

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

**February 5, 2008
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 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 7:10 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.	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: The meeting was reconvened to open session at _____.

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

C) BOARD COMMENTS

TS – The Board needs to look at the budget for next year. The standing budget committee will be used: PN, CM, Christine Smith, and two representatives from WAVE.

LB – The next meeting will be his last. Students will start planting in the garden this week.

PN – New community member for a two year term will be appointed by the Board

D) PUBLIC COMMENTS

Sally Alden expressed objection to the way the Board handled the approval of Board policies at the January meeting. Public comments were taken only *after* the Board’s decision to approve the policies. Her suggestions/comments on the policies were not taken into consideration.

E) INFORMATION ON PROPOSED NEW CHARTER MIDDLE SCHOOL FOR NATOMAS UNIFIED

David Hunt shared information about the proposed Natomas School of Science, a new charter middle school which will be seeking approval by NUSD at the March board meeting. It is backed by the P20 Consortium which also operates NP3. They hope to open with 125 6th graders. Contact him at davidhunt54@yahoo.com for more information.

F) REPORTS

1. WAVE Report

Peggy McAllister reported that the WAVE leadership workshop last weekend was productive. They are still collecting recipes for the WCS Cookbook. They will be working on the financial aspect of their Bylaws and would like a Board representative to be part of the discussion. Fundraising Chair Jenn Short has resigned; a “Night in Natomas” auction event is being planned for June 7. The next community event is a Creek Clean-up on April 26. The newly elected Student Council will take the lead on community outreach projects in the future. Jude Hansen is the new Communications chair. Look for the Westlake Charter Newsletter coming Feb. 18. Next meeting is Tuesday, Feb. 19 at 6:30 PM.

2. Principal Report – written report submitted

3. Facilities Grant Update- included in Principal’s report

4. Financial Report - None

IV. ITEMS SCHEDULED FOR ACTION:

A) Approve minutes for December 4, 2007

Motion: LB	Action: Approve
Second: PN	Vote: 5 yes; 0 no; 2 abstain

B) Approve minutes for January 14, 2008

Motion: CM	Action: Approve
Second: LB	Vote: 6 yes; 0 no; 1 abstain

C) Approve minutes for Board Workshop, January 26, 2008 as amended

Two amendments under Board comments: PC - The current charter *expansion plan* goes to 2012;
LB - add *will continue to work in the school garden.*

Motion: TS	Action:
Second: PN	Vote: 6 yes; 0 no; 1 abstain

D) IPC Fees 1000 British pounds (\$1970 - \$2000 depending on conversion rate)

Discussion, including public comments, regarding IPC. Westlake cannot call itself an IPC school if the fee is not paid. Promotional materials may need to be re-worded. Jodi Retzloff shared that \$8000 remains from the Implementation Grant to be used for IPC (\$35,000 budgeted). That money must be used with the same intent – does not have to be specifically for IPC. Teachers DH and CT shared they have not used IPC much – that it has themes but it is not centered on global-mindedness. Christine will investigate why there hasn't been training or support and see if, should we choose to pay the membership fee next year, we will not have to pay the initial enrollment fees again.

Motion to suspend IPC membership for one year.

Motion: TS	Action:
Second: PN	Vote: 6 yes; 1 no; 0 abstain

E) Regular and Special Board Meetings Policy #07-28

PN – Regarding Board policies, they have been posted on the website for many weeks and parents were notified and invited to send in written comments or suggested revisions to Principal Smith.

Motion to approve Policy #07-28 as written.

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

A separate Dissemination of Information policy is needed.

F) Suspension and Expulsion Policy #07-31

Changes: 3a, 4a and 5a - change "teacher" to *principal*. Add 3b "*At principal and teacher's discretion, immediate suspension may be warranted depending on the severity of the offense.*"

Remove 4th referral (section 6) and replace consequence 5c with 6c.

Motion to approve Policy #07-31 with amendments.

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

G) Tuberculin Examinations Policy #07-04

#7 – Any student, employee or volunteer leaving the United States for a 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 present a clear TB test prior to returning to school.

CM – what if they have a positive test?

Motion to table approval of Policy #07-04 until the next regular Board meeting.

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

H) 08-09 Westlake Calendar (3 versions)

Motion to move the 08-09 Calendar item to a discussion item.

