

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

**March 4, 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. "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 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**

President Phil Nanni Called the meeting to order at 7:04 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. LB                | <u>    X    </u>   |
| 6. Gretchen Hanson   | <u>          X</u> |
| 7. B Terri Burns     | <u>    X    </u>   |
| 8. Debbie Hightower  | <u>    X    </u>   |
| 9. Christina Thorall | <u>    X    </u>   |

**C. READING OF ELECTION STATEMENTS** – The three candidates read their statements.

Results of the election will be presented after polling closes at 9:30 p.m.

**D. CELEBRATIONS**

Christine Smith recognized some of the people who have been important to the school this year. Outgoing board members, Carol Moore and LB were presented with a token of appreciation for their outstanding service to the WCS Board.

For the past few years, Kate Burwinkel has applied for and received the Best Buy grant for technology. This year, she received on behalf of WCS Best Buy’s “Teach Award” of \$10,000, which recognizes schools for their use of technology. Kate Burwinkel was presented with a token of appreciation from the Board for her efforts in attaining this grant for the school.

**II. PUBLIC SESSION**

**A) BOARD COMMENTS**

Phil Nanni mentioned to attendees that this is anticipated to be an especially long meeting, so they should feel free to run next door and vote at any time. Phil had the honor to attend the lottery a couple of nights ago and felt it was an interesting process. He was happy for the parents whose children were accepted; however the wait list was over 250 people at the end of the night. It is important that parents of Westlake students not take for granted what we have here. We should be proud. We have a powerful vision statement and strategic plan, which we will focus on tonight. Phil would like to thank staff and board for attending the special meeting regarding the calendar on Sunday, as well as the parents who have offered suggestions regarding the calendar. He is confident that the calendar that is approved tonight will benefit the students, the staff and the parents.

LB gave an update on the school garden and expressed his gratitude to the Board members for their support during his service and that it has been an honor and a pleasure to work with this Board.

Phil Nanni introduced new board member, Terri Burns, who is replacing Lisa Kaplan. She has been a staunch supporter of WCS and Charter Schools in general. She is a member of the District Board.

**B) PUBLIC COMMENTS – Non-Agendized Items**

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. Members of the public may speak on agenda items during the time when the item is addressed by the Board.

Robynne Rose: She read the information provided about adding the junior high and has spoken with some of the fifth grade parents. She would like for the Board to consider adding a sixth grade in 2009-10. There is some flexibility in the Charter for this.

Lisa Casalegno provided comment on the various iterations of the draft school calendar. She would like to support the teachers, but feels that it is more important not to disrupt the momentum of the students and to ensure that the students are getting enough class time.

Amy Wells provided comment on the school calendar. She feels that the Monday minimum day calendar could cause the students to lose momentum.

Jenn Short provided comment on the school calendar. She feels that it would not be in the best interest of the children to lose a day of school every other week. Written comments were provided to the Board.

Monica Anderson provided comment on the proposed school calendar especially in regards to the proposed minimum days. This is not a school about minimums, so even though students may meet the minimum requirements, the amount of classroom time proposed may not be enough for our school. Adding five minutes at the end of the day doesn't facilitate substantive learning. She wants to ensure that decisions are based on what is best for the students.

## C) REPORTS

### 1. WAVE Report

WAVE President Peggy McAllister provided an update from the WAVE group. A written report was provided to the Board.

### 2. Principal Report

WCS Principal provided a report on current activities to the Board. A written report was provided to the Board.

### 3. Financial Report

Jodi Retzliff provided a financial update. A written report was provided to the Board. Bottom line has improved slightly since first interim projections. Current revenues and expenditures are well within the budget amounts. Project a slightly positive ending increase to the end of year balance. Have about \$30,000 of the implementation grant left to spend. Money must be spent this year. Cash flow for the next year is a concern due to state budget. Have projected out through 2009 and due to reserves and revolving loan, the budget should be fine. Page 10 includes multi-year projections through 2013. Project a deficit spending budget until about 2011. Current projections would allow the school to maintain programs.

## IV. ITEMS SCHEDULED FOR ACTION:

### A) Approve 2<sup>nd</sup> Interim Budget

Motion: Terri Burns

Action: Approved

Second: Phil Nanni

Vote: 8 yes; 0 no; 0 abstain

**B) Set the fourth and fifth grade class size for 2008-2009 at a maximum of 25 students.**

Motion: PN

Action: Approved

Second: TS

Vote: 8 yes; 0 no; 0 abstain

**C). Community Member Appointment – Revision to Article VII, Section 3 of Corporate Bylaws to Allow Delay in Appointment of Community Member Position for no more than three months:**

Revise Section 3 as follows: DESIGNATED DIRECTORS AND TERMS. The number of directors shall be no less than seven (7) and no more than nine (9), unless changed by amendments to these bylaws. The Board of Directors shall consist of three (3) parents of current students of the Charter School (“Parent Representatives”), two (2) community members (“Community Representatives”), and one - two (1-2) staff members (“Staff Representatives”), at the option of Staff. The Parent Representatives shall be nominated and elected amongst the parent body of the Charter School. The Community Representatives shall be appointed by the Board of Directors seated at the time a Community Representative position is to be filled or at a later publicly held meeting of the Board, not to exceed three months from the date of the expiration of the prior term if it is determined by the majority of the present Board members that the Board requires additional time to review nominated individuals prior to making an appointment or the Board requires more times to secure one or more nominations for the position.

