

The Regular Meeting of the Board of Trustees will begin immediately following the conclusion of the Board of Trustees Workshop but not prior to the posted start time.



WESTLAKE ACADEMY

Mission / Vision Statement

Westlake Academy is a nurturing, community owned International Baccalaureate Charter School whose mission is to achieve academic excellence and to develop life-long learners who become well-balanced, responsible global citizens.

BOARD OF TRUSTEES MEETING

AGENDA

August 15, 2011

**WESTLAKE TOWN HALL
3 VILLAGE CIRCLE – 2ND FLOOR
WESTLAKE, TX 76262
COUNCIL CHAMBERS/MUNICIPAL COURT ROOM**

**Workshop Session 5:30 p.m.
Regular Session 6:00 p.m.**

Workshop Session

- 1. CALL TO ORDER**
- 2. REVIEW OF CONSENT AGENDA ITEMS FROM AUGUST 15, 2011, TRUSTEES REGULAR MEETING AGENDA.**

3. REPORTS

Reports are prepared for informational purposes and will be accepted as presented. (there will no presentations associated with the report items) There will be no separate discussion unless a Board Member requests that report be removed and considered separately.

- a. IBO Middle Years Program Evaluation report. (Applicable Strategic Plan Desired Outcomes: High Student Achievement; Strong Parents & Community Connections; Student Engagement- Extracurricular activities and Effective Educators & Staff)

4. DISCUSSION ITEMS

- a. Presentation and discussion of the 2011 Parent's Survey. (Applicable Strategic Plan Desired Outcomes: Strong Parents & Community Connections and Effective Educators & Staff) (30 min)
- b. Discussion regarding the 2011 IB Diploma and Advanced Placement Results (Applicable Strategic Plan Desired Outcomes: High Student Achievement and Effective Educators & Staff) (30 Min)

5. BOARD RECAP / STAFF DIRECTION

6. ADJOURNMENT

Regular Session

1. CALL TO ORDER

2. **CITIZENS' PRESENTATIONS AND RECOGNITIONS:** This is an opportunity for citizens to address the Board on any matter whether or not it is posted on the agenda. The Board cannot by law take action nor have any discussion or deliberations on any presentation made to the Board at this time concerning an item not listed on the agenda. Any item presented may be noticed on a future agenda for deliberation or action.

3. **CONSENT AGENDA:** All items listed below are considered routine by the Board of Trustees and will be enacted with one motion. There will be no separate discussion of items unless a Board member or citizen so requests, in which event the item will be removed from the general order of business and considered in its normal sequence.

- a. Consider approval of the minutes for the meeting held on June 6, 2011.
- b. Consider approval of the minutes for the meeting held on June 9, 2011.
- c. Consider approval of **Resolution 11-12**, Approving and Adopting the Governmental Accounting Standard Board (GASB) 54 Policy, delegating the responsibility to assign funds to the Superintendent or his/her designee, and amending the existing Fiscal and Budgetary Policies to incorporate the new policy and approved delegation.
- d. Consider approval of **Resolution 11-13**, Authorizing the Superintendent to Execute a Contract with Region IX Education Service Center for Various Business and Student Support Services for Westlake Academy.

- e. Consider approval of **Resolution 11-14**, Authorizing the Superintendent to Execute a Contract for Food Catering Services with Victual, LLC at Westlake Academy.
- f. Consider approval of **Resolution 11-15**, Amending the Graduation Policy.
- g. Consider approval of **Resolution 11-16**, Amending the Personnel Manual.

4. CONDUCT A PUBLIC HEARING AND CONSIDER RESOLUTION 11-17, APPROVING THE ESTIMATED YEAR-END ACADEMIC SERVICES BUDGET FOR WESTLAKE ACADEMY FOR THE FISCAL YEAR ENDING AUGUST 31, 2011 AND ADOPTING THE PROPOSED BUDGET FOR THE FISCAL YEAR ENDING AUGUST 31, 2012.

5. EXECUTIVE SESSION

The Board will conduct a closed session pursuant to Texas Government Code, annotated, Chapter 551, Subchapter D for the following:

- a. Section 551.071(2) – Consultation with School Attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter: Charter amendments including the Admissions Policy
- b. Sections 551.071(2) and 551.074 – Consultation with School Attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter: Discuss MOU with the Westlake Foundation Board and related personnel issues.

