

**BOARD OF DIRECTORS
WESTLAKE CHARTER SCHOOL
Board Meeting Minutes
WCMS, 4400 East Commerce Way, Sacramento, CA 95834
February 2, 2012 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

CALL TO ORDER AT 6:32 PM

ROLL CALL AND ESTABLISHMENT OF QUORUM:

					Present	Absent
1.	Howard Chan	A	Y	Y	<u> X </u>	_____
2.	Elizabeth Williams	Y	Y	Y	<u> X </u>	_____
3.	Desyrae S.	Y	Y	Y	<u> X </u>	_____
4.	Debbie P.	Y	Y	Y	<u> X </u>	_____
5.	Steven Korvink	Y			<u> X </u>	_____
6.	Jed Wallace	Y	Y	Y	<u> X </u>	_____
7.	Scott Dosick	Y	Y	Y	<u> X </u>	_____

II. PUBLIC SESSION

A. BOARD COMMENTS:

S.Dosick – I.H.S fundraiser for IB program

H.Chan – John Banks been having issues people parking in handicap spots. Sac PD will be changing the no parking to no stopping on Del Paso Road. Citations will be issued. Bob can we start getting the word out to the parents?

B.Capp – Yes and in fact I sent out a ConnectEd on 1/25 about it.

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.)

Paul Hobie – It will be considered a moving violation?

H. Chan - It's like a double parking, it depends on the officer.

Maritza Lyon – Have you heard about the governor's new Mentoring Partnership program and does Westlake qualify?

BC – Unfortunately no and you will hear more about it in my board report.

J. Long – I notice that there is still no posting on the website about board positions. And also I remember that at the last board meeting there was an announcement about a fairly high level position being added and it was mentioned that Bob had someone in mind. It seems that if such a position is being considered then there should be something on the website about the search.

C. REPORTS

1. Executive Director – B. Capp - I'd like to begin my report this evening by relaying some very exciting news. This past Tuesday, our first WCS Performance Bonuses went out to the majority of our employees from last year. This is quite an accomplishment; especially considering the conversation we had at this table two months ago regarding budget cuts. The budget is still a source of concern and consternation, the bonuses though demonstrably show the value each of you place on the staff of WCS. On a similar note, we've begun the campaign for the Staff Rewards that I spoke about last month. A piece has been published in our newsletter and we are anxiously awaiting our first donations. Remember, those rewards may include gift cards from local vendors such as Starbucks, Safeway, movie passes, Five Guys, etc. or tickets to local events such as Kings games, River Cats, art exhibits, theater events, Dodger games etc. It could also include extra tickets from airlines, or weekend use of a cabin at the beach, mountains or similar. The sky is literally the limit on the ways we can show our appreciation to our staff. These rewards would not go to the Executive Director or the Principal. If anyone on the board or in the audience has something you would like to share with our staff, please contact me. Donations will be cheerfully and gratefully accepted! You'll notice in your board packet this evening and on the agenda that there are two job descriptions up for action. Those two positions will be the lynchpins of our newly created WCS Business Office. I sent those out via email to the board on January 9th in hopes that you would have plenty of time to respond with questions. You'll also notice a refined job description for the Office Manager position. This position was created prior to my arrival, and has needed some modifying and tweaking for some time. This job description is on the discussion part of the agenda. In the past few weeks, I've had the opportunity to meet with numerous people to discuss our future facility needs. I met with some folks with Coldwell Banker-Richard Ellis, The Charter Fund, Sacramento Councilwoman Angelic Ashby, Natomas Unified School District Interim Superintendent Dr. Walt Hanline, CCSA Representative Laura Kerr and Dave Mastos & Zac Sweet from Buzz Oats Properties. Each person understands our need, timeline and has provided good ideas and several of them would like to work with WCS toward a long-term arrangement for a consolidated facility. I'll keep you updated in our

