

REGULAR MEETING
BOARD OF DIRECTORS
WESTLAKE CHARTER SCHOOL

November 14, 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 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 7:03 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		X
LB	X	
Karen Pardieck		X

C. APPROVAL OF MINUTES

1. **Regular Board meeting 10/3/06**—Robynne Rose moves approve minutes. Seconded by Carol Moore. Substitute Prior Role Call.

II. COMMUNICATIONS

A. Oral Communications (Non-agenda items): Roy Madewell: concerns about a 1st grade class at WCS. Has invested much time and effort in the school and doesn't feel that his child is receiving as good of an education as possible due to the behavior of one child. Why haven't these behavior problems been addressed? Behaviors include kicking, fighting, swearing. Why no disciplinary actions? What actions will be taken in the future? At the time, the classroom has been divided into boys and girls so that boys can serve as bodyguards for the girls. This is unacceptable. There is no good reason for this to continue. Has written letters to the school. Would like to know if letters have been forwarded to NUSD special education. Parent has witnessed disturbing, disruptive behavior. Where do we draw the line? Has considered moving child out of class due to safety issues, but doesn't feel that he should have to. He is not the only parent who has voiced concerns about this issue. At Halloween during the parade, the substitute repeatedly had to address issues with this one child while attempting to address the rest of the class. Substitute gave the child three chances before sending the child to the office. The parent was able to circumvent the disciplinary actions of the teacher by bringing the child back to class. Why? Parents are upset. If things don't change, parents may leave.

Lisa Joseph-Kirkland: Would like to be on the committee for principal replacement. Specializes in special education. Maybe the school to get a 504 coordinator to address behavior issues and possible have a positive behavior plan and an assessment. This would help both the children and the teachers. Teachers should not have to focus all attention on a few children. This is a waste of time. Behavior issues should be addressed by the school district. This is not as much WCS's problem as the school district. NUSD has policies and procedures in place. If they are not implemented properly, this causes problems for everyone. Suggests that WCS look into NUSD's policies and procedures.

SS: Board will take all comments under advisement.

- B. Board Member Comments:** SS: Would like to begin by assuring the parents and staff that the WCS board is working very hard to fill in the gaps and ensure that we continue to work as a cohesive unit to best serve the needs of the children. GH: Sat in on staff development on Tuesday. Would like to commend the staff on their efforts. Great accomplishments have been seen by all. PC: Would like to echo the comments of Sherry and let everyone know that, while it is disconcerting to lose a competent administrator, parents should understand that this is an opportunity for the Board, parents and teachers to pull together to deal with this issue. Also, would like to publicly thank Kim for her service. Invites comments from the teachers as to how they are feeling about the situation and process of filling the open position. Robynne Rose would like to say to parents who spoke tonight that just because we don't answer questions at the Board Meeting doesn't mean that the issues are not addressed. Much work goes on behind the scenes to ensure that issues are properly addressed in a timely manner.
- C. Principal's Report (Kim Pablo):** Would like to thank everyone for the opportunity to work at Westlake. Believes in Westlake and the teaching team. Would like everyone to know that if there is anything she can do in the meantime to help out, please don't hesitate to ask. The offer stands.

WASC accreditation did occur. Should find out status at the beginning of February. Overall feeling is that the process went well.

Text of the report is attached.

- D. W.A.V.E. Report (W.A.V.E. Representative):** SS moves to table W.A.V.E. Report until the W.A.V.E. representative arrives. Seconded by Robynne Rose. Sub Prior Role call.

Peggy McAllister elected President in place of Cathi Nanni who resigned. Tracy Roman has been elected Vice President. Temporary sub committee has been created to look into non profit status and clarify bylaws. Fundraising committee has determined that it needs 16 volunteers to hold Viva Las Vegas this year. If there aren't 16 volunteers, Viva Las Vegas will not be held this year. Next community-building event will be held on November 25—Family day at Barnes and Noble. WCS will have 1:00pm story time with IPC theme. School will receive a portion of all purchases made during that time for books for the school library. Coats for Kids will go through mid December. Kyle Lillich giving tree will begin shortly and run through holiday season. Parent participation team will participate in Two Rivers' scholastic book fair, which will work to get books for the Two Rivers library. This participation will go a long way toward relationship-building with Two Rivers School. W.A.V.E. portion of the WCS Website has been updated. W.A.V.E. would like to publicly thank Kim Pablo for her help and hard work with the W.A.V.E. program.

