

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

September 4, 2007

**Westlake Charter School
3700 Del Paso Road
Sacramento, CA95834**

6:30 – 7:00 PM Cafeteria/MPR – Board Workshop

Campus Plan/Logistics

7:00 PM Board Meeting

**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 agendaized 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: 7:11 p.m.

B. ROLL CALL AND ESTABLISHMENT OF QUORUM:

		present	absent
1.	Phil Nanni	X	_____
2.	Paris Coleman	X	_____
3.	Carol Moore	X	_____

4.	Ting Sun	X	_____
5.	Community Member LB	X	_____
6.	Gretchen Hanson	_____	X
7.	Lisa Kaplan	_____	X
8.	Debbie Hightower	X	_____
9.	Christina Thorall	X	_____

The meeting will now convene to closed session to discuss the following matters described in Section II.

II. CLOSED SESSION

A) UPDATE ON EXISTING LITIGATION

III. PUBLIC SESSION

A) RECONVENE TO OPEN SESSION: The meeting was reconvened to open session at 7:30 p.m.

B) PUBLIC REPORT ON ACTION TAKEN IN CLOSED SESSION, IF ANY: No action taken during closed session.

C) BOARD COMMENTS

PC: Was involved in the transition over the summer. From the District, Linda Griffith was project coordinator for the move and did a superb job. She helped get the school to us on time and in great condition. Along with that, would like to acknowledge the Westlake teachers for getting up and running in such a short amount of time. Also, thanks to the parents who have come out the past few weekends to help get the school ready. Would like to acknowledge Christine as well. It was a full time job all summer. A lot went into it and a lot of people to acknowledge for its success.

D) PUBLIC COMMENTS

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.

No Public comments.

E) REPORTS

1. Principal Report

We currently have 233 enrolled at Westlake. Openings for two more in second grade. Were able to pull a lot of people off the wait list, mostly because they have moved out of the area. The move is complete

according to the District. Some small items left to work on. Contractors will finish the “punch list” shortly. Was very impressed with the level of detail. The sprinklers weren’t put in properly, but they will come out to fix them shortly. At that time, they will meet with Leroy to get the drip system for the garden set up properly. The parent work days were amazing. Thanks to all the parents who participated!! Have requested WAVE to form a campus improvement committee and bring recommendations to the Board. Opening Day: everyone should have received the pick up drop off policy by now. Hopefully everyone will follow directions and it will go smoothly. Classrooms are ready. Teachers have been working hard since the first day they were allowed on campus. Kudos to the teachers for working so hard to get everything ready. Renovation Grant Update: application is still being processed. We are still being asked for information, which is a good sign. Should hear something in November. Teacher Support: More teachers, more staff equals more need for teacher support. The thematic curriculum does not use text books and is very time intensive to put together. Increasing collaboration days. CST Results: WCS is the highest scorer in the District. API is currently at 830. Last year it was at 843, which could be attributed to a variety of factors including a bigger test pool. As a staff we will look at individual scores and look at where we can improve in instruction to ensure that our students are getting the best education possible. Upcoming events: 9/6 Parent Orientation/Town Hall meeting in multipurpose room; 9/18 Back to School Night.

TS: Keep in mind that API Scores will be received twice per year. Will we be getting LARS? CS: We don’t have enough kids at this point, but we can look at it for the future. Next year, we will be over the 100 mark.

2. WAVE Report

No report submitted.

3. Facilities Report

Included in Principal’s Report. Report may change for future meetings.

IV. ITEMS SCHEDULED FOR ACTION:

A. Approve minutes for June and July

PN moves to table the approval for the June Meeting minutes. Second: PC. 6 Yes; 0 No; 1 Abstain. Approved.

That the July minutes be approved as amended.

Motion: PN

Action: Approved

Second: PC

Vote: Sub Prior Role Call

V. ITEMS SCHEDULED FOR CONSENT:

A. Lease of copier

That the lease of copier be approved with further investigation.

