

REGULAR MEETING
BOARD OF DIRECTORS
WESTLAKE CHARTER SCHOOL

October 3, 2006

7:00 p.m. at Westlake Clubhouse

**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. PRELIMINARY

A. CALL TO ORDER

Meeting was called to order by the Board President at 7:03 p.m.

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 (Non-Voting)	X	
Community Member	X	
Karen Pardieck		X

C. APPROVAL OF MINUTES

1. Regular Board meeting 8/1/06 –Robynne Rose moves to approve minutes. Seconded by Sherry Scalzitti-Ephraim. Approved
2. Regular Board meeting 9/5/06—Sherry Scalzitti-Ephraim moves to table approval until November Regular Board Meeting. Seconded by Paris Coleman.

II. COMMUNICATIONS

- A. Oral Communications:** Sally Alden: Brought copy of Newsweek for Board to take a look at. Would like to see WCS look at the whole child in its strategic planning process. Question: We are looking at having shortfall in the budget three years out after implementation grant is over. Have we started to look at how to address the issue? How will this affect the facilities search? Concerned as a parent with what is happening with the facilities. Would like to know where our home is going to be. SS: Board will take concerns under advisement and get back to her.
- B. Board Member Comments:** PC: Letter to parents with regarding to getting volunteer hours early. Letter has been drafted on behalf of the Board. Would appreciate feedback from the Board. LB: Looking forward to the SEM Workshop. Ks and 1st Grade will get to plant flowers and work in the garden. LB brought vegetables from ranch to share with group.
- C. Principal’s Report (Kim Pablo):** See attached.
- D. W.A.V.E. Report (WAVE rep.):** PN: Cathi Nanni has decided to resign as president of the W.A.V.E. for personal reasons. She will continue to support the school in every way possible. Peggy McAllister: W.A.V.E. also has an opening for Treasurer. RR: Please thank Cathi on behalf of the Board for everything she has done.

III. ITEMS SCHEDULED FOR ACTION

A. Proposal to purchase technology for school – WCS Technology Committee

Technology Committee Present: Kate Burwinkel, WCS teacher; Leif Olsen, Kaiser Permanente Bryan Anderson, Franklin Templeton Investments; Minh La, Los Rios