6. RECONVENE MEETING

7. TAKE ANY ACTION, IF NEEDED, FROM EXECUTIVE SESSION ITEMS.

8. BOARD CALENDAR

- Back to School Night - Secondary
August 17, 2011 (WA Gym - assembly begins at 6:00 p.m.)
- Back to School Night – Primary
August 18, 2011 (WA Gym - assembly begins at 6:00 p.m.)
- First Day of School
August 22, 2011
- HOC Back to School Bash
August 27, 2011 (WA Campus - 5:00 – 8:00 p.m.)
- Academy and Town Offices Closed
September 5, 2011
- BOT Meeting
September 12, 2011

9. **FUTURE AGENDA ITEMS:** Any Board member may request at a workshop and / or Board meeting, under "Future Agenda Item Requests", an agenda item for a future Board meeting. The Board member making the request will contact the Superintendent with the requested item and the Superintendent will list it on the agenda. At the meeting, the requesting Board member will explain the item, the need for Board discussion of the item, the item's relationship to the Board's strategic priorities, and the amount of estimated staff time necessary to prepare for Board discussion. If the requesting Board member receives a second, the Superintendent will place the item on the Board agenda calendar allowing for adequate time for staff preparation on the agenda item.

- None

10. ADJOURNMENT

ANY ITEM ON THIS POSTED AGENDA COULD BE DISCUSSED IN EXECUTIVE SESSION AS LONG AS IT IS WITHIN ONE OF THE PERMITTED CATEGORIES UNDER SECTIONS 551.071 THROUGH 551.076 AND SECTION 551.087 OF THE TEXAS GOVERNMENT CODE.

CERTIFICATION

I certify that the above notice was posted at the Town Hall of the Town of Westlake, 3 Village Circle, on August 10, 2011, by 11:00 a.m. under the Open Meetings Act, Chapter 551 of the Texas Government Code.

Kelly Edwards, Town Secretary

If you plan to attend this public meeting and have a disability that requires special needs, please advise the Town Secretary 48 hours in advance at 817-490-5710 and reasonable accommodations will be made to assist you.

Westlake Academy

Item # 2 – Review of Consent Agenda Items

CONSENT AGENDA: All items listed below are considered routine by the Board of Trustees and will be enacted with one motion. There will be no separate discussion of items unless a Board member or citizen so requests, in which event the item will be removed from the general order of business and considered in its normal sequence.

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Westlake Academy

Item # 3 – Reports

REPORTS

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- a. IBO Middle Years Program Evaluation report. (Applicable Strategic Plan Desired Outcomes: High Student Achievement; Strong Parents & Community Connections; Student Engagement-Extracurricular activities and Effective Educators & Staff)

WESTLAKE ACADEMY AGENDA ITEM

Curriculum: MYP **Meeting Date:** August 15, 2011

Staff Contact: Rod Harding **Report**

Subject: IBO MYP Official Evaluation Report

EXECUTIVE SUMMARY

International Baccalaureate visiting team's official report for Westlake Academy's Middle Years Program (MYP) evaluation.

This is the final report containing commendations, recommendations and conclusions based on the Self-study prepared by MYP teachers, coordinator and principal.

APPLICABLE STRATEGIC PLAN DESIRED OUTCOME

- High Student Achievement
- Strong Parent & Community Connections
- Financial Stewardship & Sustainability
- Student Engagement – Extracurricular activities
- Effective Educators & Staff

WESTLAKE ACADEMY VALUES

- Academic Achievement*
- MYP, DP (IB Continuum)*
- Caring Environment*
- Communication/Transparency*
- Engaged Stakeholders*
- Maximizing Each Child's Potential*

FISCAL IMPACT

Funded Not Funded X N/A

RECOMMENDATION / ACTION REQUESTED/ OPTIONS

Report presented for Board of Trustees for information and review.

ATTACHMENTS

MYP official report.



International
Baccalaureate[®]

IB Americas MYP Evaluation Report

WESTLAKE ACADEMY

Date: 24-25 March 2011

Visit date: 24-25 March 2011

Name of school: Westlake Academy

Address: 2600 J T Ottinger Road
Westlake, TX 76262
USA

Phone: 1 817 490 5757

Fax: 1 817 490 5758

E-mail address: info@westlakeacademy.org; rharding@westlakeacademy.org

Head of school: Rod Harding

MYP coordinator: Tracy Odom

1: Visiting Team: Parfait Awono, Rockville, MD
Carolyn Timberlake, Del Rey Beach, FL
Janice Swarts, Wichita Falls, TX

2: Description

WESTLAKE ACADEMY was authorized to implement the Middle Years Programme of the International Baccalaureate Organization on 2 August, 2007. This report documents the FIRST evaluation of the school's implementation of the programme. WESTLAKE ACADEMY has also been authorized to offer the PYP and DP and thus, it now offers all three of the IB programmes.

