

**BOARD OF DIRECTORS
WESTLAKE CHARTER SCHOOL
Board Meeting Agenda, BASE Room
May 5, 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 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. OPENING

A. CALL TO ORDER AT 6:32

ROLL CALL AND ESTABLISHMENT OF QUORUM:

				Present	Absent
1.	Howard Chan	Y	Y	<u> X </u>	<u> </u>
2.	Elizabeth Williams	Y	Y	<u> X </u>	<u> </u>
3.	Jason Spence	Y	Y	<u> X </u>	<u> </u>
4.	Michelle A.	Y	Y	<u> X - 6:53 </u>	<u> </u>
5.	Steven Korvink	Y	Y	<u> X </u>	<u> </u>
6.	Jed Wallace	Y	Y	<u> X - 6:36 </u>	<u> </u>
7.	Scott Dosick	Y	Y	<u> X </u>	<u> </u>
8.	Sue Heredia	Y	Y	<u> X - 6:36 </u>	<u> </u>
9.	Janet Handley			<u> </u>	<u> X </u>

II. PUBLIC SESSION

A. BOARD COMMENTS

SK - At the last meeting we discussed having an election tonight for the WCMS board position but we have not received any candidates for the position so we will hold off until the new families have a chance to get settled and involved.

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 - Good Evening, I'm pleased to report this evening that our 2nd – 5th students are now in the process of taking the STAR test. Our staff has done an incredible job all year in preparing our students on the state standards and more and this is the time that they have to show what they know. I've set a goal of an API score of 920, up from 912. We will get our official score sometime in September. Our enrollment for the 6th grade is getting closer to filling up. Aimee has been meeting with her counter-parts at Np3 and Natomas Charter to identify students that have enrolled at more than one school and trying to nail down their attendance for the fall. Our facility search for our intermediate school has come to a dead-end and unless I hear otherwise real soon, then I anticipate that we'll occupy the north end of NHS, and that we'll make that campus a beacon for academic success and safety. We will work hard to continue the instructional successes at the WCS-south site and pledge that we will do everything that we can to make that campus as safe as possible and that even the naysayers will be amazed at how their children will thrive. Our staff members are eager for the new beginning and new opportunities. I'm scheduling a meeting with Bobbie Plough to convert our WCMS Charter from "conditional" to "approved". The district requested that we submit a revised budget and proof of \$150,000 funding source for start-up. The start-up \$\$ has been guaranteed and I submitted the revised budget to the district on February 19th, March 20th, April 12th and April 28th. All of the submittals were the same, I just never received a response to my submittals until last Friday, April 29th. Kate and I are now in the process of interviewing teacher candidates after screening 799 applications – the breakdown can be found below. We have eight full-time openings and two part-time openings. We will also hire a clerk, and teacher assistants as well as personnel for BASE. 323 - K-3 applications, 337- 4-6 applications, 100- P.E. Applications, 10- Spanish teacher applications, 29-Art teacher applications. This evening you will see a couple of items on the action agenda that are personnel related and are an outgrowth of the organizational chart in our recent charter petition. A reminder that these position requests are not for a particular person, but rather for the position. We are getting close to adopting the texts for our 6th grade Math and Science. We are not quite ready to announce the Language Arts or History texts yet though. The Math and Science texts are on-line, common core standards based and editable. At our next board meeting I plan on showing the texts for your information. I'm really pleased to announce that a philanthropist from the Silicon Valley, Reed Hastings, has decided to invest in Westlake Charter Schools by donating \$1000 per growth student for the next three years. Since our growth pattern will be approximately 150 students each year, WCS Schools will receive over \$150,000 each year for the next three years. And lastly, Westlake Charter School has been selected by California Business for Education Excellence as one of 1,221 public schools in California to receive the title of 2010 Honor Roll school. Schools receiving this distinction from California's business community have demonstrated consistent high student academic achievement and have made significant progress toward closing achievement gaps among all their students.
SK – Obviously with the financial question in question the grant will help us to ensure

the quality of our program and the success of our students.

JW – Have you looked at CK12?

