall curriculum. Need a form of assessment and a defined expectation of level of proficiency. Need to discuss all the specialties.

C. Extended Care Program

Christine is setting up a committee meeting

D. Parent Participation Policy – discussed above

E. Board Retreat – Middle School Option

Jodi Retzloff estimated it will take 30 hours (@\$75/hour) for her to run numbers and figure options. Christine will see if she can just run some preliminary numbers. For the retreat, need to look at the current program first.

VII. FUTURE AGENDA ITEMS

Approval of December minutes
New Middle School Charter School information
IPC Annual Fee
Policy #28, #31, #04

VIII. ADJORNMENT

The meeting was adjourned at 10:10 PM.
Next meeting, Tuesday 2/5/2008

Respectfully Submitted,

Sherrin Inenaga, Operations Manager
Westlake Charter School