Motion: TS

Action: Approved

Second: PN

Vote: 8 yes; 0 no; 0 abstain

**D) Community Member Appointment – Revision to Section B of Election Process to Allow Delay in Appointment of Community Member Position until April Board meeting.**

**A. Community Members – One Member**

1. The Board will nominate one community member. This member shall have expertise in one or more of the following: school administration, school operation, teaching, business, accounting, legal, political, nonprofit, or fundraising; and shall have the ability and willingness to fulfill the responsibilities and time commitment of a WCS Board member.
2. The Board will announce their nominees at their ~~March 6<sup>th</sup>~~ April 1, 2008 meeting and receive public input on each.
3. At the regular meeting on ~~March 3, 2008~~ April 1, 2008, the Board will take final action on the selection of the community member. Board membership for the newly appointed community member will begin on April 1, 2008, with the first official meeting of the new board member to take place at the first ~~April-May~~ April-May meeting.

4. The community member will serve a two-year term.

Motion: TB  
Second: TS

Action: Approved  
Vote: Sub Prior Role Call

**E) Approve the Every other Friday Off 2008-09 Calendar as presented.**

Christine Smith presented the thoughts behind the increased teacher collaboration hours in the calendar. She expressed that reason for the calendar proposal is for the benefit of the students. Because of the type of curriculum that Westlake uses, this type of collaboration is necessary.

Phil Nanni, Ting Sun expressed their preferences regarding the proposed calendar drafts. All preferred the full day Friday calendar.

Christina Thorall expressed a need for teachers to meet weekly and prefers minimum day Wednesdays.

Debbie Hightower addressed the reasons why it isn't viable for teachers to meet during after-school hours and expressed her calendar draft preference. She added that this time would be for hard work and critical thinking--not for socializing.

Terri Burns expressed her preference for the full day proposed calendar.

Carol Moore expressed her understanding of the need for increased teacher collaboration and her preference for the full day calendar.

Community Member LB expressed his preference for the full day calendar. She expressed that Westlake may be running behind our current charter and may need to catch up for the upcoming charter renewal process.

Paris Coleman expressed that he, and all the board members, read all of the thoughtful emails from parents regarding the school calendar. Prefers the full day every other Friday proposal because he feels it would be less disruptive to the children. He feels that the increased collaboration is necessary for the quality of the curriculum and we can't ask any more from our teachers than we have already. The staff has withstood a lot over the past three years. He would like to see how we can turn the-every-other-Friday-off scenario into a positive rather than a negative.

Cathi Nanni expressed that she has raised two children all the way through an elementary school system that had a minimum day every Monday plus teacher work days. This may be new for Westlake, but this is very standard in school systems so that teachers can work together and bring in new ideas. Also, as a staff member of an elementary school, she was enriched as to how she could work with the kids. Cathi wants to make sure that her child is getting the most from her teachers when she is in class. More collaborative time builds the teachers' self esteem and allows time to work out problems and bounce back ideas, which is best for our kids in the long run.

Robynne Rose expressed that she has been teaching for 15 years and this is exciting...you want your teachers to drive your school. Studies have shown that relationships make good

schools in addition to curriculum. "Having coffee" could be a good thing for collegiality. In addition, she feels that the Fridays may be confusing for parents. She would like to see every Wednesday as a minimum day.

Christine Smith expressed that even in our lowest case scenario, we would still be way beyond the state minimum for class hours.

Ting Sun: Would like everyone to keep in mind that the school will be going through WASC accreditation next year. This extra time would allow for the WASC self study in addition to the collaboration. The self study will be helpful in establishing curriculum going forward.

Emily Chan expressed agreement with the continuity of every week for the parents and the students. She feels that she is getting mixed messages from the teachers regarding whether they really need weekly interaction or would full day Fridays be enough? She would like to see the teachers have a lot more input as to what would work best for them. The full-day Fridays are not included in the research notes. Do other schools not use full-day Fridays for some reason?

Phil Nanni: There is no specific answer for that question, but keep in mind that Westlake is not "other schools." Full days seem to be more appropriate for the catching up that we need to do. Teachers should feel free to speak up tonight on what their preferences would be.