4 :Changes in the school since authorization

Administration/coordination	Rod Harding / Tracy Odom
Student body/number of students	520 / 159
Organization of the school	Coeducational
The primary staff	13
The school facilities	General classrooms, one gym, two labs, one arts room
School finances/auditing	

5: IB MYP professional development since authorization

Staff Member	Professional Development
Maru Busico-Flight	Category 3 regional workshop
Elizabeth Golden	Category 3 regional workshop
Livia Miller - Language B	Category 2 regional workshop
April Harrell, Language A	Category 2 regional workshop
Tracy Odom	Category 2 regional workshop
Cheryl Johnson	Category 2 regional workshop
Alan Burt	Category 2 regional workshop
Saki Milton	Category 3 regional workshop
Elliott Ventura	Category 2 regional workshop
Lindsay Lemons	Category 2 regional workshop
Nicolau Pereira	Category 2 regional workshop
Malena Linan	Category 2 regional workshop

6: A Summary of the findings from the self-study

Section	Standard	School Evaluation	IB Evaluation
A: Philosophy	A1	The school believes that it has shown satisfactory development in this standard.	The school has shown satisfactory development in this standard.
	A2	The school believes that it has not shown satisfactory development in this standard.	The school has shown satisfactory development in this standard.
B: Organization	B1	The school believes that it has shown satisfactory development in this standard.	The school has shown satisfactory development in this standard.
C: Curriculum	C1	The school believes that it has shown satisfactory development in this standard.	The school has shown satisfactory development in this standard.
	C2	The school believes that it has shown satisfactory development in this standard.	The school has shown satisfactory development in this standard.
	C3	The school believes that it has shown satisfactory development in this standard.	The school has shown satisfactory development in this standard.
	C4	The school believes that it has not shown satisfactory development in this standard.	Significant attention is required by the school to meet this standard.
D: The Student	D1	The school believes that it has shown satisfactory development in this standard.	The school has shown satisfactory development in this standard.
	D2	The school believes that it has shown satisfactory development in this standard.	The school has shown satisfactory development in this standard.

Did the school satisfy the matters to be addressed from the previous IB visit?

The school had no matters to be addressed from the previous IB visit.

Did the school submit moderation or monitoring of assessment samples in all eight subject areas plus the personal project?

The school did submit the requisite samples and made the reports available to the team.

If applicable, which subjects did the school not submit for monitoring of assessment?

Not applicable

7: Standard A - Philosophy

Standard A1: There is close alignment between the educational beliefs and values of the school and those of the programme.

Standard A2: The school promotes international-mindedness on the part of the adults and the students in the school community.

The IB agrees with the school that it has shown satisfactory development in Standard A.

The IB commends:

A1.4: the school for having the beliefs and values that drive the programme and are shared by all sections of the school community (including students, teachers, administrators, members of the governing body and others, as appropriate).

The IB recommends that:

A2.1: the school value and make productive use of the diversity of cultures and perspectives that exist in the school and in the local, national and global communities to enhance learning.

8: Standard B - Organization

Standard B1: The school demonstrates ongoing commitment to, and provides support for, the programme through appropriate administrative structures and systems, staffing and resources.

The IB agrees with the school that it has shown satisfactory development in Standard B.

The IB commends:

B1.1: the school's funding for the effective implementation and ongoing development of the programme.

B1.8: the head of school/the school principal and programme coordinator for having a good understanding of the principles of the programme and demonstrating pedagogical leadership.

The IB recommends that:

B1.18: the school recognize and promote the role of the library/media centre in the implementation of the programme.

9: Standard C - Curriculum

Standard C1: A comprehensive, coherent, written curriculum, based on the requirements of the programme and developed by the school, is available to all sections of the school community.

Standard C2: The school has implemented a system through which all teachers plan and reflect in collaborative teams.

Standard C3: Teaching and learning at the school empowers and encourages students to become lifelong learners, to be responsible towards themselves, their learning, other people and the environment, and to take appropriate action.

Standard C4: There is an agreed approach to assessment, and to the recording and reporting of assessment data, which reflects the practices and requirements of programme.

The IB agrees with the school that it has shown satisfactory development in Standard C.

The IB commends:

C1.6: the school's curriculum for promoting all the attributes of the IB learner profile.

C3.2: the teachers for allowing students to become actively responsible for their own learning.

The IB recommends that:

C4.1: the school have a written assessment policy in place that is available to all sections of the school community.

C4.2: the school view assessment as being integral with planning, teaching and learning.

C4.9: the school develop efficient systems for recording data about student learning, which are in keeping with the requirements of the programme.

C4.12: the school analyze assessment data to inform the evaluation and subsequent modification of teaching and learning strategies.

C1.29: the school ensure each area of interaction involves all subject teachers in raising awareness and providing appropriate learning experiences.

10: Standard D - The Student

Standard D1: Students learn to choose to act, and to reflect on their actions, so that they contribute to their own well-being and that of the community and the environment.

Standard D2: In the final year of the programme, all students complete a programme-specific project that allows them to demonstrate a consolidation of their learning, in the case of the PYP and MYP, and to demonstrate the extension and development of their learning in the Diploma Programme.

