

REGULAR MEETING

BOARD OF DIRECTORS WESTLAKE CHARTER SCHOOL

**March 7, 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.
1. 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 7:10pm.

B. ROLL CALL

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

C. APPROVAL OF MINUTES

1. **Regular Board meeting February 6, 2006** – Motion to approve minutes made by Community Member, Second by Paris Coleman. Vote: 6 Aye, 0 No, 1 Abstain. Minutes approved.
2. **Special Board meeting February 16, 2006**— Motion to approve minutes made by Paris Coleman, Second by Robynne Rose. Vote: 6 Aye, 0 No, 1 Abstain. Minutes approved.

II. COMMUNICATIONS

A. ORAL COMMUNICATIONS: Non-agenda items. DH: Westlake teachers prepared thank you to fundraising committee for Viva Las Vegas. The gift is a book created by the children and staff that emphasizes the Importance of reading. Westlake staff, teachers and students are extremely grateful for the hard work of the fund-raising committee.
Cathy Nanni: The W.A.V.E. name as acronym has been approved by State. Anastasia now has signature authority.

B. PRINCIPAL’S REPORT (KIM PABLO):
 Kindergarten Courtyard: the Kindergarten courtyard is designed and should be completed soon.
 Art and music: Board approved the hiring of an art teacher. Ad ran on Feb 18. Two interviews have been conducted so far. The goal is to hire by the end of April.
 Enrichment Model: Committee has been put together. SEM will be implemented next school year and will include three six-week academies. The next SEM Committee meeting is March 14. Thoughts and ideas welcome.
 Technology Committee: The committee is newly formed. Kate Burwinkel is heading the effort. The committee’s goal is to move technology forward in classrooms with hardware and software upgrades and better utilization of the WCS Web site. The next meeting is March 14. Thoughts and ideas welcome.
 WASC Accreditation: This will happen next year. Ms. Thorall will head the effort.
 International School of Monterey: Notes from visit are available for review if interested. See Ms. Pablo.

Second public lottery for enrollment: Application window closes March 17. The lottery will be held on March 22 at 7:00pm at the Two Rivers Elementary Multipurpose Room. To date, WCS has received 90 outside applications. Approx 150 apps total are expected. PC: How many students returning? KP: 97.5% of students are returning next year. Word is out that Westlake is place to be. PC: How many open slots are there? KP: About 25 open slots. LK: Do we know why some are not returning? KP: Mostly because they are moving or have logistical problems with children in other schools, etc. No one is leaving because they are unhappy with school. RR: How are we doing at meeting the 20%. This year, not great but next year is looking much better. Will make goal next year. PN: Have we figured out formula for over-enrollment? Not yet, but are looking into it. RR: Are we keeping track which schools K apps are coming from? Is it varied? Yes. Apps are coming in from all over Natomas and outside the district. CM: Are numbers available for born children of founding parents that will attend within next four years? Lisa Smiley should have that information.

Ruby Blakely: What are some outreach activities to spread word? Mostly word of mouth. Flyers have been distributed to non-profit agencies, churches, etc. The EL Program also received flyers. Note: The flyer was avail in English and Spanish.

Teacher Orientation: A new teacher orientation is currently in development.

Open House: To be held on April 26 at 6:30. Information will be posted on the Web site.

4th R Program: Currently working with Westlake 4th R regarding plans for next year and summer. Info to be presented at next Board meeting. Have received great feedback about program.

In conclusion, I am very excited and happy about how things are going. All current teachers want to return next year. LK: Have you looked into doing teacher evaluations? Yes, are working on that now. LK: could be helpful for staff development. RR: Discovery High School is currently going through WASC accreditation. Willing to provide information about the process to Westlake. PN: Do we know what is needed when to go through process? KP: Currently assessing timetable and needs. More information to follow.

- C. **FINANCIAL FOLLOW-UP (JODI RETZLOFF)** – Board packets contain a final version of the budget update, including all changes. The major change to budget was the addition of implementation grant. The implementation grant outlook is also provided in packets. Other changes include an increase in the certificated salaries by ½ FTE and an increase in sub days. Only salary additions made. PC: How much room will we have to increase salaries? An average starting salary of 42,000 with a 4% increase every year was built into multi-year plan. RR: Does Board vote to increase salaries? Board Member: Depends on the wishes of the Board. Could vote (probably in closed session) or delegate that to the Principal. LK: Board needs to be aware of COLA and plan to keep up with that. The budget’s bottom line is better than adopted budget. Ending fund balance is around 388,000. Revolving loan still going through approval process. Cash flow looks good for next couple of years thanks to implementation grant. RR: should be proud to have over 300,000 at end of first year.