Motion: TS

Action: Approved

Second: PN

Vote: Sub Prior Role Call

B. Part-time Spanish Aide/Support

That a part-time Spanish aide/support position be approved with an update to be provided at next regular board meeting.

Motion: PC

Action: Approved

Second: TS

Vote: Sub Prior Role Call

C. Future Conference Expenses

That the Board approve expenses for WCS staff attendance at the California Charter Schools Conference.

Motion: TS

Action: Approved

Second: PN

Vote: Sub Prior Role Call

D. Extra-duty Positions

- 1) Curriculum Coordinator/Support Provider
- 2) NWEA and Data Evaluation

That the Board approve the Extra-Duty Positions as presented.

Motion: TS

Action: Approved

Second: CM

Vote: 5 Yes; 0 No; 2 Abstain

VI. ITEMS SCHEDULED FOR INFORMATION/DISCUSSION/UPDATE

A. Parent Hours Policy

PC Submitted a draft parent participation policy. Will propose a new procedure stating that near the end of the first trimester those who have not reached a certain level will be sent a form requesting an update and/or explanation as to why hours have not been met. At end of second trimester, parents who have not yet reached a certain level would be required to meet with the Principal to discuss challenges to reaching the specified number of hours. If at the end of the school year, hours are not met, the principal may recommend sanctions against the parents for not participating. Sanctions could include students having to go back into the lottery. Hopefully, it will never

reach that point, but would like to have a chance to address these issues. Keep in mind that this is only a draft...still need to meet with WAVE. Regardless of the outcome, we do need to get serious about this over the upcoming year.

PN: I do think this needs to be expedited into a procedure. Perhaps rather than setting trimester deadlines, we could get back with the WAVE and Christine to determine timelines. Ideas for intervention are helpful. Sending out letters with forms to fill out and send back is a good reminder and makes it easier. Like the idea of the Principal's intervention at some point. Needs to be some thought as to what types of situations would allow someone not to be required to meet their obligation. Knowing how hard it is to get into this school and how hard parents work, some thought needs to be given to allowing students back into the school when hours have not been met. TS: Sanction is a very strong word. Should look at the wording and perhaps tone it down a little. We could implement a waiver policy so that if they do not meet their hours, they could fill out a form to explain why hours were not met. Regarding the "sanctions" the right to vote, hold office, etc. are good. The enrollment status piece is tricky because of the way the Charter is written. Some schools put in the lottery process that number one priority is families in good standing or something similar. Might be something to look at. CM: One idea, along with enrollment status, might be siblings. Would siblings of families who have not completed their hours be allowed in? PC: the important point is to have a policy in place. Again, the point is not to reach the point of sanction, but to have a policy in place for those who would thumb their noses at completion of their hours. CM: Maybe we could find ways to recognize people who have met and exceeded their hours. PN: With respect to everybody's thoughts on this matter, this needs to have some teeth, some bite if it's really going to do what we want it to do. People need to understand that this is a commitment we all made by coming to this school. People have to know that if they're not willing to put in the hours that they're capable of, they should find a different school. This is something I am committed to. I think the next stage might be to get a legal opinion on this draft. CM: We have to re-assess our lottery process anyway.

Lisa Joseph-Kirkland: I am in total support of what Mr. Coleman said. Is there any way that people could buy hours?

Jenn Short: The first two years my kids were in, I really struggled getting my hours in and I questioned whether or not this is the right place for my kids to go. Money is not time. I think it sends a bad message to our kids to allow people to pay for their hours. It sets an inappropriate playing field. People should understand that if they want their kids to attend this school, they should be willing to do their hours. WAVE has already written and approved bylaws regarding when people should submit hours. Recommend giving each family a statement of intent regarding when they plan to do their hours. This would be a place for people to say they may need assistance, etc. Feels that statement

of intent would be important to help the families get hours and avoid negativity around getting hours. The idea of “good standing” is not a word I find helpful...

Leif Olson: WAVE bylaws are too obscure and don't have any teeth. They need to be tightened. My problem last year was in reporting hours. Couldn't find the forms at the beginning of the year, which made it difficult to get the hours reported. We need to find a way of automating the reporting of hours to make it easier for parents to report hours.