Community College District. Technology Committee has developed proposal for technology in WCS. RR: Can Powerschool run on Apple? Yes, Powerschool is made for Apple. Natomas Charter currently runs Powerschool on Apple. CM: Are the two teachers who preferred PCs okay with Apple? Yes. LK: Did you ask to come under the District's purchasing power? We may be able to get good deals. Charter would pay the district directly. This could be a great way to save money. The State just passed in the budget millions of dollars in grant money to schools for technology integration. The bill mentions charter schools specifically. WCS should consider using this money as opposed to the implementation grant. PN: Did do some checking on pricing and compared to Apple refurbished units. School price came in significantly lower. Understands that the approved company was very helpful and wonderful to work with. What is the life expectancy of a system like this? LO: Lifetime expectancy for PCs and Apples is approximately 3-5 years. Software may last beyond that. Are the units upgradeable? Yes. Is there a warranty program for accidental damage? Yes, Apple Care will cover that. What is the educational software package that will be included on all computers? Educational software is listed in the proposal. RR: What is your feeling about preparing children for the future on Apples when the rest of the world uses PCs? KB: Should be an easy transition. The two are very closely related. The children will be dealing with software programs that are applicable to both systems. MW: The two systems are converging. LC: When will the children be able to use the systems? KB: The computers will be located in the classrooms. KP: Technology can also be used as a chalkboard or whiteboard and function well in the classroom. SA: Would like to understand how the committee came to the conclusion that the Apples would be preferable to PCs. KB: Better systems, better programs, better warranty. KP: Also, a straw poll with the teachers found them to be pro Apple. LO: Also took learning curve into consideration. Fredrique: Was there an assessment done on the children to determine what percentage of children were familiar with PCs vs. Apples. What if the children are using PCs at home? KB: The children will be using software that is applicable to both PCs and Apples. Good for children to be familiar with both programs. PC: In regards to dollars and cents: does the difference between Apples and PCs justify the \$10,000-\$15,000 difference in price? LO: The company's response time does show a lot about how supportive the company will be once the purchase is made. The Apple companies were very responsive and helpful versus the PC companies. KP: Also consider the time lost on training teachers on PCs when they are used to Apples. SS: What is the timeline for purchase and implementation? Would like for the computers to be purchased and installed in time for report cards in December. With the Apples, we could get the computers within 5-7 business days. PN: What type of networking platform is planned? All computers will be hardwired at the classroom level. Why not go wireless? Cost and security issues—some confidential information may be housed on the computers. CM: Will the children have internet access? Yes. How will it be controlled? District has blocks and protections in its network. LK: Apple is the most user-friendly toward education. The younger you expose children to a multitude of platforms, the more advanced they will be later on. PN: Teachers will be getting Apple laptops. Would it make sense to get the teachers their laptops first before purchasing the classroom computers so they have a chance to get used to them? KB: Teachers are already familiar with the platforms. KP: Logistically would be easier to purchase and set up all at once. RR: Glad the committee chose not to go with a portable lab. LK: Make sure to have a clear policy for laptop use. If personal information is included on the laptops and they are stolen, WCS would be liable for stolen information. Lisa Corr: Do you (LK) have the district's policy that you could send over to Kim? Yes. CM: Why buy now for 4th grade and not for 5th grade? Storage and aging. CM: Are computers being purchased for staff? Kim and sherry already have computers. LO: Apple quote has projectors in it...HP quote does not (approx. \$1500 difference). Sally Alden: what about the computers that have been donated? Computers that have been donated are, for the most part, antiquated—they do not have enough memory, won't run educational software programs and have many other issues. CM: HP toner tends to be a lot more expensive than other brands. LO: third party vendors have compatible pricing. PN: Do we currently have printers in the classroom? Not all classrooms have printers. RR: It's not always best to err on the side of saving money. RR: Moves approval. Seconded by PN:

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

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

B. Adoption of Westlake Employee Handbook (as revised by SMY&M)-

PC: Does WCS and/or the district have an internet use policy? KP: Yes. RR: We have to sign off on the district policy. KP will check to see if WCS has policy in place. RR: At some time, the Board discussed adding an exit survey...would like to add language regarding an exit survey. Pg. 21 Family Leave Act: It looks like WCS is responsible for paying the employee's health insurance while the employee is on leave? This may be inconsistent with District practice. KP: This is the current employee handbook. The Board will need to take action to make changes. LK: Board can approve the changes absent this section pending review. LC: An attorney from SMY&M did look at the language at the time it was approved. Leave out page 21, 25 and 29. Pg. 29: Question about payment for Jury Duty. PN: Is there an absence request form? Yes.

It is recommended that the Board
Approve the revisions to the Westlake Employee Handbook.

Motion: SS Action: Approved
Second: RR Vote: Sub prior role call.

C. Adoption of Policy: Section 504 – Lisa Corr

This is basically housekeeping that should have been done last year.

It is recommended that the Board
Adopt the Policy: Section 504

Motion: SS Action: Approved
Second PC Vote: Sub prior role call.