The IB agrees with the school that it has shown satisfactory development in Standard D.

The IB commends:

D1.1: the school for providing a climate in which students learn to respect and value self-initiated action.

11: Conclusion

The IB would like to thank the administration, the teaching faculty, the staff, the students and the parents for the welcome and hospitality extended to the visiting team during the visit. The visiting team noted that a cross section of stakeholders participated in the self-study. The visiting team's conversations with teachers, parents, students and administrators confirmed the veracity of the assertions of the school. The school provided the visiting team with adequate documentation to support all the claims in the self-study. Subsequent conversations with members of the board of trustees, parents, teachers and students also explained the process followed.

Westlake Academy has a unique situation in which the city government and the school governing body participate in a "shared services" model where the city and school governing bodies are the same. The entire community is actually involved in the IB philosophy, in understanding the goals and supporting the IB programmes. The community provides financial support for the programme through fundraising initiatives such as Fund 100 (fundraising parent group which supplements professional development) which will insure the continuity of the MYP. The school principal and the programme coordinator demonstrate pedagogical leadership in the implementation of the programme. The visiting team witnessed evidence that the learner profile is at the center of learning activities in all the classes and students and staff is well versed in the attributes.

Westlake Academy would benefit from drawing from its school diversity to continue to increase international-mindedness and intercultural awareness. The evaluation team agrees with the authorization team that Westlake Academy would benefit from increasing the language B resources in the media center. Westlake Academy would benefit from increasing the research capacity of the media center and positioning the media center at the center of research in all three IB programmes. The MYP would benefit from an increased use of the areas of interaction in unit planning, teaching and learning. Westlake Academy would benefit from a more uniform assessment policy developed by teachers and used as an active document that drives decisions about assessment and also shared with all stakeholders aligned with the school. The school would benefit from designing a system to report student progress that is consistent with the MYP requirements.

12: Matters to be addressed and required school follow-up

No matters to be addressed were revealed during this visit.

Required school follow-up

The school will have the next programme evaluation visit between January and June in 2016

We look forward to reading the requested documents.

Feel free to contact us for any additional information.

Sincerely



Drew Deutsch
Regional director
IB Americas

Westlake Academy

Item # 4 – Discussion Items

DISCUSSION ITEMS

- a. Presentation and discussion of the 2011 Parent's Survey. (Applicable Strategic Plan Desired Outcomes: Strong Parents & Community Connections and Effective Educators & Staff) (30 min)
- b. Discussion regarding the 2011 IB Diploma and Advanced Placement Results (Applicable Strategic Plan Desired Outcomes: High Student Achievement and Effective Educators & Staff) (30 Min)

WESTLAKE ACADEMY AGENDA ITEM

Curriculum: PYP/MYP/DP

Meeting Date: August 15, 2011

Staff Contact: Tom Brymer

Discussion

Subject: Presentation and Discussion of the Parents' Survey for the 2010-11 School Year

EXECUTIVE SUMMARY

This will be third year that the Board has had a parents' survey conducted for Westlake Academy. The survey was performed by the ETC Institute and covers a multiplicity of topics related to the Academy's performance for the 2010-11 school year including, but not limited to, its services and programs, parents' priorities, communication and outreach, and parent outreach. The 2009-10 school year survey was used to identify several areas of improvement for the Academy. This year's survey instrument was reviewed for feedback with the Board at its May 9, 2011 Workshop. Mr. Chris Tatham of the ETC Institute, the organization that conducts this survey for us will be at the workshop to present the survey results to the Board.

APPLICABLE STRATEGIC PLAN DESIRED OUTCOME

- High Student Achievement
- Strong Parent & Community Connections
- Financial Stewardship & Sustainability
- Student Engagement – Extracurricular activities
- Effective Educators & Staff

WESTLAKE ACADEMY VALUES

- Academic Achievement*
- PYP, MYP, DP (IB Continuum)*
- Caring Environment*
- Fiscal Stewardship*
- Communication/Transparency*
- Engaged Stakeholders*
- Maximizing Each Child's Potential*

FISCAL IMPACT

Funded Not Funded N/A

Funds were budgeted in the Approved FY 10-11 Academy Budget for this survey.

RECOMMENDATION / ACTION REQUESTED/ OPTIONS

Hear the presentation regarding the 2010-11 parent survey, ask questions, and provide feedback to staff regarding the survey and ways to improve its usefulness to the Board.

ATTACHMENTS

1.) The 2010-11 Parents Survey Report- Delivered Under Separate Cover.