Daniel Leon: This is my son's first year and I still have questions even after going through the website about the process of reporting hours. That should be really clear from the very beginning. Could not find the form on the website.

PN: We should cover that thoroughly at the Town Hall meeting

Minh La: In a previous meeting, the Board mentioned not punishing the child for the parent's mistakes. Is that what would be happening with this rule?

Paul Hobie: When we filled out the application for the school, it mentioned 30 hours. We made that commitment when we applied. Regarding recognizing folks who have met or exceeded their 30 hours, we should recognize everyone.

Jen Short: Don't think we need to be giving recognizing people for 200,300 hours. 30 hours is what parents are being asked to meet.

Lisa Joseph-Kirkland: At the last WAVE meeting, someone had been elected to handle all of this. She sounded like she would have it all taken care of.

Minh La: Toward the end of last year, I did see a lot more WAVE Newsletters that addressed the issue.

B. WAVE Fundraising Plan

The WAVE is asking the Board to endorse (not approve) this plan. By endorsing the plan, the board would just be saying that the Board is comfortable attaching its name to the plan for this school. WAVE did approve this plan at the last meeting. Unanimous approval with no public comment. Tried to focus on events that would involve a lot of the campus community and not be done by just a few people. Some changes may be made to some of the proposed events. The concepts will stay similar, but the details may change.

CM: It's important for the WAVE and the Board to continue checking in to

make sure they are on the same page. Appreciates the WAVE bringing this forward for the Board to consider.

PN: Involved with the creation of the fundraising plan. Thinks it's an ambitious goal, but we need an ambitious goal to rally around. The efforts in fundraising give a lot of opportunity for parent hours. The Board will not approve this plan, but the WAVE may want to get individual endorsements from each board member to gain consensus. Personally endorses the plan.

PC: The way it's structured is going to require a lot of involvement from a lot of different people and hopes that's what is received. Feels that the plan will help the school move forward. Supports it and wishes the WAVE the best of luck in moving this forward.

TS: Thinks it's great the way it's laid out. It's open and transparent.

CM: Agrees with Ting. Appreciates the focus on making hours count. By laying this out at the beginning of the year, gives parents the opportunity to plan out what they would like to participate in.

LB: Traditionally, the parent hours are toward the school. Have we ever formalized the fact that the WAVE hours count toward parent hours?

JS: Some clarification needs to be made there. Will work with Peggy to make some clarification on this.

LB: On first glance, thinks the plan looks great.

Leif Olson: glad to hear that the board is not formally endorsing what the WAVE is doing. Feels that there is a lot of crossover between the WAVE and the Board. For example, hours—what is a “good hour” should be determined by the board. Groundrules about outside and inside entities crossing over should be placed in the bylaws of both entities.

C. Westlake Press Packet

Need to create a Westlake information packet. This should not be generated by the fundraising team. Should come from the Board and the administration. Packet could be used for many things—new parents, grants, potential sponsors, etc.

PN: Action item to approve the information once completed and after legal review. Christine to create committee to create Westlake information packet.

D. Intervention/Supplemental Hourly Program

Board will need to approve this program in order to get state funding for these programs.

E. Extended Day Program

Table until next meeting. Don't have an MOU for 4th R currently. Sounded like there were going to be changes to the program. There will not be changes at this time; however, we may need to discuss the concept of running an extended day program for next year.

PN: Currently, we are in a two-year term. Typical 4th R terms are for 20 years. Concerned about signing something for that long. Would like to review at the next Board Meeting.

F. Campus Improvement Committee

Table until next regular board meeting.

VII. FUTURE AGENDA ITEMS

- A. Ms. Smith's budget authority
- B. Report/Discussion on Spanish curriculum and goals for students upon graduation.
- C. Approve Westlake information packet once it's completed.
- D. Supplemental Hourly Program approval.

VIII. ADJORNMENT

The meeting was adjourned at 10:07 p.m.