

REGULAR MEETING
BOARD OF DIRECTORS
WESTLAKE CHARTER SCHOOL

June 6, 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 7:10pm.

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	X	
Lisa Kaplan		X
LB	X	
Karen Pardieck		X

C. APPROVAL OF MINUTES

Regular Board meeting May 2, 2006—Robynne Rose moves to approve with changes. Sherry Scalzitti-Ephraim seconds. Vote: 7 Yes; 0 No. Approved.

II. ADJOURN TO CLOSED SESSION—7:04pm

Personnel and HR issues

III. RETURN TO OPEN SESSION—7:25pm

Discussed Personnel and HR issues; no action taken during closed session.

IV. COMMUNICATIONS

A. Oral Communications – Non-agenda items. LB: Last Thursday two WCS classes planted vegetables and wild flowers in the garden. Each class received 20-25 minutes in the garden. KP: There is a new sign above the garden, which reads: WCS Edible Garden. Thanks to LB.

B. Board Member Comments – SS: Kim and I will California Charter Quality Institute Conference at the end of June. Kim and Sherri will report back to Board PC: There is no board meeting scheduled for the month of July. Board will schedule a meeting for August 1 to discuss personnel issues, strategic planning and other issues if needed. RR: Would like to see Board members attend the various events that occur right before the school year starts, i.e. Parent Orientation, etc.

C. Principal’s Report (Kim Pablo) – WCS is 100% staffed for next year. 100% of current teachers are coming back next year. International Festival is Saturday June 10 from 2-6. WAVE has been invaluable in setting up this event. Invitations have been mailed and emailed throughout the district. SS: Board and Committee sections need to be updated on the WCS website, as well as teacher bios. Assessment Committee: Committee has been working to create new report card for WCS that is more detailed for parents. Christina Thorall in charge of committee. Kudos to her. The new report cards will include more

information regarding State and WCS Standards with written criteria on how the marks were derived. Committee is also looking at the Curriculum and Program, especially the language arts component. Committee is looking to find a program that has a little more continuity from grade to grade. A representative from the "Success for All" program will be on campus on June 16 at 3:30 to provide a workshop about that program. RR: Has seen that the program can be quite expensive. KP: Has received information that the program could be flexible in regards to price. RR: Are other schools in California using the program: GH: Yes, other schools are using the program or components of the program. RR: Would like to visit a school that is using the program to see it in action. Tech Committee: Kate Burwinkel: Big push is the upgrade and improvement of WCS website. KP has recently seen a template for a new site, which should be unveiled soon. Technology in the classroom has been poor so far with older computers that break down. The Tech Committee is looking into the Computers on Wheels program as an option for WCS. Implementation money could be used to fund new technology programs. KP would eventually like for report cards to be available online. KB: Currently, computers are running in all the classrooms. RR: Has heard that there have been problems with mobile labs in the Natomas district. Committee should check with GH regarding some of the problems that the Natomas District has encountered. CM: Could the implementation money be used for training in technology or just for purchases? Jodi Retzliff: The policy is vague. Some training could probably be included with new software and hardware purchases. At the last staff meeting, staff talked about having a Field Day. This will happen right before last day of school. New teacher orientation date: August 15; Professional Development is. August 16-17. Three workshops have been confirmed. Friday Aug. 18 will include a day for teachers to work on classrooms with open house for parents to come in to meet their teachers. Kindergarten Orientation will be the same day. Incoming Ks have already been evaluated for the upcoming school year. Comprehensive Information packets will go out to parents over the summer. For the next school year, Ks will be separated from the rest of the school for lunch periods. A new committee will be formed for next year to address issues related to discipline. RR: Liked letter to the K families. Found it really welcoming and nice.

- D. **W.A.V.E. Report (Cathy Nanni)** – International Festival is coming along great. Fabulous parent participation. Sixteen booths so far. WAVE has started a clothes drive for the upcoming school year. Clothes can be dropped off at the front office. The WAVE Treasurer is no longer moving and will stay on as Treasurer. Election for Vice President will take place at the next committee meeting. Position will be in place before start of next school year.
- E. **Facilities Committee Report (Tom McDonagh)** – Based on last facilities meeting, the committee contacted Dan Roth to bring him up to date with developments on moving into the Natomas Middle School campus. Committee requested that Tretheway or Dan help push this forward. Committee and Board needs to look at possible configurations...one for initial move-in and one for when school is at full capacity. Suggest hiring an architect to help with this project...would show that WCS is serious about the move by spending real money on the project at this stage. Suggest inviting Dr. Farrar and Dan to next Board Meeting. RR: Has visited the Natomas Middle School campus and has seen many empty rooms. It appears that there is plenty of room to share with WCS. WCS would be looking at classrooms alongside older parking lot, which would be set apart from the rest of the school. GH: Board might want to walk the facilities after the end of the school year.