III. ITEMS SCHEDULED FOR ACTION

- A. **Agreement/Quote for NEF management (sep. from NCS bus. services)** – Jodi Retzliff – JR requests tabling until next meeting. PN: Nothing going on with fundraising at the moment. Can wait until next meeting

Robynne Rose makes a motion to move action on the agreement to next meeting. Second by Phil Nanni. Vote: 7 Yes, 0 No. Motion is approved.

It is recommended that the Board approve Agenda Item III.A.	Motion: ____ Action: ____
Item A moved to next scheduled Board Meeting	Second: ____ Vote: ____

- B. **Community Board Member Nomination Karen Pardieck** –Ms. Pardieck unable to make this meeting due to a last minute engagement, but has indicated that she would like to be on the WCS Board. PN: Ms. Pardieck has much to bring to the table. She has experience with government and extensive relationships throughout the community. She worked as Chief of Staff for Ray Tretheway and has intimate knowledge of Natomas and its growing pains. Could be very helpful with locating facilities. SS: Which meetings would she attend? PN: Wants to be a non-voting member and would attend meetings that have to do with Facilities planning. PC: Has met with her and found her to be professional and able to work through difficult community issues. Feels that she would fit in well in that capacity. LB: Need to discuss the term—who gets 1 and 2 year terms. Board Member: Will Gretchen Hanson be a voting member of the Board? Yes. Good because she brings instructional knowledge to the Board.

Sherry Scalzitti-Ephraim makes a motion to temporarily amend the procedures to remove the provision requiring community members to draw terms by lot. Carol Moore seconds. Vote: 7 Yes, 0 No. Motion is approved.

It is recommended that the Board Approve III. B. Karen Pardieck is appointed to the WCS Board for a one-year term.	Motion: PN Second: RR	Action: Approved Vote: 7 Yes, 0 No
--	--------------------------	---------------------------------------

IV. ITEMS SCHEDULED FOR INFORMATION/DISCUSSION/UPDATE

- A. **NEXT YEARS' BUSINESS SERVICES – KIM STILL RESEARCHING OTHER FIRMS FOR NEXT BOARD MEETING.** One quote has been received to date. Two other companies have been contacted, but have not yet sent in quotes. Should have enough information by next Board meeting to make a decision provided that the two other bids come in. Next Board meeting April 4.
- B. **SMY&M INVOICE FOR LEGAL FEES FOR VIVA TO BE EXPENSED TO NEF**— Invoice for legal services related to Viva Las Vegas needs to go through the Westlake Foundation. Would not be a proper use of public funds to be paid through Westlake as the school could not run a fundraiser of that nature. Note: Board Member is always available to answer questions about bills sent from SMY&M.
- C. **NONPROFIT FILING**—WCS has been incorporated at about one year. Now is a good time to file for 501C3 status. SMY&M is available to do filing for \$3500. There are companies who can do it cheaper or a parent could be designated to do it, possible with the help of the law firm or other appropriate company. Board should bear in mind that Charter School filing could be a complicated process. Requires a huge amount of paperwork. Process start to finish takes about 6-9 months. Once approved, state processing goes quicker and status is retroactive back to date of incorporation. Question: Could Cliff be asked to do the paperwork for a nominal fee? (He did the WAVE application, which is not much different). Yes. CM: Likes the idea of involving parents. Would like to see a combination of a parent and the law firm.

OTHER BUSINESS:

PC: Request closed session for Principal review at next Board meeting. Recalls that the Board was going to work on better defining the role and function of Board vs. Administrator. Had thought that would be accomplished at a Board retreat, which hasn't yet occurred. Would like to request a Board retreat within the next couple of months. Board retreat scheduled for Sunday, April 2, 10-6 at Community Member house.

LB: The edible garden has incurred \$325 of expenses so far, which Leroy has donated. So far 62 hours have been spent on the garden. Board will move to approve the donation of Community Member time at next meeting.

SS: Request that a section for "Future Board Items" be added to next agenda.

PC: Request that a section for "WAVE" be added to future agendas as a standing agenda item.

V. **ADJOURNMENT**

Sherry Scalzitti-Ephraim makes a motion to adjourn the meeting. Deborah Hightower seconds. Substitute prior role call. Motion is approved.

The meeting was adjourned at 8:30pm.