future meetings about our progress. The past two and a half weeks have been very intense in the life of the school because of the lottery registration. Many thanks to Aimee, Toni, Kate and Desyrae for all of the time, effort and patience in registering 863 students for the March 19th lottery. That is a record number of students looking for WCS as their academic home. We believe that we'll have 96 openings in kinder and 24 openings in 4th grade. At this time, we don't know of any student leaving WCS in the other grade levels, so the lottery for those grades will only generate a waiting list. The governor's proposed budget for the 2012/13 school-year has both good and bad points in it. One of the key provisions in his proposal is tying the funding of k-12 schools to a tax initiative he has proposed for the November ballot. If he is able to get that tax initiative on the ballot and it passes, then we will most likely have flat funding for the school year. If it does not get on the ballot or it gets on the ballot and does not pass, then k-12 schools will lose, according to his proposal, about \$370 per ADA which would translate into about \$233k loss to the organization. Couple that with deferrals and the scope of the problem may force this organization into making decisions regarding class size that we have been avoiding for several years now. Of course, this is a proposed budget, delivered in January, to be revised in mid-May and passed/signed by the government no later than June 30. During WCS budget development this spring, I'll bring forth several recommendations for a "worse case" scenario budget and keep you posted as new developments arise. I have received two emails from a parent of this school that works for the State of CA. The person has requested that I go online and fill out a form that allows WCS to become an approved institution for volunteering. This would allow state workers to take time off of work and volunteer at the school. When I began to fill the form out, it became apparent to me that the volunteering was solely for an approved mentoring/mentee program. A program that WCS does not have in place. Please see the hand-out from the Governor's Mentoring Partnership organization. Please save the date Wednesday, February 29th at 3:45pm at the state capitol building in Sacramento for a statewide charter school funding equity rally. Please note the information on the back of this report. I am looking for at least 200 participants from the WCS organization to be there for what promises to be an exciting event in support of charter schools across California. **Will you join me??**

S. Dosick – At the last NUSD board mtg. they approved 6 new portables for Np3. (inaudible)

B. Capp – That was a topic at my meeting with Dr. Hanline and he was unaware that the school was at electrical capacity and then no longer at electrical capacity. He is going to follow up.

S. Korvink – I also wrote a letter today and asked that he follow up with Bob.

S. Dosick – Regarding the lottery applications do we have an idea of the breakdown of the applicant's preferences?

B. Capp – The cut off was 3pm today, no we don't have the breakdown yet. I will have it in my board report next month.

2. Principal Report – K. Burwinkel – If you've visited either of our campuses over the last three weeks, you've noticed how busy we have been. Today marks the end of our lottery enrollment period. As of 1:00 PM today, we have received over 800 applications for enrollment into our school. The next month or so will be very busy for Aimee and our office staff. They will be inputting data into our database and verifying lottery preference information. A ginormous THANK YOU goes out to Maria Solis and Steve Korvink. Unfortunately, there were not a lot of families who volunteered to participate in outreach efforts this year. Maria and Steve picked up the slack! They were determined to meet the outreach goals. Consequently, we have received more applications this year than in any previous years. Several people who returned applications referenced hearing about WCS through those outreach efforts. Thank you Maria and Steve for your continued dedication to our school! We will be offering 4 prospective parent visitation sessions next week. They will include a guided tour, a Powerpoint presentation sharing the ins-and-out of our program, and a Q&A session. The dates/times are: February 7th, 2012 10:00AM (Del Paso Campus)
February 7th, 2012 1:30PM (East Commerce Campus)
February 9th, 2012 10:00AM (East Commerce Campus)
February 9th, 2012 1:30PM (Del Paso Campus)

February is classified staff evaluation month, and I'll report back at our March meeting with those results. Both Bob and I are also currently conducting second formal observations with our teaching staff. I'm sure Bob would concur: Our teachers and staff are second to none!

This year has brought a lot of change for our staff: a split campus, new processes and procedures, a whole slew of new employees, new curriculum, and common core standards to learn. Our teachers and instructional aides have taken on each new challenge with an open mind and have actively problem-solved when obstacles arose. I am continually reminded of the high expectations they hold for themselves and their students.

