

**BOARD OF DIRECTORS  
WESTLAKE CHARTER SCHOOL  
Board Meeting Agenda  
WCS, 3800 Del Paso Road, Sacramento, CA 95834  
November 3, 2011, 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 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**

CALL TO ORDER AT 6:35

ROLL CALL AND ESTABLISHMENT OF QUORUM:

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

## II. PUBLIC SESSION

### A. BOARD COMMENTS:

None

- 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.)

None

### C. REPORTS

#### 1. Executive Director – B. Capp

I'd like to begin this evening's report with commendations to Jason Spence and Kate Burwinkel. At our Strategic Planning meeting two weeks ago, Jason put on a great demonstration of some of the ways we are using technology in the classroom. His enthusiasm and passion for his students and their learning is second to none. Also, Kate did a great job in presenting our vision in differentiation and how it is implemented. Unfortunately, we did not spend the time on that subject to fully cover it and we will hear from Kate in the future regarding that topic. This past month has been a busy one in the life of this organization. On the same Wednesday that we had our Strategic Planning meeting, Steve Korvink and I spent the afternoon in Placerville in a presentation about the El Dorado County Charter SELPA. While we adopted a plan to take over our Special Ed (SpEd) needs in the 2013/14 school year, there are some distinct advantages to moving that timeline up by a year. There will be more information to follow before I ask the board for an action item if we decide that acceleration of the plan is indicated. Next school year is the year that we are scheduled to take over our back-office (Business/Human Resources) work from Natomas Charter. I have started that conversation with the Executive Director of Natomas Charter this past week and have another scheduled conversation with him and Ana in a couple of weeks. We will want to make sure that we are committed to this by our February board meeting. Although this has already been approved previously, I will ask the board during a discussion item for their feedback. I have committed to the NCS Executive Director that we will give him notice of our intent no later than February 15. This evening you will hear from Desyrae about what we're doing to further develop the Middle School (7<sup>th</sup> and 8<sup>th</sup>) program. Please note the timeline for the development and implementation of the plan. We will be hearing from Desyrae monthly (Curriculum Update Report) as to progress on the plan. I'm in the process of forming the facilities committee for short-term and long term solutions to the needs of the WCS organization. I'll keep you posted on the discussions that will take place and ideas that will arise from the committee. November is the month that we will send our enrollment information to Reed Hastings' philanthropic foundation for the first installment of the grant that we were awarded last spring. As you remember, Mr. Hastings has committed to granting WCS/WCMS \$1000 per growth student. WCS/WCMS has grown by approximately 155 students. Please look for an item on our consent agenda next month about the exact amount. This past Friday, with the help of Lisa Corr and Desyrae Stevenson, WCMS submitted the Public Charter School Grant Program (PCSGP) application. Their help in putting this together made the grant proposal possible. The state will notify me in the spring if the grant will be funded. The grant amount is \$575,000. See the attached for the grant details. To date, this has been a very good school year. As you will hear in the principal's report, the NWEA testing has concluded and has given us a bounty of actionable data and Kate will provide us with a report on the Parent Survey recently completed and compiled. Earlier

this past month, Steve Korvink and I escorted the NUSD Assistant Superintendent of Educational Services with a tour of our East Commerce facilities with a special eye on the integration of technology, primarily the use of 1:1 iPads and mobile computer lab at that site. I suspect that we'll have many more visits like that as word gets out what is happening there.