III. CLOSED SESSION

Motion to re-organize agenda, moving Closed Session prior to Communications. Moved by Robynne Rose. Seconded by Phil Nanni. 8 Yes; 0 No. Approved.

Student Issue—Adjourned to Closed Session at 7:08 p.m.

IV. REPORT OUT FROM CLOSED SESSION

Nothing to report from closed session.

V. **ITEMS SCHEDULED FOR ACTION**

A. **Adoption of Westlake Employee Handbook (as revised by SMY&M) Adopt with the amendments proposed in the October 24 letter.**

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

Motion: SS Action: Approved
Second: RR Vote: 7 Yes; 1 Abstain; 0 No

B. **Third Party to Assist Board in Searching for Candidates for Open Position**

Jennifer Duggan offers to help with search and legal counsel. DH: Teachers' understanding is that teachers might be asked to shoulder some of the responsibilities. Would like the Board to consider that their loads are currently pretty full with classes, committees and other parts of the program. For a very short time, teachers could help with administrative issues, but not for the long term. Brining in an interim administrator might be a good idea, as opposed to rushing into anything at this time. Don't want to loose momentum by bringing in the wrong person long-term. Would like to take time to find just the right person, but will need administrative support in the meantime. Susy Klein: Staff as a whole does not believe that it's in the best interest of the students for staff members to be asked to take on administrative duties. Teachers should be able to focus on classrooms. Teachers feel it would be better to hire a full-time administrator as opposed to a consultant. WCS is currently making great strides and teachers would not like to see that change. The staff would prefer that an interim administrator follow-through for the entire year as opposed to just a few months. What is a "short time" in shouldering administrative duties. "Short time" really refers to a couple of days, possibly a week. Not more than that. Teachers already work very hard and long hours. Asking them to work more than that could be detrimental to the classrooms. KP: Next week is her last week, but she could be available the last week of November. RR: Miss Abercrombie: Why would you prefer an interim administrator for the rest of the year as opposed to finding someone permanent right now? In the summer, there will probably be a larger pool from which to draw. Also, a new administrator will probably bring a new vision, which could be disruptive during this school year. Teachers would like to be involved in the administrator search. CM: Are you completely opposed to starting a search in case there is someone great out there at this time? Teachers have no comment at this time? RR: Two comments: there is still the majority of the school year remaining. It may worthwhile to start a search just to see what's out there with the input of the teachers. PC: To summarize, teachers would not be opposed to hiring the right person if the right person is found; however, if the right person is not found, they would prefer not to hire someone just because there is no one else. PC would prefer that, at that point, the Board hire an interim administrator. Is concerned that the Board may not be able to find an interim administrator for more than a couple of months. PN: It's not out of the question that we could find an interim administrator for a longer period of time. RR: Would also hate to see a succession of 2-3 interim administrators. KP: There is currently a good list of people to tap into at the moment. The question is: are they available, for how long and does the Board approve? RR: Would like to have an interim administrator in place by the end of the month. PC: Would like to begin the process of finding someone long-term. RR: Wonders if there are any parents who could be the human resources point person. Resumes should come to Sherry in the office. Should also begin getting the position posted right away through EdJoin, EdCalACSA, Craig's List, Sacramento Bee, etc. Phil Nanni and Robynne Rose will coordinate the HR effort and get the process started and put together an interview panel to include interested parents, teachers and board members. GH: Suggests and end-date of January 15, 2007 for initial screening. LB: Would like to make sure that we get someone in place on a temporary basis at the same time that the process for filling the permanent position gets underway. PN: What will be the process for establishing an interim person? KP: The list is good...we could probably

find someone in pretty short order. Charlie Leo: Suggests not reinventing the wheel. This Board already has a process in place. Would suggest that the Board use it. Suggests against using consultants and is willing to help out in some capacity. Also suggests not inundating the current staff with a lot of Chiefs in the interim. GH: Will Kim be authorized to select an interim administrator or should this come back before the Board? Should come back before the Board. Kim will work with the Board and staff on the process of finding an interim person. PC: Suggest that Kim make the initial contacts, determine interest-level and requirements and then consult with Phil and Robynne as to how to proceed. Would be willing to authorize Kim, Phil and Robynne to enter into an agreement with someone. KP: Dates and times of availability from Phil and Robynne would be helpful. SS: If teachers see Board members on campus, we are not trying to micro-manage, but just offer support.