V. **ITEMS SCHEDULED FOR ACTION**

- A. **Budget Adoption (Jodi Retzliff)** – Board packet contains a narrative regarding the major budget components. Keep in mind, budget adoption comes prior to adoption of State budget. None of the rumored budget increase is in this budget. What is in the packet is lower than the latest projections, which allows the Board to get an idea of what it will

be like to operate on a conservative budget. JR expects an increase in funding, but is unsure as to what strings may be attached. The assumption is that each year WCS will be adding a grade level. Keep in mind that WCS will lose class size reduction funding when WCS hits 4th Grade... approx. \$1000 per student. Suggests 24 student-to-teacher ratio when WCS hits 4th grade. Local revenues: fundraising and donation projections kept as minimal as possible. Put in about \$30,000 per year to keep WCS at current ratio. Assumption is that the revolving loan payment is paid every year over the next five years. The loan funds have been received. Funds were initially processed to the wrong school, but it has been resolved. No cash flow issues for next two years due to implementation grant. Copies have been sent to District staff to review. No concerns back as of yet. RR: Increased class size...was 24 the number that would make it work? Yes. RR: That's great...was afraid that the number would be 30 to one, which is the District average. The packet contains an addendum to show the approved budget in the implementation grant proposal, along with actual expenditures. Available cash is shown at the bottom. Peggy McAllister: Will we be doing any more grant writing? Do we need to log more hours than 30 for future grant writing purposes? Can parents stop at 30 hours? No. the updated hours are helpful to show parent and community involvement and may be useful for future grant writing purposes. Anna Barice-Mendez introduced. If Jodi is ever unavailable, Anna is available to help. Keep in mind that revenue projection calculations change numerous times throughout the year. Slight variances will occur. KP: WCS Passed pre audit with flying colors today. Current attendance is at approx. 98%. JR budgets at 95% to be safe.

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

Motion: SS Action: Approved
Second: RR Vote: 7 Yes; 0 No

- B. Text and Supplies Order for 2006-07 (Kim Pablo)** – Packet includes spreadsheet showing text books and supplies order for next year. About 45% is third grade start up. The rest is replenishment for other grades. New thing for next year is to add handwriting component in K. Third grade order includes workbooks, text books and computer software. RR: Do we have resources available for children who are reading above grade level? Yes, some 4th grade supplies have been ordered. Might want to consider ordering some 5th grade and higher to accommodate children who are reading at higher levels.

It is recommended that the Board
Approve III. B.

Motion LB Action: Approved
Second SS Vote: 7 Yes; 0 No

- C. Kindergarten Dismissal Time (Kim Pablo, Kate Burwinkel, Debbie Hightower)** – Earlier in the year, the K teachers conducted a survey regarding K Dismissal Time, which that most parents want to leave K dismissal time at 3:00. Teachers supported that and noted that issue would be re-addressed at end of year if necessary. K teachers want to open up for discussion again and discuss a potential 2:30 dismissal time. KB: Even now at the end of the year, there are too many discipline problems at the end of the day. Kids are tired and crabby by end of day. Kids have learned more than they would in a half day program; however, as much could be learned in less time. DH: Please note that this is not about staff convenience...it is about the children and families. The current Kindergarten day is very long day with a lot of structure...even with the specialties; kids would not be losing out on school standards by shortening the day by 1/2 hour. CN: Is 1/2 an hour going to help at all? Yes, it would allow for more collaboration between K teachers. CM: Reducing stress during lunchtime by separating the Ks in addition to shortening the school day will go a long way toward alleviating stress for the Ks. PC: Issues speaks to larger issue of what kind of school are we going to be. Is a believer in academic discipline, the importance of education and establishing boundaries How much of this is

due to a high stress environment as opposed to just a long day? What will happen with Ks who have siblings? Will they have to wait 1/2 hour on campus? Could they wait with K aid? Will they need to go to 4th R? This seems to be a very large issue with no real resolution. Peggy McAllister: Would be a waste of time for parents who pick up Ks to wait on for 1/2 an hour for sibling, plus could be a distraction for classes still in session. PC: Would like to vote on this tonight. PM: If a shorter day is approved, would be willing to do whatever it takes to help make it work. LC: Must keep the pedagogical needs in mind over what may be inconvenient to a few parents.

It is recommended that the Board approve III. C with the proviso that the Administration take immediate action to alleviate any of the issues that will arise due to the changing hours	Motion: RR Second: SS	Action: Approved Vote: 7 Yes; 0 No
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- D. Approval of the 501C3 IRS Filing for WCS (Paris Coleman)** – Recommend moving forward with using SMY&K law firm to do the filing. The Board authorizes Kim Pablo to spend up to \$5000 on the 501C3 filing and request that she do her best to minimize expense.

It is recommended that the Board Approve III. D.	Motion: PC Second: SS	Action: Approved Vote: 7 Yes; 0 No
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VI. ITEMS SCHEDULED FOR INFORMATION/DISCUSSION/UPDATE

- A. WAVE Parent Participation Handbook** – Handbook still needs to have final review from WAVE Board prior to it coming before the WCS Board for approval. Item will be addressed at the next WAVE Board Meeting. Still need to address how supplies purchase would count toward hours. WAVE requests WCS Board to take a look at the handbook. Hours granted would be based on dollar amount. A maximum of five hours of parent participation would be granted in this way. WAVE would like to grant ten. WAVE will vote at next WAVE meeting and then make a proposal to the Board for the Board to approve at the next Board meeting. RR: WAVE is a 501C3 and can hold the money itself. Right now, the relationship between the Board and the WAVE is solid; however, what if in the future there is a disagreement between the Board and the WAVE about how the money is spent. Perhaps there needs to be an agreement between the Board and the WAVE Committee about how the funds will be raised and spent. Currently there is nothing in writing to delineate the relationship between the Board and the WAVE Committee. WAVE wants to take part in Board planning activities to make sure that the WAVE activities run parallel between the two entities. Would be a good thing to discuss in strategic planning. Lisa Corr: Can't stress enough the importance of hammering out an agreement between the two entities.

VII. FUTURE BOARD ITEMS

- A. WAVE Parent Participation Handbook approval**
- B. WAVE Update on Parent Participation Hours**

VIII. ADJOURNMENT

Motion to adjourn by Sherry Scalzitti-Ephraim, Seconded by Phil Nanni
The meeting was adjourned at 9:20pm.