**Diploma Programme (DP) and Advanced Placement (AP)
2011 Performance Report
Westlake Academy**

Westlake Academy Strategic Plan

Graduate the maximum number of students with an IB Diploma on an annual basis – On-going Goal Team Leader(s): Diploma Program Coordinator

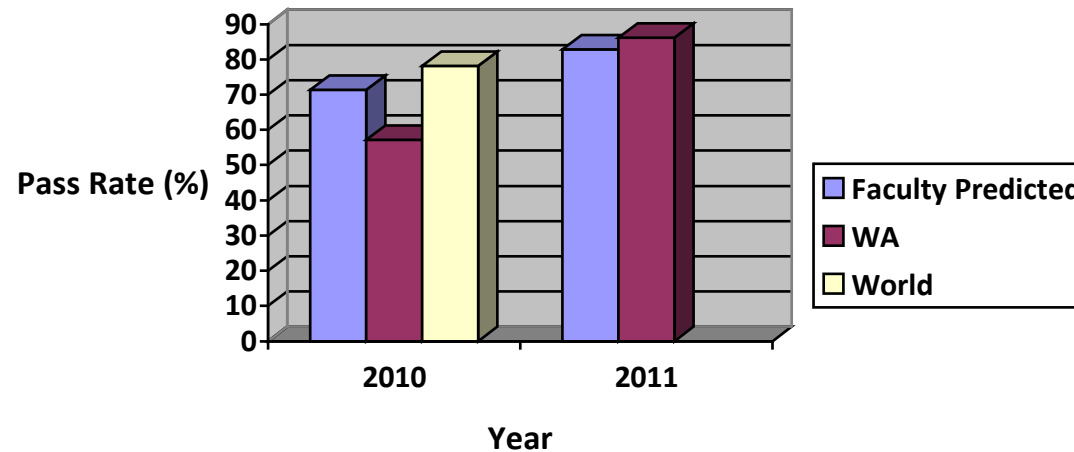
- 2.1 80% of graduates achieve the IB Diploma by 2015
 - 2.1.1 Students will achieve at a level that exceeds the national average relative to other IB schools
- 2.2 90% will test for the complete panel of Diploma Program exams, Estimated Completion Date: Spring, 2011

DP Statistics

In order to receive the IB Diploma, students must achieve a minimum of 24 points with the maximum being 45 points. The *May 2011 IB Diploma Programme Statistical Bulletin* has not yet been published, so data from the *May 2010 IB Diploma Programme Statistical Bulletin* is currently being used for comparison in some areas.

Diploma	# WA Seniors	# WA Diploma Candidates	% WA Students Diploma Students	# Diplomas Received	Faculty Predicted Diploma Pass (≥ 24) Rate (%)	WA Diploma Pass (≥ 24) Rate (%)	World Diploma Pass (≥ 24) Rate (%)
2010	24	21	87.5	12	71.4	57.1	78.1
2011	32	29	90.6	25	82.8	86.2	n/a
Overall			89.1			71.7	78.1

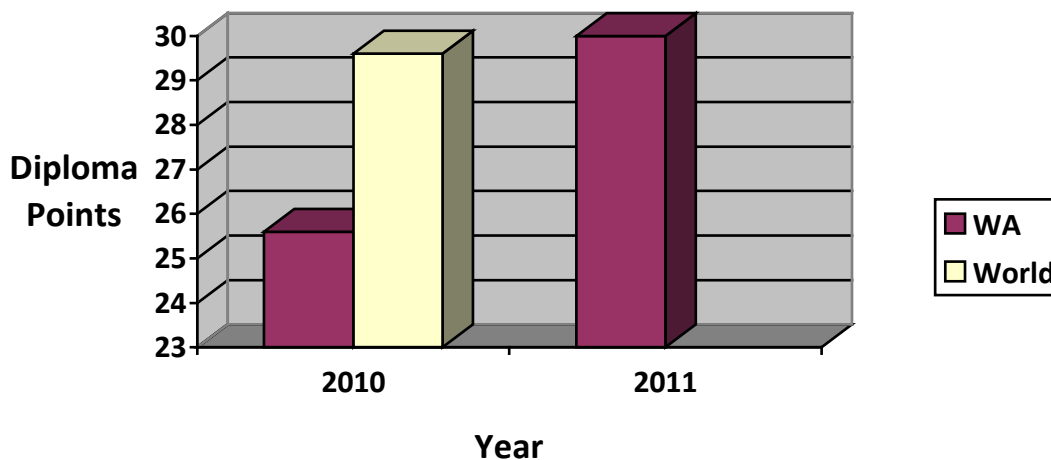
DP Pass Rate



90.6% of the 2011 Senior Class sat for the full diploma, fulfilling strategic plan objective 2.2. The overall mean number of students sitting for the diploma is 89.1%. The DP program will strive to continue to meet or exceed the 90% goal during the next examination session. The 2011 DP students achieved an 86.2% pass rate, which is above both the WA faculty prediction and the 2010 world rate, achieving strategic plan objective 2.1. From 2010 to 2011, WA increased its diploma success rate by 29.1%. This increase is partially due to the expanded course offering, a more experienced faculty and a more clearly defined set of expectations for diploma students by faculty and students themselves. WA is on track for graduating a maximum number of students with an IB Diploma on an annual basis. However, every graduating class has different strengths and weakness that can affect performance outcomes.