## 2. Principal's Report – K. Burwinkel

Over the past month, there has been a tremendous amount of busyness around campus! It was great to see so many students and families at the fall festival. Red Ribbon Week was a huge success thanks to Heather Chastain and the East Commerce Student Council. We successfully completed the fall session of our NWEA testing and are wrapping up end of 1<sup>st</sup> Trimester assessments. In the coming weeks, there will be many opportunities to showcase what Westlake Charter School is all about. Our students and staff are hard at work preparing for the Olympic Triathlon on November 15<sup>th</sup>. Our third thru sixth grade students will have the opportunity to participate in our first ever Spelling Bee on December 9th. The top student will represent WCS at the Scripps Regional Competition on January 21<sup>st</sup> with the possibility of continuing to the state level and beyond. Again this year, WCS students will assist with the Kylee Lillich Charitable Giving Tree, and we are planning the upcoming Barnes and Noble Family Fun Night event scheduled for December 9<sup>th</sup>. Lastly, students and teachers will have the opportunity to showcase learning during 1<sup>st</sup> Trimester Conferences scheduled the week of November 14th. As I shared last month, the school has been hard at work to transform our report cards to reflect California's Common Core Standards. The teachers collaborated and identified key standards as administration worked to create a cohesive report card starting in kindergarten and running through 6<sup>th</sup> grade. One key feature of the Common Core Standards is the progression of standards as they build in depth and complexity through the elementary program. Our report cards mirror that progression and also reflect the rigor and high standards of WCS. In fourth-sixth grade, we have transitioned to percentage grades in order to prepare our students for middle school and provide more detailed information for families. Eventually, this will include an online grading system where parents can access student academics from home. Likewise, our specialty teachers have revamped their grading methods and will evaluate students using a number system instead of only using S or N. California's Department of Education continues to offer professional development on the implementation of Common Core Standards, which we will in turn share with our teaching staff. In two weeks, Bob and I will have completed the first round of formal teacher observations. I have enjoyed spending time watching our teachers work their craft. Every minute I spend in classrooms reminds me of the level of talent at WCS. I continue to see firsthand the strategies we explored last year with our book study: *Teach Like a Champion*. On Wednesday, October 26<sup>th</sup>, 40+ of our staff members participated in CPR/AED training and certification. Per board policy we offer this training every two years and gladly give this time toward developing our emergency preparedness skills. Finally, I'd like to share some work of our leadership team. Over the past two months this team has assisted in building a positive school culture. The leadership team helped to design the Parent-School Partnership Survey, and we are using that data to continue to prioritize needs for the school. We obtained feedback regarding the 12-13 draft calendar, which will be presented to the board at the next meeting. Another area that this team will be addressing in the coming months is differentiation within the school. We plan to review current strategies and recommend norms for reaching our students' diverse needs. Lastly, this team will take a look at our original charter and design some "pillars" for our school. This foundational reflection will help us as we continue to grow in years to come.

SD – Only 18 people provided feedback?

KB – No I pulled a representation, there was so much it was overwhelming. Our leadership team has the data.

SK – I'm pleased to see that you are already working on some of the issues listed here.

Maria Solis – I didn't put this in the survey but I'd like to acknowledge the teachers and admin on preparing my daughter for middle school. She is at NCS and went in very prepared for the program.

### 3. Curriculum Update – D. Stevenson

On October 19<sup>th</sup>, the teaching staff was introduced to the newly adopted Accelerated Reader program. Overall the staff is very excited to implement this program and they are anxious to get started. Teachers have been asked to begin implementing 30 minutes of AR reading into their daily schedule starting December 5<sup>th</sup>. This month I had the privilege of attending a training offered by SCOE on utilizing staff meetings to support the transition to California's Common Core State Standards. This training was enlightening and very applicable to our school as we continue to shift our focus from the state standards to the Common Core. I left the training with materials and training to conduct four, forty-five minute staff trainings on understanding the common core. I am scheduling those trainings in the spring during the Wednesday Articulation time. We have successfully completed the first round of NWEA testing this year. This is big news! Having the two campuses testing at the same time was quite the balancing act, but with the help of Mrs. Ros and Mrs. Ramirez, we made it! The teacher's will receive their class data next week and will use as a resource to group students and differentiate instruction. We will also be using the data to identify students needing additional support through our ROAR Club second trimester. Please see attachment for the FALL 2011 NWEA results. This week we hosted Character Trait of the Month Assemblies on both campuses. Mrs. Ashby, Mrs. McCrory, and Ms. Wilhelm's students with a fantastic job introducing November's Character Trait: **Responsibility**. The Del Paso campus had a informative presentation on bullying. Details are currently in the works for East Commerce to have a week dedicated to bullying late this year. Next Friday is the end of first trimester. Teachers are reviewing their students' academic progress as well as classroom assessments and observations for report cards. Parents will receive their 1<sup>st</sup> trimester report card during conference week, which is the week of Nov. 16<sup>th</sup>-18<sup>th</sup>. Next week we will be wrapping up our first session of R.O.A.R. (Reaching Outstanding Achievement Results) Club. We had 4 classes of approximately 6-8 students in each class. With special focus on reading and mathematics, the R.O.A.R. teacher worked hard to differentiate and meet the needs of each student in the program. We will be looking at the new Fall NWEA results to determine which students could benefit from extra support next trimester. However, at first glance the Fall NWEA testing session showed that over half of the students participating in ROAR exceeded their projected target growth rate for this testing period. This is exciting to see, and confirms the value of this program to our schools students.