IV. ITEMS SCHEDULED FOR INFORMATION/DISCUSSION/UPDATE

A. Financial Update, 2005-2006 MOU Actuals, and MOU Discussion – Ana Barillas-Mendez

New MOU distributed to Board. Ana Barillas gave an update on the MOU and answered questions from the Board. Specific questions regarding fees should be directed to the District. Final numbers came in under budget. New actuals distributed to the Board. Expenditures and funding have remained on track. WCS has done a great job making sure that the implementation grant was used for the children. Numbers look really good. Ended up with a surplus in the ending cash balance as of June 30, 2006. Cash flow is healthy. District reports are currently incorrect. The problems probably stem from coding differences between Charter schools and district. The district is working to solve the problem. School is in good financial standing. Distributed financial information regarding the implementation grant. WCS is doing a great job of utilizing the implementation grant money appropriately. Kim does a great job coding for the grant...kudos from the district. Unaudited actuals will be audited the last week of October. Adapted budget numbers are right on target. Not reflected in the report is an additional \$115 per student, which has just been approved by the Governor. RR: Where are we with class size reduction? KP: We did apply. We should get it as long as our averages stay at 1/20. WCS will need to make a loan payment of \$52,780 plus interest this year. Cash flow as of August 31 is \$502,000. Payment is deducted from funds by district.

B. Bylaws of Westlake Charter School – Lisa Corr

Overdue on updating bylaws. Did a lot of updating based on things we did last year. We should now be solid to carry us forward. Will place approval as action item at next Board Meeting.

C. Election Policy – Lisa Corr

LC: The only changes from the written document you have are a couple of minor typos. PC: Election date was chosen based on last year's date? Yes. Document is ready for approval with a few minor changes. Place on next agenda as action item. Candidate Statements Due, November 27, and then open voting Tuesday, November 28 with one week to vote. PN: One community member spot open? Yes. Do we, as the Board, want to discuss people we might want to consider for that committee position? Will add discussion to the next agenda.

D. Release of Directory Information – Lisa Corr

Not discussed.

E. Monetary Contribution for Parent Participation Hours – Peggy McAllister

Teachers would appreciate financial support in the classroom. The W.A.V.E. proposed that parents donate items from the approved wishlist. Parents could earn one hour for every \$15 up to ten hours. This excludes beginning of the year supplies. W.A.V.E. is requesting Board approval for this section of the handbook. Does the Board need to approve this? There is nothing in policy regarding hours other than some prohibitive language regarding expelling students for parents not completing their hours. PC: Does not feel that the Board needs to approve this as a matter of policy. Decision should be left to the board. LB: Who will verify the purchases and how? W.A.V.E. will decide how best to do this. PN: Much of the verification is based on the honor system.

F. WCS Board of Directors 2006-2007 Responsibilities Grid – Sherry Scalzitti-Ephraim

Discuss specific responsibilities for each Board Committee and designate leads for items that must be completed. PC: Suggest a committee to look at Board committee responsibilities. PN, PC, CM, DH and Lisa Corr volunteer to be on committee. Committee should meet before the next regular Board meeting, currently scheduled for November 7. Meeting date TBD. Update on non-profit status: Law clerk has finished filling out the forms and will send to SYM&M for review. Some personnel changes at SYM&M may affect the expertise and timeline. SYM&M has now hired a clerk. This a good time to get free work from the Clerk prior to November.

G. Final Report on Golf Tourney – Phil Nanni

Golf tournament was tremendous success. The tournament had many sponsors and over 120 golfers. About \$19,200 was raised for the school. Great feedback was received from the tournament participants. Would like to especially thank Cynthia Ortiz and Ruby for their work on the raffle, which helped connect the parents with the tournament.

H. Fifth Annual Natomas Community Festival – Debbie Hightower

The event was good, but could have been better with more support. Next year, we need fliers and information at the booth and possibly a display or banner. We had a great location in with the District. Received positive feedback from the community. There were some questions regarding facilities next year. Phil will keep community festival dates in mind when planning next year's golf tournament.

V. FUTURE BOARD ITEMS

A. Review and possible Adoption of Bylaws, Election Policy, Release of Directory

Information

. **ADJOURNMENT**

Motion to adjourn Sherry Scalzitti-Ephraim. Seconded by Robynne Rose. Sub Prior Role Call.
The meeting was adjourned at 9:24 pm.