We are extremely excited about an upcoming event for our families. On February 15th from 5:30-7:30 PM we are hosting *Parents Go to School Night* on the East Commerce Campus. This is the first time that we've offered such an event and we hope that it becomes an annual tradition for our school. We have designed workshop sessions covering various topics of importance for our K-6 families. Our teachers will be hosting sessions such as: NWEA, Accelerated Reader, iPad Resources, Spanish Basics to Help Your Child, Homework Help, Math Facts, Project Base Learning, and many more. We also have community members who have volunteered to present on other pertinent topics including: Jed Wallace from CCSA – About Charter Schools and Common Charter Myths; Sergeant Brian Ellis: Safety in Natomas; Assemblyman Richard Pan- Cyberbullying and Health and Safety. We also have several community organizations offering information tables- Public Library, NNTMA, KidzArt, Early Engineers, and Dr. Salidin to name a few. A childcare option is being offered through a fundraiser by our 4th grade parents. Pizza and a movie for \$8.00. More information is available on our website. Workshop descriptions will go home in backpacks next week.

Our School Leadership Team has put tremendous effort into designing a WCS Overview document. The team has examined our charter documents, instructional vision, and they have also gathered feedback from various stakeholders to develop 4 key design principles/pillars to guide our school program We have designed and prioritized these pillars, and we are currently working on describing what they look like in each of our school programs: primary, intermediate, and middle school. These pillars will help us prioritize goals and assist in decision-making as our school continues to grow and expand in years to come. The leadership team looks forward to presenting their work at the next board meeting.

3. Curriculum Update – D. Stevenson – Last week a portion of our Wednesday Articulation time was used to label the Del Paso campus library books with AR levels. Having the many hands of the teachers helped complete this overwhelming job. Students will now be able to easily identify books in the library that are AR leveled and know a book's quiz number and point value before checking the book out.

This month the Del Paso campus had the special privilege of have Author Dawn Wynne visit and share her book "I Remember When..." during an assembly. The students enjoyed her hands-on presentation and were fascinated by the artifacts she shared.

This week we hosted a Character Trait Assembly at both campuses. The character traits for February are Patience and Tolerance. Ms. Rog and Mrs. Crenshaw's 4th graders, Mrs. Mayo's 2nd graders, and Miss Ueltzen's kindergarteners did a fantastic job explaining these traits to their campuses with the assistance of some pretty amazing PowerPoint presentations. Westlake teachers and students definitely don't lack any talent.

We are currently in the second week of Winter NWEA testing on both campuses. The Del Paso campus is using the computer lab for testing. Many thanks to Mrs. Ros for proctoring the testing periods at the Del Paso Campus. On the East Commerce campus, classes are using the laptops to complete testing. Ms. Ramirez will be helping the classes log-in and start, while the teachers proctor.

The GATE teachers met this past month to discuss effective practices. Teachers shared about many exciting enrichment activities and projects that are currently taking place within the classrooms. In March, we are going to discuss common practices and establish updated norms for our GATE program. Gate Challenge groups continue to be a big hit. Paige Aaron has transitioned smoothly into the facilitator role and the students really seem to enjoy the energy and passion she brings to the position.

Academic Talent Search (ATS) testing will take place on the East Commerce Campus on February 16th. ATS provides challenging and fun classes to highly able and motivated 4th-9th grade students in the greater Sacramento area. Courses are offered on weekends and/or over the summer. These courses are fast-paced and designed to allow students to explore further their areas of strength or special interest. ATS has been offering classes at Sacramento State for over 30 years. All Westlake students in grades 4th-6th were invited to take the test. Permission forms are being returned daily.

I am pleased and excited to present to you this evening an overview of the suggested scope and sequence for the 2012 7th grade program. The team of teachers who have helped me create this document have put in so much time and effort. Many thanks to Caroline Gaea for her extra dedication in making sure that you received this tonight. She's a Westlake gem! This scope and sequence will equip next years 7th grade teachers with a framework for the year, as well as give a solid foundation to decide appropriate supplemental curriculum. We are excited for next year and the continuation of Westlake's rigorous, common core anchored, project-based education for our middle school students. Please feel free to email me with any questions you might have.

S. Korvink – Can you give me a brief overview of what the curriculum piece looks like
DS – We felt as a team the focus is Math, Science and Global awareness all through the use of technology. From there we took the common core standards and broke them down by trimester. We've broken it down by humanities, language arts, math etc. Logistics and details are still being worked out but this is the basic start.