Diploma Points	Mean Diploma Points		Diploma Score		Mean Diploma Points	
	WA	World	Highest	Lowest	Recipients	Non-Recipients
2010	25.6	29.6	37	15	30.6	19.0
2011	30.0	n/a	42	19	31.4	21.3
Overall	27.8				31.0	20.2

DP Mean Diploma Points



Overall, the 2011 DP students achieved a mean diploma score above both the 2010 DP students and the 2010 world average. In addition, there were three 2011 students with scores above 40. Any score above 30 is excellent and above 40 is simply exceptional. Also, please note that the recipient and non-recipient averages remain similar from year to year. This could be a reflection of commitment level and/or the non-selectivity of the DP, because recipients earn almost 11 points more non-recipients.

Course Grade	WA Mean Course Grade	World Mean Course Grade	WA Mean Course Grade Recipients	WA Mean Course Grade Non-Recipients	WA Mean Bonus Points Earned	World Mean Bonus Points Earned	WA Mean Bonus Points Earned Recipients	WA Mean Bonus Points Earned Non-Recipients
2010	4.11	4.65	4.89	3.07	0.90	1.11	1.25	0.56
2011	4.80	n/a	5.01	3.50	1.17	n/a	1.32	0.25
Overall Mean	4.46		4.95	3.29	1.04		1.29	0.41

The passing grade for each course is 4 out of a possible 7, and students can earn up to three bonus points from their efforts in Theory of Knowledge (TOK) and on the Extended Essay (EE). Overall, the 2011 DP students achieved a mean course grade and earned mean bonus points above the 2010 world rate. A trend is emerging where recipients score almost 1.5 points higher than non-recipients on average per course. In addition, recipients earn triple the amount of bonus points when compared to non-recipients.

Certificate Statistics

Certificates	# Students	# Exams	# Exams Passed	Pass (≥ 4) Rate (%)
2010	2	6	1	16.7
2111	n/a	n/a	n/a	n/a

There were no certificate students in 2011.

DP Subject Statistics: Pass Rate

Group	Subject	2010 Pass (≥ 4) Rate (%)				2011 Pass (≥ 4) Rate (%)		
		# Students	Faculty Predicted	WA	World	# Students	Faculty Predicted	WA
1	HL English A1	23	69.6	73.9	95.0	29	82.8	100
2	SL Spanish B	20	70.0	80.0	85.0	29	75.9	89.7
	SL Spanish <i>ab initio</i>	1	0.00	0.00	86.0	n/a	n/a	n/a
3	HL History	23	87.0	69.6	80.0	29	86.2	89.7
	HL Economics	n/a	n/a	n/a	89.0	14	85.7	78.6
4	HL Biology	20	75.0	55.0	67.0	13	84.6	85.0
	SL Biology	1	100	0.00	70.0	n/a	n/a	n/a
	SL Chemistry	10	60.0	20.0	85.0	6	100	83.3
	SL Environmental Systems	n/a	n/a	n/a	70.0	20	85.0	95.0
5	SL Math Studies	9	44.4	55.6	84.0	9	88.9	77.8
	SL Mathematics	13	84.6	53.8	72.0	20	90.0	85.0
6	HL Visual Arts	2	100	50.0	85.0	5	100	100.0
	SL Visual Arts	10	90.0	90.0	77.0	n/a	n/a	n/a
	TOK	21	100	100	99.3	29	100	100
	EE	21	100	100	97.7	29	100	100

With respect to pass rate, the 2011 DP students exceeded the 2010 DP students across the board with substantial increases in all subject areas: HL English A1 (26.1%), SL Spanish B (9.7%), HL History (20.1%), HL Biology (30.0%), SL Chemistry (63%), SL Math Studies (22.2%), SL Mathematics (31.2%), and HL Visual Arts (50%). In addition, the 2011 DP students were above the 2010 world pass rates in all subjects, except HL Economics, SL Chemistry, and SL Math Studies. Compared to the 2010 world averages, there were substantial increases in HL Biology (18%), SL Environmental Systems (25%), SL Mathematics (13%), and HL Visual Arts (15%). These increases may change when compared to the 2011 statistics.

