

**BOARD OF DIRECTORS
WESTLAKE CHARTER SCHOOL
Board Meeting Minutes, BASE Room
January 13, 2011, 6:30 pm
3800 Del Paso Rd, Sacramento, CA 95834**

**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

A. CALL TO ORDER AT 6:35

ROLL CALL AND ESTABLISHMENT OF QUORUM:

			Present	Absent
1.	Cliff Blakely	Y	_X_	___
2.	Howard Chan	Y	_X_	___
3.	Elizabeth Williams	Y	_X_	___
4.	Jason Spence	Y	_X_	___
5.	Michelle Acquisto		___	_X_
6.	Steven Korvink	Y	_X_	___
7.	Jed Wallace		_X_	_X_
8.	Sue Heredia		___	_X_
9.	Janet Handley	Y	_X_	___

II. PUBLIC SESSION

A. BOARD COMMENTS

CB – Introduces Janet Handley as new district liaison to WCS board

- B. 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.)

C. REPORTS

1. Principal's Report – Bob Capp

I'd like to begin this report by recognizing several people. First, the teachers of this school. Both Kate and I have now completed the first formal observation for the teaching staff. We've also had the chance to complete the second or final observation with many and I can assure you that our instructional staff is second to none in the area of commitment, pedagogy and excitement. While we are still several months away from the summary evaluations, I can assure you that we are a fortunate school. February is classified staff evaluation month and I'll report back at our March meeting with those results. I'd also like to recognize the parents and students of WCS. We have intentionally "ramped up" our teaching and expectations for our students. Our scholars, with much parental support, have adjusted their work ethic and productivity to meet the new challenge. As you will see in a few moments with Kate's report, our students' achievement levels are increasing which translates into increased student learning. One parent told me earlier this week after observing a second grade class, that her students in her third grade class in a nearby district were not performing at that high of a level. In anticipation of the curriculum needs for next year, we have asked Christina Thorall to assist us in researching and working with a committee to identify our needs in our kindergarten. Our curriculum and assessments need updating and aligning. In addition, she will work with us closely in the administration of the third trimester NWEA tests. We have several exciting events coming up in the life of WCS. Final approval vote for the WCMS Charter Petition is scheduled for the February 9th NUSD board meeting. Two WCS orientation days scheduled for interested parents of students for next year, the WAVE Valentine's Dinner and the President's Week holidays. As you will see in Ana's budget report our anticipated cash reserve for next year is on the increase due to conservative spending and more information from the state regarding revenues. I anticipate that the trend will continue and the ending balance for next year will grow.

CB – regarding ramping up of student expectations. I'm a parent of a 5th grade student and I'm more confident than ever that my daughter will be more than prepared for any middle school. I think it's a great thing.

2. Curriculum Report – Kate Burwinkel
 - SK – On the GATE newsletter have you looked at CAG?
 - KB – Yes and I actually sited them in the newsletter.
 - SK – After the teachers observe each other can we get some feedback from them?
 - KB – Yes they are going to be completing feedback forms and I can share that with you. It may not be Feb’s meeting though.
 - HC –Do you track ROAR participation?
 - KB – Yes the teachers take attendance and I will be checking in with them and calling home for any students who are not attending.

3. Preschool Update – Ann Panizica
 - January has been an incredible month so far! The preschoolers are beginning to really seem to enjoy their new classes. Interest has been generating, and I am receiving more inquiries regarding the preschool recently. This month, we have enrolled three new students, and two more have expressed to me after visiting the program that they would like to enroll their child. I also have one new family that would like to enroll their child in February. Altogether, that is 6 possible new students! To ensure future growth, I have formed an outreach committee of parents who are invited to share ideas, distribute fliers, and help inform the community of our program. This will help them to acquire volunteer hours for the preschool as well. This month, the teachers are completing their assessments of each child using the Desired Results Developmental Profile (DRDP) which is the assessment tool recommended by the California Department of Education. We will have conferences January 24-28, and will also host a parent night Friday, January 28th. The Parent Night will be a time for parents to interface with their child’s teacher, and learn about ways in which they can support their child academically and socially. In February, we are planning on beginning to implement the “Big Buddy” program currently used at WCS. Ms. Ueltzen has agreed to allow WLE Preschoolers to have Friday events with her Kindergarteners, and to correspond with one another through letters once per week. This will help the preschool to feel more connected to the community of WCS.
 - SK – I’m encouraged by the amount of new students.
 - EW – The new parents are referrals?
 - AP – Yes they are parents from the community who heard about our program.
 - HC – How does the revenue compare to what we budgeted in the beginning?
 - AP – We are operating in the positive and I get the sense that we are on track.
 - EW – You have 17 students now are they equally divided between both classes?
 - AP – Yes they are. It’s been really nice being so small we are able to really focus on student needs.
 - HC – We might break even by the end of January.
 - HC Would the summer program be an expansion of the BASE program or separate?
 - AP – It would be separate focused on kindergarten readiness.