E. Williams – Did any of this affect 6th grade?

DS – The 6th grade teachers gave interest and we made sure that this will be a natural progression. This continues on to 8th grade we have already started on that piece as well.

2. Financial – A. Barillas-Mendez – In Ana's absence report provided was read by B. Capp. (Hard copy of financial report available in administrative office)

Projections and Budget Update: Attached are the financial summary reports with activity through January 30, 2012 as compared to the First Interim Budget. The approved budget reflects the mid-year trigger reduction of 4%; an average of \$226 per ADA. I am currently working on updates and adjustments to the budget, which will reflect the \$16 per ADA mid-year reduction. In addition to adjusting the current year budget, I will update multi-year budget projections, focusing on fiscal year 2012-13. As you already know, the Governor's proposal for fiscal year 2012-13 provides for possible trigger reductions of \$370 per ADA if the November 2012 tax initiative fails. Therefore, the Second Interim report will include the recommended reductions that will be presented to you, for approval, at the next Board meeting.

Cash Balances as of January 30, 2011: The multi-year cash flow statements that are included in this packet were updated in December 2011 and reflect the revised reduction of \$16 per ADA. The 2011-12 cash flow statement has been re-forecasted for the remaining months of the fiscal year, and includes the approved \$41,739 in performance bonuses that were processed in January 2012. Please note that WCS is projecting a negative ending cash balance of \$170,335 in the month of June 2012. Due to this and future cash flow shortfalls, It is important that the necessary actions be taken to avoid further shortfall of cash, as this is essential to the early identification of fiscal problems, and actions taken early can prevent significant cuts from having to be made in a later year. WCS' cash balance is the single most important indicator of cash solvency. A higher ending fund balance typically indicates a higher cash balance, but with the significant deferrals of funding from the state in recent years, cash has become a much smaller portion of the fund balance and has to be carefully tracked on its own. This is necessary in order to know how much and how often WCS needs to borrow, and what borrowing options are available.

The business office is currently working on revisions to the approved First Interim budget. The revised budgets will be presented to you for approval on March 1, 2012.

H. Chan – Last month we asked her to put the two reports together. So we can accurately see the data side by side. Can you please follow up with her for next month's meeting?

B. Capp - Certainly

J. Wallace – I get to be the bearer of bad news. SB81 passed and is at the governor's desk and will most likely be signed tomorrow. It looks to be about another 43.00 per

student. We should ask Ana to adjust the numbers for next month's report.
B. Capp – That should be about a 43.00 per student unexpected cut to our budget.

3. WAVE - M. Solis - WAVE Board Elections. We will begin our nomination process at our February 7, 2012 WAVE Board meeting. WCS Board Elections. Nominations will begin in March. Mr. Capp will comment further on this topic. Fundraising. To date we have exceeded our target for fundraising. Before subtracting out actual costs, we have raised approximately \$90,000 this year. The following is a list of our final fundraising events for the 2011-2012 school year:

- a. Joint Golf Tournament with Natomas Charter School, June 1, 2012, all day event
- b. Natomas School District River Cats Game Day, April 17th or May 8th
- c. Family Scavenger Hunt, Date to be determined, spring fundraiser

Upcoming Community Events.

- a. Night Under the Stars, February 2-3-12
- b. Books and Blankets Event coordinated with Star Academy, March 2, 2012
- c. International Festival, April 28, 2012
- d. Movie Night, May 2012

WCS Outreach and Recommendation to WCS Board from WAVE.

- a. See attached Documentation of Outreach Efforts
 - i. To date this is the first time a document of this detail has been prepared, which provides an excellent roadmap for the new outreach committee next school year.
Suggested changes to outreach next year include:
 - ii. Additional targeted outreach at affordable housing apartment complexes in the School District
 - iii. Additional outreach events at South Natomas Community Center between the hours of 3:30 and 6:30 PM
 - iv. Reduce number of events at local grocery stores and focus on stores in South Natomas only
Outreach efforts in the future should be handled by a subcommittee of the WCS Board not WAVE for the following reasons:
 - v. To meet the guidelines of the WCS Charter it makes sense that the WCS Board maintains full responsibility, as this effort is not part of the WAVE Bylaws.
 - vi. The WCS Board may have an easier time soliciting volunteers considering the amount of volunteers WAVE is constantly calling on.

