

**BOARD OF DIRECTORS
WESTLAKE CHARTER SCHOOL
Board Meeting Minutes
WCS, 3800 Del Paso Road, Sacramento, CA 95834
March 13, 2014 6:30 PM**

**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. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Public Comments."
3. "Public Comments" 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 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. OPENING AT 6:35 PM

CALL TO ORDER

ROLL CALL AND ESTABLISHMENT OF QUORUM:

			Present	Absent
1.	Howard Chan	YYYYYY	<u> X </u>	<u> </u>
2.	Sian Burman	YYYYYY	<u> X </u>	<u> </u>
3.	Caroline G.	YYYYYY	<u> X </u>	<u> </u>
4.	Debbie P.	YYYYYY	<u> X </u>	<u> </u>
5.	Hope Gawlick	YYYYYY	<u> X </u>	<u> </u>
6.	Jed Wallace	YYYYYA	<u> X </u>	<u> </u>
7.	Joe Clark	YYYAYY	<u> X </u>	<u> </u>
8.	Brenda Lee	YYYYYY	<u> X </u>	<u> </u>

II. PUBLIC SESSION

- A. **Board Election Opening – K. Burwinkel reviews election procedures and candidate statements are read in the order in which they were received from the candidates.**
1. **Community Representative Statements**
 2. **Parent Representative Statements**
Polls open and remain open until 8:30pm
- B. **BOARD COMMENTS:**
H.G.- Form 700's are due April 1st. Before you leave tonight please complete the form and return them to Aimee or find a time with Aimee to submit it.
- C. **PUBLIC COMMENTS:** This portion of the meeting is set aside for 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 for non-agenda items will not exceed fifteen (15) minutes. Members of the public may speak on agenda items during the time when the item is addressed by the Board. **AUDIENCE/VISITORS PUBLIC DISCUSSION –** This agenda item is included for the purpose of giving anyone in attendance an opportunity to ask questions or discuss non-agenda items with the Board of Directors. If visitors have a complaint about a specific employee of the school, they will be requested to submit an oral or written complaint to the employee's immediate supervisor as required by Board Policy #08-03 (Please note that the public portion of all meetings is recorded.)
- D. Ira – Thanks current board member for their commitment and voices support of Frank Fedor as parent rep candidate.
S. Dosick – At NUSD board meeting on 3/12 board was updated on facilities master plan. Board is actively moving forward with getting a bond on the November ballot. Encourages WCS to educate parents as to the importance of this bond for getting WCS into it permanent campus. Approved a modest increase to the developer fees which will provide more money as developers come back to Natomas when the moratorium is lifted. Appreciates the admin presence at the NUSD board meetings.
D. Vail – Asks about adding classes in 3rd and 4th grade and how adding “non-Westlake students” will impact Spanish. Concerned that children will have to repeat what they have already learned because the new students will have to catch up.
H.G – Encourages Diana to connect with Kate to get more information.
- D. **BOARD REPORTS – Copies of board reports on file at 1985 Pebblewood Drive, Sacramento, CA 95833.**
1. Executive Director – K. Burwinkel
 2. WCMS Student Government Report – M. Johnson – no report
 3. WAVE Report – M. Solis
Presents check for \$23586.00 for 3rd trimester contribution. Changing program used to record parent hours. Parents will be able to see a summary of recorded hours. April 27th “dental day” with Dr. Saladin. Portion of proceeds will come back to the school. WAVE nominations due March 22nd. Voting takes place at April 7th meeting. Night Under The Stars on Friday. Soups and Stories on March 21st. International Festival on April 5th.

III. ITEMS SCHEDULED FOR ACTION:

A. Consent Agenda - All matters listed under the Consent Agenda are to be considered routine and will be enacted by one motion followed by a roll call vote. There will be no separate discussion of these items unless the Board of Trustees, audience, or staff request specific items to be removed from the Consent Agenda for separate action. Any items removed will be considered after the motion to approve the Consent Agenda.