DP Subject Statistics: Mean Grade

Group	Subject	2010 Mean Grade		2011 Mean Grade	
		WA	World	WA	World
1	HL English A1	4.30	4.72	5.00	4.74
2	SL Spanish B	4.80	4.80	4.83	4.92
	SL Spanish <i>ab initio</i>	2.00	4.91	n/a	n/a
3	HL History	4.09	4.37	4.62	4.64
	HL Economics	n/a	5.08	4.00	5.11
4	HL Biology	4.05	4.19	4.92	4.38
	SL Biology	3.00	4.30	n/a	n/a
	SL Chemistry	2.90	3.92	5.33	4.08
	SL Environmental Systems	n/a	4.14	4.85	4.15
5	SL Math Studies	3.56	4.75	4.56	4.66
	SL Mathematics	3.69	4.48	4.95	4.44
6	HL Visual Arts	4.50	4.90	5.80	4.91
	SL Visual Arts	4.70	4.44	n/a	n/a
	TOK	B	C	C	C
	EE	C	C	C	C

All of this improvement is also reflected in the mean course grades. The 2011 DP students scored above the world averages in all subjects except, SL Spanish B, HL History, HL Economics, and SL Math Studies. In addition, there was a 10% or more increase in average points earned out of 7 for SL Chemistry (+1.25), SL Environmental Systems (+0.70), and HL Visual Arts (+0.89). These mean scores really show that our students are competitive with other IB students across the world.

2011 Subject Component Analysis

Every DP subject has several components. The internal assessment (IA) is graded by the teacher and moderated by a senior IB examiner. The external assessment (EA) consists of a series of 2-3 exams or papers (P1, P2, and P3). Accurate IA grading is considered to be within 10% of the moderation factor. Problematic papers are identified if more than 20% of the students score below 4.

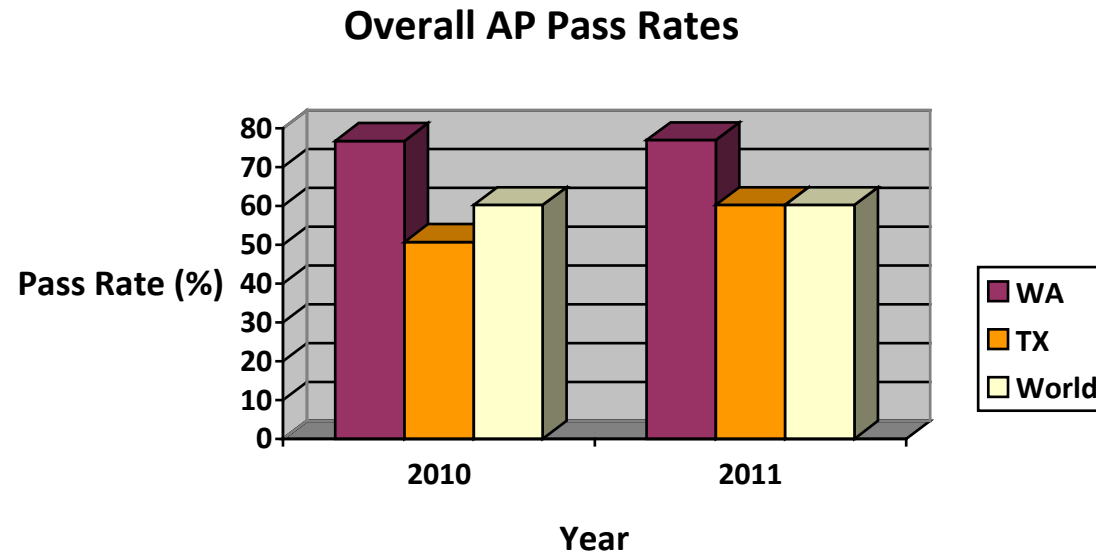
Group	Course	Component Observations	Recommendations
1	HL English A1	Accurate IA grading; Students really struggled with P1	Work more on P1 exam preparation.
2	SL Spanish B	Accurate IA grading; Students really struggled with P2	Work more on P2 exam preparation.
3	HL History	Accurate IA grading (except for high marks); Students really struggled with P3	Work more on P3 exam preparation.
	HL Economics	Accurate IA grading; Students struggled with P1, P2, and P3	Work more on P1, P2, and P3 exam preparation.
4	HL Biology	Accurate IA grading; Students struggled with P2	Work more on P2 exam preparation.
	SL Chemistry	Heavily moderated IA grading; Students struggled with P1 and P2	Work more on IA preparation and application of the rubric. Work more on P1 and P2 exam preparation.
	SL Environmental Systems	Accurate IA grading; Students really struggled with P1	Work more on P1 exam preparation.
5	SL Math Studies	Accurate IA grading; Students struggled with P1 and P2	Work more on P1 and P2 exam preparation.
	SL Mathematics	Accurate IA grading; Students struggled with P1 and P2	Work more on P1 and P2 exam preparation.
6	HL Visual Arts	Accurate IA grading	n/a
	TOK	Students struggled with the TOK essay.	Work more on developing the TOK essay.
	EE	Students did well in Biology, Economics, and Philosophy. Students struggled in English, Environmental Systems, Chemistry, and Mathematics	Work more on guiding students. Apply the EE rubric during all stages and use it more frequently in discussions with students.