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 January board meeting
- 2. Accept and approve monetary donations
- 3. Personnel

Motion: DP	Action: passed
Second: SD	Vote: 6-Y, 1-A

- B.** Accept and approve job description for CBO – B. Capp
 S. Korvink – Similar to last month I am going to recuse myself and ask that Howard Chan run the next two action items.
 H. Chan – I don't know what all is involved in running a business office so I assume this is complete and accurate.
 B. Capp – I went to the CASBO website and saw what they already had. Then I just customized it for our particular needs.
 S. Dosick – I didn't comment earlier but is the salary fully loaded or just compensation?
 B. Capp – Just compensation
 S Dosick – So we should add 25% for benefits etc.?
 B. Capp – That seems a little high I believe it's more in the 20%
 DP – Is the benefits package the same as what is offered to us?
 B. Capp – Yes

Motion: EW Second: DP	Action: Passed Vote: 6 -Y, Board member Korvink absent for vote
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- C.** Accept and approve job description for Account Technician – B. Capp
 S. Dosick – Can you annualize the cost for me?
 B. Capp – I've got it written down on the pad in my office
 J. Wallace – So the board approves the creation of the position and the position description? And the descriptions don't ever change and if it does it comes back to us for approval?
 B. Capp – Yes in fact you will see in the discussion
 J. Wallace – I will say again that this is not a good use of the board.
 H. Chan – I agree
 J. Wallace – Regarding the CBO position– often board will approve who is ultimately responsible for the financial responsibility. But for all the rest of the positions I would prefer that we delegate the responsibilities to the admin.
 H. Chan – As we move forward this maybe we can start tracking what the forecast of operating costs were against the actuals?
 B. Capp – Yes that won't be difficult.

Motion: JW Second: EW	Action: passed Vote: 6 -Y, Board member Korvink absent for vote
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IV. DISCUSSION ITEMS

- Board policy re: TB testing – B. Capp
 Reviews proposed TB policy and current policy and proposed changes. Proposed policy brings WCS in line with state ed code.
 S. Dosick – On #5, can you give an example of who this would apply to?
 B. Capp – A weekend volunteer, the night custodian someone who comes in when there are no children or doesn't come into contact with children.
 DP – This is already part of our policy?
 B. Capp – Yes but it is more restrictive and this aligns us more with the state.
 S. Dosick – Is this consistent with NUSD?
 B. Capp – I don't know what NUSD does but this does bring us in line with state standards.
 J. Driscoll – It almost sounded like if someone tests positive then they get an xray and there's follow up in 4 yrs?
 B. Capp – No If they test positive then they follow up with their physician and get an xray.
 L. Barragan – Reviews current policy
 S. Korvink – Please bring back for action next month.

Board elections/appointments –

- S. Korvink – I did have Lisa verify that all families are eligible to vote for both WCMS and WCS board positions.
 William Skeeter - Last month you also mentioned a community position, I assume that it's 1 position?
 S. Korvink – Yes

William Skeeter - And the voting takes place on March 1st?

S. Korvink – Correct

S. Dosick – I'd like to see that strengthened and that each board member reach out and talk to each candidate.

S. Korvink – I agree it's in the school's best interest that we reach out and talk to them all

D.Vail – It looks like you have a schedule as to when people have to apply and etc. so I'd like know when I should look for candidate information.

S. Korvink – As candidate statements come in they will be posted to the website.

First reading of job description for Operations Manager – B. Capp reviews proposed job description.

DP – When I did CELDT testing they informed me that they might be asking Charter School's to take it on so that might be a stipend position.

S. Korvink – Please bring it back next month for action

V. FUTURE AGENDA ITEMS

Application percentages – Bob's board brief.

DS – Fringe package for staff

S. Dosick – Annual board calendar

VI. ADJOURNMENT at 7:57