It is recommended that the Board establish a committee headed Phil Nanni and Robynne Rose and that they be authorized to conduct a search into both a permanent and interim administrator for Westlake, negotiate a contract and bring a recommendation back before the board.	Motion: SS Second: PC	Action: Approve Vote: 8 Yes; 0 No
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C. Election Policy

Motion to move election policies into action item prior to adopting bylaws. Moved by Sherry Scalzitti-Ephraim. Seconded by Robynne Rose. 8 Yes; 0 No. Approved.

Motion to make the election policy item C and move adoption of bylaws to item D. Moved by Sherry Scalzitti-Ephraim. Seconded by Robynne Rose. 8 Yes; 0 No. Approved.

Board feels that it is in the best interest of the school and the situation to have some continuity on the Board by holding off on the election and unilaterally extending the terms of current board members at this time. Board member-at-large positions, currently held by PC and RR, are set to expire. One parent position would become vacant. SS: Currently also have open community member that would be appointed by the newly-elected Board. SS would be willing to extend her term by extending the election time. Lisa: Given the current circumstances, would like to see the Board extend their terms. Jennifer Browning (parent): Feels that it would be advantageous for the Board to extend terms until March. Would give time to get through holidays and re-group, but would not be at the end of the school year. This change to the bylaws will affect future elections. Board should consider what is the best time of year to hold elections in the long term.

It is recommended that the Board change election policy to hold Board elections in the month of March on the date of the regularly-scheduled board meeting	Motion: LB Second: DH	Action: Approve Vote: 8 Yes; 0 No
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D. Adoption of Bylaws

Motion to amend the bylaws, article 7, section 3, to include an extension of the current Board to March 6, 2007, at which point the election for new board members will be held. Board members serving in 2006 shall continue their term through March 6 2007, at which point the election for new Board members will be held. Moved by Robynne Rose. Seconded by Sherry Scalzitti-Ephraim. 8 Yes; 0 No. Approved.

It is recommended that the Board adopt bylaws as amended.

Motion: SS
Second: DH

Action: Approve
Vote: 8 Yes; 0 No

E. Release of Directory Information

It is recommended that the Board accept the Release of Directory Information with the amendment that for 2006-07 school year, parents who do not wish to disclose directory information must notify the school four Fridays from the date of notice.

Motion: SS
Second: DH

Action: Approve
Vote: 8 Yes; 0 No

VI. ITEMS SCHEDULED FOR DISCUSSION

A. Release of Directory Information—Lisa Corr

Motion to move this item to Action Item E. Moved by Sherry Scalzitti-Ephraim. Seconded by Robynne Rose. 8 Yes; 0 No. Approved.

B. Monetary Contribution for Parent Participation Hours—W.A.V.E. Rep.

Nothing more to discuss at this time.

C. Board/W.A.V.E. Communications regarding fundraising and expenditures specifics Agreement between W.A.V.E. and WCS School Board regarding Fundraising and Grant writing.

Committee is working to establish dual policies for both groups to adopt.

D. Specific Board Conflicts Code—develop/revise

Kim will get some clarification from Lisa Corr regarding this agenda item.

E. Facilities Planning

Board would like Tom McDonough provide updates to the Board regarding the status of WCS facilities. Facilities planning needs to begin right away. It is important to have a Board member involved in all planning for the facilities. In the future, L and other Board members would like to be notified of other facilities meetings.

VII. FUTURE BOARD ITEMS

A. Financial Update and Review—Jodi/Ana

B. Community Outreach Plan Revision

C. WCS Board/W.A.V.E. policy agreement regarding fundraising and expenditures specifics.

D. Visitors on campus policy—Action Item.

- E. Community member appointment—Discussion Item.**
- F. Principal Search Update**
- G. Parent volunteer hours update**

VIII. ADJOURNMENT

Motion to adjourn, Sherry Scalzitti-Ephraim. Seconded by Robynne Rose. Sub Prior Role Call.
The meeting was adjourned at 9:45 p.m.