

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

**February 16, 2006**

**7:00 p.m.**

**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. PRELIMINARY**

**A. CALL TO ORDER**

Meeting was called to order by the Board President at 7:06pm.

**B. ROLL CALL**

	Present	Absent
Sherry Scalzitti-Ephraim	X	
Phil Nanni	X	
Robynne Rose	X	
Carol Moore	X	
Gretchen Hanson (non-voting)	X	
Paris Coleman	X	
Debbie Hightower	X	
Lisa Kaplan		X
Community Member		X

**II. COMMUNICATIONS**

**A. ORAL COMMUNICATIONS:** Non-agenda items.

**B. FINANCIAL UPDATE (JODI RETZLOFF)**

Actuals through January handed to Board. Actuals show money spent, cash flow, balances and encumbrances. First part of the year, WCS conserved on staffing and training until the implementation grant was received. Financials are on track. Changes to budget include implementation grant. Revolving loan will help to manage balances and cash flow to add new classes and cover cash flow while waiting on grant apportionments. Also frees up money from general fund. Loan will help operations over the next four years. Revolving loan is currently in the approval process at district level.

**III. ITEMS SCHEDULED FOR ACTION**

**A. 2006-2007 School Year Calendar-Options include Traditional; Modified Traditional; Modified Track D.**

**Motion made by Robynne Rose to move Item A to after D. Seconded by Sherry Scalzitti-Ephraim. Motion is approved. 6 Yes 0 No.**

Letter outlining the three options and staff recommendations sent to parents Feb.9, 2006. Staff voted for Modified Traditional Calendar. Aug. 21 – June 15; Thanksgiving-1 wk; Winter Break-2 wks; Spring Break-2 wks; Summer Break-8 wks. All options align with Two Rivers days on campus.

Public Comment: Sally Alden-Expresses concerns that the school is still following an agrarian calendar with children off for long periods of time. These long breaks prepare children for a life that does not exist in the real world. Likes the fact that WCS will start a little later. Concerned that it's a very long time from January until June without a break. Could June break be extended?

Tina Brooks: Excited about Modified Traditional Calendar. Feels that year-around school does not work well for working parents. Modified Traditional Calendar seems to be the best of both worlds. Agrees with Modified Traditional schedule even with an additional week break in the spring.

Sally Alden: Talked about intersession programs during founding of school. Not having a long block of time within the calendar precludes that option.

RR: District calendars not done for next year. WCS may need to be a little flexible with some holidays and teacher in-service days.

GH: The only time that someone may not be on the Two Rivers campus is last week of June and/or first week of July. District calendar may not be negotiated until April.

PC: Was there a reason that none of the staff members selected the Track D option?...DH: Four weeks off in March. Parents have difficult time finding activities for children at that time of year. Also the short span between ending the year and starting the following year would not be workable for some staff.

PN: Staff voted overwhelmingly for Modified Traditional. These are pretty compelling results.

PC: Would the number of in-service days change based on the type of calendar chosen?... No.

RR: Regarding the gaps between school years, is there current research one way or the other? GH: Most educators believe that the shorter the breaks between school years the better for the children.

Ruby Blakely: Would Principal Pablo and the Board consider polling the parents regarding this issue? KP: Due diligence was served to let parents know that this issue would be discussed tonight and to get feedback beforehand.

Cathy Nanni: Likes the Modified Traditional Calendar. Year-around would not work for their family.

PC: Whatever is chosen, 4<sup>th</sup> R is available for care when school is not in session.

DH: Will 4<sup>th</sup> R be available for summer? KP: As long as they have enrollment of at least 15 children.

RR: Many schools are moving toward shorter breaks—even high schools.

SA: Has done some research on intersessions—much research shows that intersession classes can have dramatic results for children who are behind. Also states that once she got used to a year-around schedule, she grew to really enjoy it. It's just a change for people.

Lara Maze: Applicant. Wants to know why Track D was an option as opposed to Track C.

PN: Agrees that all opportunities should be explored. Reminder that WCS is in first year of operation. A modified traditional schedule allows two months for teachers to prepare for the following year. This is especially important since this is a young school. WCS should definitely continue researching schedules in future years. Best for children to give teachers time to prepare, especially with new grade coming in.