4. Financial – Ana Barillas-Mendez (financial reports on file at Westlake Charter School)
 - Projections:** The financial summary report shows the activity through December 31, 2010 as compared to the First Interim budget that was approved on 12/09/10. This report also demonstrates encumbered amounts for purchase orders that have been set-up for the year, and current spending appears to be within budget projections.

Cash Flow Projections: Due to continued funding delays and new deferrals from the state, cash flow continues to be a concern. However, this report demonstrates that WCS will meet all its financial obligations and accommodate the projected growth this and next fiscal year. It is important to note that projections relating to the assumptions made for Westlake Middle Charter School are not included in this cash flow. As of December 31, 2010 the cash balance is \$828,173, and an additional \$5,000 is in a Revolving Loan account held at River City Bank.

Budget Update:

Updates to the budget will be looked at more extensively in February, and adjustments will be made using the latest economic forecasts released by School Services of California (SSC). The First Interim budget for fiscal year 2010-11 will be revised to reflect these changes and will be presented at the March Board meeting, as the Second Interim budget.

Supplemental Reports and Questions:

WAVE Report: includes actual spending through December 31, 2010

BASE Report: includes actual spending through December 31, 2010

If you have questions regarding this report or require additional financial information, please contact Executive Director/Principal, Robert Capp at Westlake Charter School or Fiscal Director, Ana Barillas-Mendez at Natomas Charter School.

HC – Where are the preschool numbers reflected?

ABM – It's in the budget itself.

SK – What is our base revenue

ABM – 5K is the average

SK – Potentially 385 from that

ABM – Yes

5. WAVE – Scott Dosick – no written report provided
We have officially launched the Directed Giving Campaign. We are still having difficulties with the parent hours reporting and the team is still working on it.
CB – I have noticed that the parking lot situation is rapidly deteriorating again.
HC – I have also heard that the city will start ticketing on Del Paso again.
Chana Wynn has been doing a great job with the outreach program.
WAVE has given Westlake the 2nd trimester payment of \$17,714.81
There is still room at the WCS Valentines Dinner.
Lisa Corr is working on the spring fundraiser Rock-tomas.
HC – The Maloof's are donating the space but the set up costs are not covered.
SK – What do you think the possibilities are for doing more events at LeCordon Bleu?
SD – I think if this goes as well as we think it will it's pretty likely.
6. Facilities – Scott Dosick – no written report provided
Other than Bldg N we are just kind of waiting for the status of the new charter.

III. CLOSED SESSION at 8:15pm

A. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (Subdivision (a) of Section 54956.9) Name of case: 34-2010-00073043

Reconvene 8:41 no action taken

IV. ITEMS SCHEDULED FOR ACTION:

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.

CB – Move item D & E from consent

- A. Accept and approve minutes from December board meeting**
- B. Approve and accept monetary donations**
- C. Approve and accept removal of items from asset list for disposal**
- D. Approve and accept hiring recommendation of Souraphone Vongphachanh BC – Lewis VanDyke was hired last year but due to transportation issues was forced to resign. We have interviewed and hired Souraphone Vongphachanh.**

Motion: HC	Action: passed
Second: EW	Vote: substitute prior roll call

- E. Approve and accept architect selection recommended by NUSD district office. (B. Capp)**
Advertised for architect, committee decided to interview 6 of the candidates. Interviews are scheduled for a week from tomorrow so I'm asking the board to table this action item to next month's meeting.
CB – Agree to table

Motion:	Action:
Second:	Vote:

VI. Discussion Item:

Status of WCMS Charter petition (B. Capp)

Work with the district still not complete due to holiday break. District has asked us to have MOU and facilities use agreement completed and ready for the February 9th board meeting where it will go to vote.

SK – What is the last possible date for approval?

BC – It will be very difficult for us if it is not approved. We granted an extension for 1 month. They have to vote in February.

JH – What do you think the issues are for not getting approval?

BC – The district just saying no. I think we have done a great deal of negotiations. It has been a collaborative issue with the board.

Audit report (A. Barillas-Mendez)

The audit report looks great. The report shows that Westlake has had a very good 5 years. This is the report that has been submitted to the county and to the state. It shows the detail of the revenue and the expenditures.

EW – Once the preschool is established will you provide a report similar to the one you do for BASE?

ABM – Yes probably for 2nd interim

2011-2012 New student registration/lottery (B. Capp)

Bob reviews procedure for 2011-2012 lottery.

EW – Is the title 1 percentage staying the same?

BC – Yes, have offered NUSD the opportunity to change our charter and MOU to increase that but have heard nothing in response.

JH – When are you anticipating the lottery for the 6th grade?

BC – I'm anticipating early May.

2011-2012 Academic calendar (B. Capp)

A draft of a 2011-2012 academic calendar is with the leadership team. We are hoping to have a proposed calendar to you at the Feb. meeting.

VII. FUTURE AGENDA ITEMS

Architect

Resignation - consent

School calendar

Lottery randomizer

Feb board meeting 2/10

VII. ADJOURNMENT at 9:01