#### NWEA Update Fall 2011 (data on file in administration office)

Attached you will find the results of the 2011-12 Fall NWEA testing period. Despite the many hiccups that we faced at the beginning of the testing timeframe, we completed our testing window and have excellent data to build from this year. As you can see the number of students in our school scoring in the Proficient or Advanced categories is something worth noting and celebrating. According to my calculations 71% of our student population scored Proficient or Advanced in math, and 75% scored Proficient or Advanced in reading. This is truly a testament to our hardworking, dedicated staff, and the amazing parent support that surrounds Westlake. As a reminder, Kindergarten score generally resemble similar data in the Fall. As kindergarteners starting at Westlake, many of them are new to the classroom environment and are just beginning to build their foundation in reading and math. This year we do have an influx of Far Below Basic (FBB) kindergarteners, but we have intervention in place to help them continue to progress academically. These FBB kindergarteners will qualify for ROAR in the coming trimester, which will give them extra practice and continue to develop their academic growth. By spring, the pattern in kindergarten is that these numbers begin to balance out and a greater number of students scoring Proficient or Advanced. Many of our sixth grade students are new to Westlake and NWEA. This is the first data that has been collected on their academic abilities and from we will be able to track their growth as they remain here at Westlake. I am excited to see the growth our Far Below

Basic and Below Basic students will make this year through our Wednesday intervention efforts and ROAR club. Our dedicated staff works tirelessly with great effort to get these students beyond where they need to be. NWEA provides our teachers and staff with a valuable tool that continues to be a constant resource in helping us develop rigorous curriculum focused on differentiation for all. We will continue to use the data that has been collected this Fall to recognize the needs for all of our students, no matter where they are and track their continual growth.

SK – Who does the ROAR Program?

KD – This year it's run by our teacher, we have 2 here at DP and 3 at EC.

**4. Financial – A. Barillas-Mendez**

**Projections:**

The attached is a financial summary report showing the activity through October 31, 2011 as compared to the Revised Budget. This report demonstrates encumbered amounts for purchase orders that have been set-up for the year, and current spending appears to be within budget projections. A few variances are noted; however, these will be adjusted in the First Interim reports.

**Cash Balances as of October 31, 2011:**

Westlake Charter School's cash balance in the County Treasury is \$93,352 plus deposits in transit of \$54,218 equal \$147,570 of available cash. There is also an additional \$5,000 in a Revolving Loan account held at River City Bank.

Westlake Charter Middle School received the first state apportionment on September 29, 2011 of \$87,358. The current balance in the County Treasury is \$34,853 plus deposits in transit of \$17,358 equal \$52,211 of available cash.

**Budget Update & Questions:**

The business office is currently working on budget updates and revisions for the First Interim budget report. This will be presented to you for approval on December 1st, 2011.

SK – So when does the next apportionment come in?

ABM – The end of December.

JW – What % do we normally have in the property tax?

ABM – I don't have that in front of me but I believe 16%

Nov 16<sup>th</sup> – Charter School Business Office Meeting.

SD – How are we looking on monthly cash flow?

ABM – We are looking fine until we receive the apportionment. You'll have the cash flow updated at the 1<sup>st</sup> interim.

**5. WAVE - M. Solis – (No hard copy report provided)**

Thank you for your participation in the Harvest Festival it was a surprisingly successful event. There was an unexpected amount of money raised at this event even though it was a community event and was not a fundraiser. The triathlon is in full swing but it looks like we'll reach the 40K that we raised last year but most likely will not meet the 60K. Mrs. Lillich will be coming to the next WAVE meeting to present about the Kyle Lillich Giving Tree.

SK – If you want to meet to look at the Outreach draft I'm happy to meet

SD – Last year I chaired the effort so I'd be happy to share with you what worked for us. Also I think the district will be more willing to help.

MS – How would that work?

SD – Well flyer distribution through the school, connect ed etc.

MS – I tried that last summer with some of the schools when we were trying to get the word out about our middle school and was sent professional and polite rejection emails.

**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 October board meeting talking about
  2. Accept and approve monetary donations
- SK – We are pulling the minutes

Motion: SD	Action: Approved
Second: JW	Vote: Unanimous

**B. Accept and approve merit based bonus proposal for 2010-2011 WLE Preschool program – B. Capp-**

*I propose that a percentage of the amount of dollars raised by Westlake Little Explorers (WLE) above the operation costs, go to the staff by way of merit-based bonuses. I cannot stress enough that these dollars will come from WLE revenue only, and not from the education general fund. My proposal, for this year only, as a one-time bonus would be 10% of the WLE revenue that exceeds expenses and distributed by merit evaluation (A. Panzica and B. Capp) to the WLE employees. Factors that we will be basing the merit pay will include, but not limited to: punctuality, reliability, relationship with student, relationship with parents, Number of scheduled hours worked, intrinsic value to the program. The amount of revenue over expenditures for this past year was approx. \$9k, therefore the amount above for the pool of Merit Based bonuses will be approx. \$900.*

Motion: SD	Action: Approved
Second: EW	Vote: Unanimous

**IV. DISCUSSION ITEMS**

2/29 CSAA conference in Sac. Gathering at 3pm in front of the capitol. Mark your calendars more information to come in the next few months. We want to get a large number of people out there.

**V. FUTURE AGENDA ITEMS**

**VI. ADJOURNMENT at 7:24**