1. Accept and approve minutes from February board meeting(s)
2. Accept and approve monetary donations
3. Accept and approve revised Board Policy #08-05 Use of School Credit Card

Motion: HC	Action:
Second: BL	Vote:

B. Accept and approve proposed 8th grade service project overnight trip to Santa Cruz
- K. Burwinkel. Board policy requires any overnight trip to be approved by the board. This is a trip that the middle school teachers have been working on for the past couple of years for the 8th grade students. We wanted to create something that would be a culmination of their time at Westlake.

JW- The plan is for the students to take a field trip to Santa Cruz and do some service projects with an organization that works specifically with youth. The students will participate in one or two different projects. After the service day the students will camp overnight and the following day they will go to Santa Cruz Boardwalk and then return. The following day they will promote. We wanted them to do go out and serve together in a community that is not their own and to look at their place in the global world. It's supporting one of our pillars and we want them to have that opportunity together.

KB - It was important to us that all of the students could attend and participate. When we first created the middle school we talked about a service trip to another country but we need to plan for that 3 years out and make sure that all students have the opportunity to attend. The trip is covered financially from the parent donations that have come in since the beginning of the school year.

HG - I am really excited to see this proposal before the board. I am really excited that all students will have the opportunity to participate. I am open to more board comments but I do want to move this item.

CG - This trip exemplifies our pillars and moving forward our administration has been very cognizant that if we want something like a Westminster Woods trip that the kids look forward to it and if we do a trip out of the country this year but next year there are no funds that would be disappointing. This trip is doable and the kids have worked so hard and are really excited.

JC - I think it's a great idea, and once again it's one more thing that differentiates us from other middle schools.

SB - Inaudible

BL - Thank you to Jen and her group for finding something that supports Westlake. I feel like this is a culmination of what we have been teaching the kids since kindergarten I feel like it fits our school and what we do so thank you.

Motion: HG	Action:
Second: CG	Vote:

C. Accept and approve compensation committee recommendation – S. Korvink.

SK – Reviews last month’s discussion item and updated numbers reflecting 2nd interim budget which is also up for approval.

JC – Inaudible...visually easy to decipher for a new teacher who needs to be able to easily see what they will make if they come to work here.

BL – We need to do this to support our teachers, they are the core of our program and I move to approve it.

HG – I just want to clarify that we did survey our teachers and this is very tailored to what our faculty is looking for and so that time was taken.

Motion: BL	Action:
Second: SB	Vote:

D. Accept and approve 2nd interim budget – S. Korvink

SK – Schools are required to accept and approve 2nd interim budget and provide a copy to our oversight agency which is NUSD so they can conduct their internal auditing and include them in the collective financials to Sac County Office of Education. Reviews detail of budgets for WCS & WCMS

Motion: HC	Action:
Second: CG	Vote:

E. Accept and approve strategic plan – K. Burwinkel – Reviews final draft of strategic plan which contains modifications and incorporates feedback from previous board discussions.

HG – I like the continued expansion, it’s seems like a logical progression of our international focus.

CG – Leadership has been working with Kate on the pillars and it just ties in perfectly. I see everything that we say we have and long term they are sustainable. I feel like it is now very streamlined and addresses the things we need to hear over and over again.

JC – Inaudible...would have to be the facilities and then for me if you could keep the global mindedness and core values at the forefront I think that would really help us.

BL – I think it is fabulous and thank you for going back to it and going back to it and for your patience with us. As a leadership team are you looking to break it down further?

KB – Yes we will be working on all of the objectives but it helpful to know what the really important ones are so that we spend as much time as possible on them but not that we’re going to let go of any of the other ones it just helps us to prioritize.

HC – So what you need from us is feedback on the focus areas.

KB – So facilities needs to be number one – that has been the biggest challenge for our school for the past 5 years. We can’t do the program that we seek without having a campus that reflects that. I know that’s a priority but I want to make sure the board also feeds that way.

BL – With Common Core coming out that academic curriculum piece is important. I would like to see that be a focus.

KB – Does anybody feel like anything has been missed? We will be taking these objectives and plugging them in to the LCAP.