BC – That’s exactly what you will be seeing at the next board meeting

JW explains to the board what/who CK12 is

2. Curriculum Update – Kate Burwinkel -STAR testing has begun and will continue next week. Students are putting forth their best effort. Students have been preparing for STAR tests during regular class time, at home with homework practice, and on “Thinking Thursdays”. We held an assembly on Monday- A STAR test Magic Show. The students learned tips for doing their best on the test. The K/1 students delivered snacks and good luck cards to our 2nd-5th graders! Collaboration meetings have been underway in planning curriculum for next year. Grade level teachers met to determine how many consumable items need reordering. We also discussed field trips and supply lists for next year. Over spring break, I attended a STEM Symposium (Science, Technology, Engineering and Math) offered through UC Davis. They have partnered with several schools in the area (including schools in Woodland and West Sacramento) to support the development of STEM programs in the elementary and middle school grades. UC Davis offers a week-long class over the summer on STEM for teachers. We are interested in sending at least one WCS teacher to this training to assist us in developing a focus for our middle school program. NWEA offers continued services for middle school grades. In addition to the assessment options we currently have, there are also end of course assessments available including Algebra I & 2, Geometry, and Integrated Math 1, 2 & 3. We can also add NWEA MAP for Science. We plan to continue this assessment system through our middle grades. I will have a quote for services at next month’s meeting.

Articulation Wednesdays:

- a. April 13th- CST/STAR Training
-School/ Grade Level Collaboration
- b. May 4th- Collaboration for planning of next year’s curriculum
-Grade Level Collaboration
- c. May 11th- Technology Professional Development
-Grade Level Collaboration
- d. May 18th –Open House Preparation
- e. May 25th - Open House

SK – Jason do you know the idea that you’re going to be sharing?

JS- We will be talking about the iPad and introducing some free resources for the teachers and students.

3. Financial – Ana Barillas-Mendez - Enclosed you will find the 2010-11 Third Interim Budget Update. This report compares to the Second Interim Budget and lists key variables between the two (Page 1 of 9). The data in this report allows for analysis of the charter school’s revenue and expenditures. Please note that these have been updated according the most recent information released by School Services of California. With the continued deferral of apportionments, it is more critical than ever to maintain higher levels of reserves for cash flow purposes. The Third Interim Budget demonstrates that WCS continues to maintain appropriate levels, year after year. Currently, WCS maintains 5% reserves for economic uncertainty, and an additional 12% in Cash reserves. Included in this report you will find multi-year cash flow statements (Pages 6- 9). As we go through these difficult economic times, cash management continues to be a top priority for local educational agencies (LEAs). It is highly recommended that these cash flow projections are updated on a regular basis for short term borrowing and other financial needs. WCS is able to adequately meet payrolls and other obligations; however, depending on what happens on the State Budget front, there could be changes to the deferral schedule used to calculate these assumptions. These reports reflect accurately the ending balances according to the information I have received to date. WCS’ ending fund balance is estimated at \$623,573, a 9% reduction from the Second Interim Budget (Please refer to the Key Variables on page 1 of 9)

SD -11-12 are we using the 350 hit in ADA

ADM – Yes

SD – Bob you said the numbers show the admin changes you are proposing?

BC – Correct

HC – The ADA changes based on actuals?

ADM – Yes the reduction is about 1.7%

SK – On pg. 2 of 9 is the total other outgo increase due to the special ed costs?

ADM – Yes and there's a 1% oversight fee for next year

JW – Do you have projections for LEA status for Selpa?

ADM – It will be \$515 with Natomas

JW – So it will be \$515 and we won't see AB602 monies?

L. Corr – Something to consider is that if you become your own LEA you take all of the risks. Some schools have done it very successfully but others have regretted it.

BC – I have been working with another charter school about possibly sharing costs and going with El Dorado county. We certainly value saving money – that's important but more importantly is being able to meet the needs of the kids in a more creative way.

JW – It's a big decision that we need to talk more about but it would definitely be helpful to see figures.

BC – In my opinion \$500 per kid, even those who do not receive services is inappropriate.