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

I) Acceptance of Gifts

Jeff and Rhonda Johnson – PG&E Campaign for the Community for 2008 - \$625.00

Rubylyn Blakely – Wells Fargo Community Support Campaign for 2008 - \$560.00

WAVE – 2nd Trimester Support - \$17,583.51

Motion to accept the generous monetary donations listed above.

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

J) Designation of Principal Evaluation Committee

Motion to designate Principal Evaluation Committee consisting of Ting, Phil, Paris and one representative from WAVE to conduct the annual evaluation of the Principal.

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

V. ITEMS SCHEDULED FOR CONSENT: None

VI. ITEMS SCHEDULED FOR INFORMATION/DISCUSSION/UPDATE

08-09 Westlake Calendar

Much discussion regarding the proposed every Monday minimum day and once a month staff development for 2008-09. The Board would like to see more information on instructional minutes and a comparison of what is offered currently and what there would be next year. The concern is that the students will miss too much instructional time.

CM – She spoke to the Davis and Woodland school districts, both of which have weekly staff development. In Yolo County, the weekly time is very beneficial to the staff and supported by the parents. Arrival and pick up runs smoothly. Full day collaboration days are very productive. They are finding that a late start on Wednesday mornings works well. Transportation is a consideration. Front loading the staff development time at the beginning of the year works well – it can taper off or may not be needed at the end of the year. Also, she suggested perhaps doing a 12 week trial program.

Christine reiterated that the staff needs collaboration time; the calendar needs to have that time built in. This would be more effective and save on the expense of substitutes and extra-hours pay

to the staff.

CT – pointed out that these school districts which have a set curriculum need the collaboration time; our curriculum must be created from scratch, so our staff *really* needs the time.

PC and PN – A curriculum coordinator would be very helpful in planning the collaboration time to make the most of it.

Public Comments

Tracy Roman – she opposes a two-week spring break as it makes it tough to get back into the routine. Also, the extra collaboration time translates into about \$300 a month increase in child care costs for her family. That is money that might be put toward the school.

Cynthia Ortiz – works in Yolo County and supports giving the staff time for collaboration.

Aimee Wells – if there is an after-school program like study hall on the minimum days that would eliminate the expense of extra day care.

Sally Alden – we should look at the other school’s calendars and see how they overlap

A. Spanish Program – Will be addressed under future staffing needs

B. Extended Care Program

The scheduled meeting did not take place. Christine would like to determine what Westlake would like to see in an extended day program and bring that to 4th R to see if they can/will accommodate. If they cannot/will not, then look at the option of setting up our own program.

PN – Christine has a lot on her plate now – is this a priority at this time? There is a whole financial piece to this.

PC – Can’t we hire someone to put a program together? He is doubtful the current program will be cooperative.

C. “Buying” Parent Hours

LB presented written proposal to allow parents to pay for at least a portion of their hours.

Discussion. It is possible to reach a saturation point on volunteer hours. This could be a funding mechanism. May need to amend the newly approved Parent Participation Policy. If it is allowed, what would the charge per hour be?

TS – supports partial purchasing of hours

CM – Parents who donate to My School Matters may just give money and no time.

PC – would support no more than 10 hours being “bought”. Is leaning toward high-end charge, ie \$50/hour. People giving time and being involved is what makes the school great.

TS – Need parent input

Peggy McAllister shared that WAVE would support buying not more than 10 hours.

Public Comments

Monica Anderson recommended a volunteer coordinator to find jobs for people who want to volunteer time at the school.

Michelle Ellis supports paying for a portion of hours. The staff workroom hasn’t worked out as well as she hoped.

PN –For the April meeting, would like a report from WAVE on parent participation statistics, such as the current number of hours parents have completed and percentage who are where they should be in terms of hours. WAVE will poll parents to find their thoughts on purchasing hours. Regarding the 2008-09 school year calendar, put them on the website for parent feedback.

Remaining items will be discussed at the next Board meeting.

D. Retention Policy

E. Open Board position – Community Member

F. Future Staffing Needs

VII. FUTURE AGENDA ITEMS

Board Elections

Tuberculin Policy #07-04

2008-09 School Calendar

Retention Policy

Future Staffing Needs

VIII. ADJORNMENT

The meeting was adjourned at 10:18 PM.

Next meeting, Tuesday 3/4/2008

Respectfully Submitted,

Sherri Inenaga, Operations Manager
Westlake Charter School