HG – We have met on this 4 times now for multiple hours and I have to thanks staff for all of their hard work. I don't want you to think our lack of comments tonight mean anything. I feel like you have heard our thoughts and taken them and captured Westlake in this document so thank you.

KB – I agree, each time we went back at this it became a better document and if we had voted on this back in Dec it wouldn't have been as great.

JW – If I was to identify something in the school infrastructure it would be around school governance. I'm going to vote for this thing right now but I'm going to tell you the biggest point of risk, and I'm going to say it again and again, is that we do not have stable governance and without stable governance we cannot achieve excellence. If we are serious in that we want to have the infrastructure that we need for the long term then we have to address the governance piece.

KB – I do agree that we want to look at this every year and update it and revamp it every year. We do not want to go another 5 years without reviewing it.

JW – One thing I would suggest is that in future Exec Director reports that you present a dashboard and that it would have the 5 goals and objectives under each and that you would choose different colors that would represent where you are and you would report that out monthly or quarterly so that we will have a sense of the progress that is being made.

Motion: JC	Action:
Second: HC	Vote:

F. Appoint community member representative to Westlake Charter School board of directors
- H. Gawlick

HC – The good news is that we have 2 candidates and we couldn't go wrong with either. I do want to nominate Jed to continue his role on the board but I want to acknowledge Paul Hobie for his endless contributions to Westlake. It should not go without saying that we appreciate what you have done for this school. But to go to Jed's point earlier about continuity on the board, I'm really looking forward to the next 3 -4 years developing and planning our new school and I'm a big proponent for having continuity on the board but I know that we can continue to have your support at the school so thanks Paul.

BL – When I saw Paul's name I was really honored. He doesn't have a child at this school anymore but it is truly one of those situations where I would love to just put another chair up here because we would be so lucky. I do want to second the motion because this board has really depended on Jed, he has a wealth of knowledge working in the charter community that the rest of us don't because of what he does as a profession and that has benefited us over and over again and made us stronger as a leadership team.

DP – Thank you to Paul...inaudible

HG – I agree you coming back here and being willing to help out is really an honor.

PH – Inaudible...It's been an honor to observe all of you work the past few years. I appreciate all of you because you are the ones sitting here and facing the music, you're the ones who have to sit here when Little Explorer parents want a target. And you have been a target multiple times and I appreciate you.

Motion: HC	Action:
Second: BL	Vote:

E. DISCUSSION ITEMS

- a. **Employee handbook revisions – S. Korvink. What you have before you tonight is a draft version of the 2014-15 employee handbook, updated by legal counsel and with internal updates by the school. The goal is to have it up for action next month so that as we begin hiring for next year we have updated handbooks for the new employees. JC – Inaudible...For me it's a no brainer if legal has reviewed it.
HC – There really aren't a lot of changes this year, a lot of it is about storage of records as well as some of the changes we made under compensation.
SK – Correct**
- b. **Bylaws updates – K. Burwinkel. At a previous meeting the board voted to extend the terms for community and parents and that mean we need to update the bylaws. We are still working with legal counsel, we sent the bylaws to them to see if there were any other updates that we should make but I just wanted to give the board a heads up that a draft will be coming.**
- c. **Results of votes taken for parent representative positions – H. Gawlick – we're not at the point where we are ready to close the voting so we will adjourn to the closed session and we will come back at 8:30 for the voting results even if we're not done**

F. Closed Session at 7:55 PM

**Public employee performance evaluations Title:
Executive Director
Government code §54957 Reconvene**

open session at 8:30PM

H.G. – We took a break from our closed session to come out for the voting results and Debbie Porter has the results so Debbie would you please report the results.

D.P. – Our top winners are Hope Gawlick and Brenda Lee and Maria Solis

H.G – Thank you Debbie, the terms for the new board members begin at the April meeting. At this time we are going to go back to our closed session and I don't expect to have anything to report out.

Board reenters closed session at 8:36PM

G. FUTURE AGENDA ITEMS

H. ADJOURNMENT AT 9:01 PM