SS: Teachers comments are based on student needs, as well as teacher needs.

DH: Next year WCS may be moving to new facilities, so may still need time during the summer to move and prepare. Should take it year to year.

RR: Would like to make sure to consider student needs for subsequent years.

Eva Mendoza: Would like the Board to consider that (WCS) parents are extremely involved with children's education. Can't foresee that parents will allow children to lose all they have gained during the school year over the summer, but should have intersession available for children who may be struggling.

GH: Very likely that traditional district schools may start earlier next year than in the past, which may affect staff development days.

KP: Kindergarten evaluation days: this past year, it would have been nice for the K teachers to have time prior to school year to meet with and assess the children at the start of the year. Next year, would like to start with three minimum days to give the teachers time to assess the children and meet with the parents.

It is recommended that the Board approve  
Agenda Item III.A.

Motion: RR Action: Approve  
Second: PC Vote: 6 Yes 0 No

**Board approves the Modified Traditional Calendar for 2006-07 noting that some days may change based on district schedule.**

**B. DESIGNATED SPENDING AMOUNT FOR PRINCIPAL (JODI RETZLOFF)**

Recommend that Board re-visit limits for routine expenditures. Currently expenditure limits at a very low threshold. Would like the Board to consider changing threshold for routine expenditures. SVTS-\$2000; NCS-\$5000; Twin Rivers-\$1000. Recommendation to set spending limit at \$2000 based on staff expertise and financial position of school. Amount should adequately cover routine expenses.

It is recommended that the Board approve Agenda Item III.B.	Motion: PN    Action: Approve Second: PC    Vote: 6 Yes 0 No
<b>Board approves moving designated spending amount for Principal from \$500 to \$2000.</b>	

**C.        REVOLVING FUND SIGNATURE (JODI RETZLOFF)**

It is recommended that the Board approve Agenda Item III. C.	Motion: SS    Action: Approve Second: RR    Vote: 6 Yes 0 No
<b>Board approves changing signatures to Jodi Retzloff and Kim Pablo/removal of Cheryl Fallstead.</b>	

**D.    TRANSFER OF FUNDS FROM NATOMAS EDUCATION  
FOUNDATION/FUNDRAISING PROCEEDS (JODI RETZLOFF)**

It is recommended that the Board approve Agenda Item III.D.	Motion: RR    Action: Approve Second: SS    Vote: 6 Yes 0 No
<b>Board accepts \$10,000 donation from NEF to the general fund.</b>	

**IV.        ITEMS SCHEDULED FOR INFORMATION**

- A.        **NEF INVOICE (JODI RETZLOFF)**-Invoice for \$450 submitted to WCS from NEF. Was not clear to some individuals that anything outside of normal scope of work could be billed at \$75/hour. No dialogue ahead of time. The fees will be waived this time. WCS needs to be aware that there are significant restrictions on money spent on fundraising through the school. Schools are subject to public funds spending requirements, so WCS needs to be very careful about any public funds spent on fund-raising activities. Ms. Retzloff recommends setting up a service agreement between WCS and NEF not to exceed a set amount of time (i.e. five hours) for future services that are outside the current scope (i.e. fund-raising activities). Ms. Retzloff will draw up agreement to be voted on at the following Board Meeting. Board Members publicly thanked NEF for all their help and support this year.
  
- B.        **NEXT YEAR’S BUSINESS SERVICES (JODI RETZLOFF)**-For the first year, NEF charged WCS \$23,000 for business services. Actual costs to NEF are coming in about \$20,000 short for each school. After resource analysis, NEF has come up with a base level of services of about \$40,000. Contract for 2006-07 will be presented at next Board Meeting. Fees for next year’s services will most likely be 4% of total revenue with minimum threshold of \$40,000. Based on next year’s student population, WCS’ projected fees are about \$46,000.

**V.        ADJOURNMENT**

**Sherry Scalzitti –Ephraim makes a motion to adjourn. Seconded by Paris Coleman.  
Vote: Sub prior role call. Motion is approved.**

The meeting was adjourned at 8:43pm.