4. WAVE - Scott Dosick - It's hard to believe that the 2010-11 school year is almost over. It's been an amazing ride. At the start of the year, the WAVE Board and I set ambitious goals to increase fundraising, parent participation, and parent communication. We asked you to rise to the challenges - and as always, you did. We have already raised over \$65,000 with one more major fundraiser to go. You have all heard the distressing news about the State's budget and the unknown extent of cuts to K-12 education. If you have not done so already, please go to www.schoolsoutforsummerfest.com and buy your ticket for our final fundraiser (and a few for your friends as well). This event takes place on Saturday June 11th and I hope to see all of you there. With regards to parent hours, WCS families have contributed over 8451 hours of service to our school through March. This doesn't even count the amazing efforts of everyone who contributed to an awesome International Festival! That said, as of March, 54 families still had not report ANY hours and 20 were not on pace to meet the 30 hour requirement. Please, take the time now to submit your hours at www.westlakecharter.com/hours if you have not done so already. The School's Out fundraiser needs lots of help at all times of day and days of the week. Contact Lisa Corr and I promise she will find ways for you to meet the 30 hours you committed to at the beginning of the school year. At last month's town hall, WAVE recognized Cliff Blakeley, Peggy McAlister, Lanie Holmer, Cathy Nanni, Ann Alan, and Lisa Corr for their years of service to WCS. Their contributions over the years have helped make WCS what it is today. The next time you're in the library, look for the books donated in their honor. A big thank you to the great parents who stepped up to be next year's WAVE officers: Maria Solis (President), Heather Chastain (VP), Dennie Ho (VP), Shari Hansen (Secretary), and Katie Donaghy (Treasurer). I'm sure they would welcome your help and support. They will be looking for a new Parent Hours coordinator, Olympics chair, and International Festival chair. Why wait until the fall? Beat the rush and sign up now!
5. Facilities – Scott Dosick - Please see the attached letter from OPSC. (letter on file in administrative offices) I am proposing that WCS pursue a creative mechanism with NUSD to generate the required cash match to enable us to replace Building N with 4 double modular/portable buildings (8 total classrooms). The alternative is walking away from this grant leaving us with a facility that has known defects including ADA non-compliance issues. I would like Bob and the Board to discuss the pros and cons of this proposal and alternatives should we choose to not pursue this grant any further.
Lisa Corr – I reviewed the letter and need to have my facilities team look it over. At first pass I didn't see anything that alarmed me but I need to research it further.
SK – What's the timing of this?
SD - There's no rush per se but my hope is that we can resolve things one way or the other by summer or early fall.
BC – In my conversations with OPSC yesterday we have until mid July.

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 April board meeting
2. Approve and accept monetary donations
3. Approve and accept 2011-2012 Student/Parent handbook
4. Approve and accept role of Board and Executive Director
5. Personnel Items:
 1. Approve Curriculum and Assessment Coordinator job description
 2. Approve Leave of Absence request
 3. Accept resignations
6. Approve and accept uniform/dress code policy modification
7. Approve payment to Westminster Woods for 5th grade field lesson

SK –Item #4 is incorrect on the consent agenda handout what we are voting on is correctly stated on the agenda.

Motion: JS	Action: passed
Second: EW	Vote: unanimous

B. Reclassification of Executive Director

BC – Reads board briefing

JW – What we’re building toward is an Executive Director and a Principal next year? What we have now is two administrative leads with different titles and what we will have is two administrative leads with different titles.

SK – There is a new position correct?

BC – We’ve always had curriculum coordinator. There is no fiscal impact with the Exec. Director.

JW – The additional costs are 15K for the principal and for the c/c is that something that is budgeted for the 11-12 school year?

BC- yes using the RO funds

JW –How quickly do you anticipate having an agreement for the c/c position?

HW – Fiscally we are ok to reevaluate this position with the new budget year?

BC – Yes

Motion: HC	Action:
Second: EW	Vote:

C. Post for Principal position

BC – Reads board brief

JW –This position is in our charter?

BC – Yes in the middle school charter

Motion: HC	Action:
Second: MA	Vote: substitute prior role call

D. Post for Curriculum and Assessment Coordinator

BC – Reads board brief

JS – Is this position meant to be for more than one year?

BC – We only have funding for 1 year but it we hope to continue with the position after that.

Motion: SD	Action:
Second: HC	Vote: substitute prior role call

IV. Discussion Items:

1. WCS/WCMS Lottery Preferences – E. Williams

With the middle school, if we bring in a 6th grade student would a sibling of that student have preference at the Elem. School?

Lisa Corr – No if we wanted to do that we would have to go back and submit a request to the district. We didn't cross reference sibling preferences between schools in the charter, we have to be very careful in the beginning because of the grant.

EW – The second issue is one of twins and an email that we received.

SK – Describes lottery process and how that impacts families with twins.

Tracy Chatters – We all have an idea of what twins are, and having done many lotteries I can tell you there are so many different definitions offered by applicants. If you open that up it's could be a big can of worms.

SD – I'd be interested in hearing Bob and Kate weigh in on this.

BC – I can give you my opinion now – I told the parent at that time the it was a board issue but that I would advise the board against it. Kate?

KB – I agree completely

BC – I could certainly ask the NUSD to allow us

HC – I think that's a good opportunity to address both options.

2. Annual survey – S. Dosick

WCS charter has language in it requiring the school to perform an annual survey. I just want to get thoughts from the board.

SK – Do you know when the last time was that we did that?

L. Corr- We did it at the beginning of the charter.

EW –What kinds of questions would be asked?

Tracy Chatters – describes NCS survey process and results.

3. Committee Heads – S. Dosick

In the past we have had some standing committees, facilities and finance. As facilities chair I'd like clarification if the committee is still needed and what my role is. If there isn't a need for the committee's then that's fine I just think we need to close the committee.

Discussion held and Facilities Committee officially disbanded

VII. FUTURE AGENDA ITEMS

VII. ADJOURNMENT AT 8:40