

REGULAR MEETING
BOARD OF DIRECTORS
WESTLAKE CHARTER SCHOOL

August 1, 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 7:03pm.

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	
Community Member	X	
Karen Pardieck		X

C. APPROVAL OF MINUTES

- 1. Regular Board Meeting June 6, 2008-Robynne Rose moved to approve minutes with amendments. Seconded by Paris Coleman. 7 Yes, 0 No. Approved**

II. ADJOURN TO CLOSED SESSION—7:06pm

A. Personnel and HR Issues

III. RETURN TO OPEN SESSION—7:25pm

IV. COMMUNICATIONS

A. Oral Communications

B. Board Member Comments

C. Principal's Report (Kim Pablo): Principal's Report Attached

D. W.A.V.E. Report (Cathy Nanni)

E. Facilities Committee Report (Tom McDonagh)

V. ITEMS SCHEDULED FOR ACTION

A. \$5000 Retainer for SMY&M—Kim Pablo

It is recommended that the Board approve Agenda Item V.A.	Motion: PC Action: Approve Second: RR Vote: 7 Yes, 0 No
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B. Appoint a Board Committee to develop the WCS Salary Schedule—Kim Pablo

It is recommended that the Board
Approve Item V. B.

Motion: RR
Second: SS

Action: Approve
Vote: Sub Prior Role Call

VI. ITEMS SCHEDULED FOR INFORMATION/DISCUSSION/UPDATE

- A. Financial Report Summary/Report--Ana Barillas-Mendez/Jodi Retzloff**
- B. 501C3 Filing Update—Kim Pablo**
- C. W.A.V.E. Parent Participation Handbook—Cathi Nanni**
- D. Golf Tournament—Phil Nanni**

VII. FUTURE BOARD ITEMS

- A. Approval W.A.V.E. Parent Participation Handbook.**

VIII. ADJOURNMENT

The meeting was adjourned at 8:35pm.

Principal's Report 8/1/06

California Charter Quality Institute (CCQI):

CCQI is a three year comprehensive program of professional development, coaching, and support. One of the main goals is to ensure that Westlake is and will remain a HIGH QUALITY charter school by:

- Aligning student learning results that are aligned with our vision of excellence
- Developing a culture of continuous improvement
- Ensuring sound business and fiscal operations
- Ensuring that Westlake has an effective governing board.

I attended the week-long residency the last week of June (June 25 – June 30). By all accounts it was a week and revenue well-spent in my opinion. I attended all but one workshop (Accreditation) which I had just recently attended here in Sacramento. Some of the workshops during the residency included:

- Defining the Role of Instructional Leader
- Designing your Instructional Approach to Standards-based Practices
- Supporting the Implementation of High-Quality Classroom Instruction
- Building a Culture of Professionalism with your Staff
- Implementing the Vision
- Planning for Accreditation
- Creating a Mission-Driven Culture in Your School
- Governing Boards: Roles and Responsibilities
- Brown Act and Conflicts of Interest Issues
- Resolving Internal Disputes
- Strategic Planning for Governing Boards
- Charter School Financing
- Facilities
- Risk Management
- Human Resources Strategies
- Positive Employee Relations
- Fundraising
- Improving Student Achievement through Data Collection and Analysis
- Public Relations and Marketing
- Grassroots Advocacy
- Planning for Regional Academies
- Time with Ting Sun – Our School Regional Coach

Our Coach for the CCQI is Ting Sun who is very familiar with Westlake. Ting and I met during the residency and outside the residency as we work together to ensure our success in the program and so we meet the goals of the program. Ting has been working with the Board as well to introduce the CCQI in more detail to them, especially as it relates to governance. I will keep you posted as the year progresses and our involvement in the CCQI continues!

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Parent Satisfaction Survey Results:

An online parent satisfaction survey was conducted in spring of last school year. Overall, the results were positive. The only negative is that only 46% or approximately half of our parent base submitted a survey.

The overall grade the participants gave the school are as follows:

34 or 74% gave the school an overall grade of A
11 or 24% gave the school an overall grade of B
1 or 2% gave the school an overall grade of C

If the board wishes to see the detailed comments, please go to www.webfeedback.com/report.
User: westlakecharter Password: kpablo#1

Many of the items noted as dissatisfactory are have already or are planned to be addressed! If the board wishes, I can put together a detailed response to each. This will take quite a bit of time, however, and cannot be done until after the school year has begun and we are off and running!

There are some attachments on the survey included in this report.

Yearbooks:

Kudos to Kate Burwinkel (with the help of Michelle Simonson) for organizing and developing our first school yearbook! There is one available for each board member! Be sure to obtain your copy from Kim before you leave the board meeting on 7/1.

2006-2007 WCS Employee Resource Handbook:

This year each employee will be given an employee handbook! This handbook will be used to train new employees and as a resource tool for all others. The goal was to include as many info pieces as possible that pertain to the day-to-day ops, etc. I have made a copy for the board. Please give me feedback on the handbook when you have a chance to see it. If you feel I have left-out important info or you suggest we should add additional info, please let me know. Please read the letter at the beginning of the book, it notes that this is our first handbook and there will be many adjustments to it as we endeavor to make it a valuable tool!

School-Wide Enrichment Model (SEM):

I am happy to report that plans for SEM for this year are moving along nicely. We are planning to start our very first SEM Academy on Wednesday, September 27th. This first SEM Academy will include the following workshops:

1. Community Helpers K-1
2. Cultural Connections K-1
3. Visual and Performing Arts
4. Creative Cooking K-1
5. Visual and Performing Arts 2-3
6. Cultural Connections 2-3
7. Music 2-3
8. Mad Science 2-3

SEM Workshops will last from 1:10 to 2:30. Sessions will last 4 weeks with the culminating 5th week being a "Showcase" event that will be held in the evenings. SEM workshops will be held on Wednesdays.

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Comprehensive School Discipline System:

I will be putting together a school committee to work on this area of our school ops. I would love to have at least one Board member be a part of the committee, one to two parents, and one to two school employees. We will create the committee and begin meeting probably in late September once the year gets rolling. Please let me know if you are interested in being a part of this committee.

First Day Survival Packets:

A copy of the “First Day Survival Packet” is included in your board packet. This will be going to all families. Enjoy the sneak preview ☺ There is also a copy of the packet that the new families and the incoming kindergarten families will receive when they come to attend the Orientation on August 18th in your board packet.

Update on Office Manager Position:

As of 7/31 interviews were still being held for this position. We received over 40 applications. So far, over 13 interviews have been conducted. The goal is to hire someone by August 2nd.

Westlake’s Professional Development Week for Teachers:

Itinerary attached. If the WAVE and the Board would let me know what meals they will pick up based on the attached email sent to the Hospitality Committee Chair and Sherry on _____, that would be great. That way I can make sure the other meals are covered.

We are ready for a great year at Westlake!! The goal is to start off in a very organized manner.....BUT FUN AND EXCITING TOO!