Debbie Hightower: Feels that the power of communication is that we can discuss these issues and bring new ideas forward. She still going back and forth regarding which proposal would work best as new thoughts and ideas are presented.

Terri Burns: There are schools that are on four-day schedules due to transportation issues. Their scores are in line with other schools. Five days is not a "magic number."

Jenn Duggan: What is the goal of what we are trying to achieve here? Are we looking at working on the curriculum development or collaboration? She is unsure whether the Friday proposal would meet the needs if teachers if they are saying that they need to meet weekly.

Lisa Corr reminded everyone that the teachers should tell us what they need to be great teachers. The Board should listen to them and trust our teachers to be professionals and let us know what they need.

Ralph Zovala expressed that it has been good come and listen to the discussion around this issue. He appreciates the communication between the Board, the parents and the teachers. At the beginning of the meeting, it seemed that Fridays would work best and now it looks as if the preference is for Wednesday. He personally feels that the full-day Friday would be less disruptive for everyone. He would like a full day to spend with this child, rather than a number of half days.

Christina Thorall would like to applaud the staff who have gone above and beyond. She is proud to be a part of the staff. She feels that collaboration is very important and Westlake would definitely benefit from it. It is difficult to choose between the weekly meetings vs. full-day Friday meeting. Professionally and personally, she feels that the full-day Fridays are what Westlake teachers need to get the work done and can continue to check in on a weekly basis.

Mr. Skipper had an opportunity to talk to the Board on Sunday and would like to

reiterate a couple of points. He thought the discussion was going to be about whether or not the teachers need the time and is pleased that the discussion has been about when the best time would be. He will be happy with whatever time the Board chooses. He just needs the time to give students the best education possible. If he had his druthers, he would prefer once a week, but will be happy with either scenario. Westlake teachers sincerely believe that this will make the school a lot better. International studies show that collaboration is key in countries that allow for this type of collaboration on their educational systems.

Community Member LB: We may need to accept the stipends before we accept the calendar.

Phil Nanni: The every-other-Friday scenario increases the length of the calendar to three days past the agreed-upon 193. If that happens, it would be a minimal expense to pay stipends for the additional three days.

Motion:TB	Action: Approve
Second: TS	Vote: 8 yes; 0 no; 0 abstain

**F) Approve hiring a full-time Spanish position and a 2/3-time curriculum coordinator position for 2008-09.**

An additional Spanish person is needed to ensure that we are able to continue the five-day Spanish schedule. We also need someone to focus solely on curriculum. Curriculum could be a lead teacher position.

Ting Sun: Is there a way to supplement the .67 position for one year to make it a full-time position? Because of the budget constraints given the state budget and the amount WAVE has raised this year, this could be a viable option.

Christina Thorall: Staff did meet and agreed that, at this time, it would be more beneficial to the students to have a full-time Spanish position.

Paris Coleman doesn't know exactly where we are with the Spanish program. Feels that more information needs to be provided about the Spanish program. With the work that is being done in the area of curriculum right now, it may be more prudent to hire a curriculum coordinator full time, although we may not be able to find a 2/3-time curriculum person.

Ting Sun: Agrees that we may not be able to find a 2/3-time curriculum coordinator. Maybe we need to check with WAVE about the funding before making a decision.

This is something the Board needs to decide regardless of what the WAVE is able to do.

Terri Burns: The sense of the motion is to give Christine some authority to move forward and begin identifying folks. She would not have the authority to grant an additional full-time person unless it is approved. Terri would hesitate holding off on the making a decision altogether.

Jenn Short: A full year ago, we talked about strategic planning and what funding we would need to fulfill our plan. At that time, there seemed to be a back-off and it became difficult for the fundraising group to raise money without a solid plan. We could have had this money had we known this was a goal.

Christine Smith: Fundraising for a position wasn't seen as an option before now.

Tracy Roman: Clarification: is this additional funding part of the 85% earmarked funding?

Christine Smith: Yes, because of the budget crisis, we can earmark funding for a position on a one-year basis.

Motion: TB	Action: Approved
Second: PN	Vote: 8 yes; 0 no; 0 abstain

## **V. ITEMS SCHEDULED FOR INFORMATION/DISCUSSION/UPDATE**

Phil Nanni: Motion to move item A to next regular meeting. Community Member LB: Second. Sub Prior role call.

A. Retention Policy

## **VI. FUTURE AGENDA ITEMS**

A. Approve February Minutes--will need to get written statements of approval from outgoing board members.

B. Tuberculin Policy #07-04

## **VII. ANNOUNCEMENT OF ELECTION RESULTS**

Two new parent members of the WCS Board are Phil Nanni and Monica Anderson

## **VIII. ADJORNMENT**

The meeting was adjourned at 10:01 p.m.

Next meeting date: April 1, 2008 is following Spring Break