Most of the recommendations deal with EA. Therefore, DP faculty will need to continue simulating assessments in the classroom and also provide more structured tutorials prior to all examination sessions. This year a tutorial schedule was developed prior to the examination session, but relatively few students attended tutorials (including those students who did not earn diplomas). In addition, there needs to be ongoing alignment between student performance in the classroom and student performance on the DP assessments. However, our predictions clearly show improvement from the previous year. Lastly, DP faculty need to continually work to keep students motivated throughout the year. All of these recommendations will be addressed at the first DP faculty meeting of the new academic year. As a result, the DP faculty will continue to work to make all necessary adjustments for continuous improvement.

AP Statistics

WA is continuum IB school that does not offer AP courses. However, many WA students take AP exams voluntarily as an option. These students are primarily in grade 11 with a few students from grade 10 and 12. The passing grade for each course is 3 out of a possible 5.

Year	# AP Students	# AP Exams	Pass (≥ 3) Rate (%)		
			WA	TX	World
2010	34	54	76.7	50.7	60.2
2011	26	53	76.9	48.7	60.2



For the past two years, WA students have consistently had a higher AP pass rate when compared to both Texas and World pass rates.

AP Scholar Statistics

Various WA students received additional honors for their AP successes.

Year	AP Scholar (score 3 or higher on three or more AP exams)	AP Scholar with Honor (score 3.25 on all AP exams taken and score 3 or higher on four or more of these exams)	AP Scholar with Distinction (score 3.50 on all AP exams taken and score 3 or higher on five or more of these exams)
2010	Franklin Otis Riley Rennhack Nicole Stevens		
2011	Courtney Cundall Ciara McMurry Ariana Milligan Mollie Thompson Ramsey Timmerman	Rachana Gadi Amrita Hans Riley Rennhack	Ramin Karbasi

The 2011 AP efforts produced three times as many AP scholar awards from the previous year. Out of the 26 students who took AP exams in 2011, over a third of these students received some sort of AP scholar award.

AP Course Statistics

WA students took AP exams in a variety of courses. The majority of exams were in Biology, English language & Composition, Macroeconomics, and US History.

Pass Rates Course	2010 Students	2010 Pass (≥ 3) Rate (%)			2011 Students	2011 Pass (≥ 3) Rate (%)		
		WA	TX	World		WA	TX	World
Biology	19	52.6	38.6	49.3	9	66.7	35.1	50.6
Calculus AB	3	0.00	44.6	55.7	4	25.0	43.3	56.2
Computer Science A	1	100	59.2	65.1	0	n/a	n/a	n/a
English Language & Composition	12	100	48.8	60.7	10	90.0	47.5	61.2
European History	1	100	71.0	65.5	1	100	71.5	64.9
Macroeconomics	14	85.7	40.9	55.3	10	100	37.2	53.8

Microeconomics	0	n/a	n/a	n/a	2	100	42.0	63.6
US History	0	n/a	n/a	n/a	14	78.6	35.9	52.8
World History	4	25.0	38.2	49.0	3	33.3	37.7	48.4

WA students are consistently above both the Texas and World pass rates, except for Calculus AB and World History.

AP Exam scores are reported on a 5-point scale as follows: 5 Extremely well qualified; 4 Well qualified; 3 Qualified; 2 Possibly qualified; 1 No recommendation

Course	2010 Mean Grade			2011 Mean Grade		
	WA	TX	World	WA	TX	World
Biology	2.74	2.30	2.65	3.22	2.18	2.70
Calculus AB	1.33	2.44	2.81	1.75	2.75	2.82
Computer Science A	4.0	2.91	3.16	n/a	n/a	n/a
English Language & Composition	4.00	2.59	2.91	4.00	2.55	2.92
European History	4.00	3.05	2.86	4.00	3.07	2.81
Macroeconomics	3.64	2.35	2.82	4.00	2.24	2.76
Microeconomics	n/a	n/a	n/a	4.00	2.34	3.01
US History	n/a	n/a	n/a	3.50	2.25	2.75
World History	2.25	2.26	2.57	2.67	2.26	2.57

WA students are consistently above both the Texas and World mean grades, except for Calculus AB.

In the last two years, the number of AP exams has quadrupled from the previous two years. Students clearly see the importance of taking AP exams as a means to prepare for the IB exams. In grade 11, the option of AP assessment requires students to do additional studying in preparation for high stakes AP exams. This preparation, along with the experience of taking the high stakes exams, extrapolates to greater subject knowledge, more confidence, and increased success for students on IB exams in the senior year. In addition, the offering and administration of AP assessment leads to an increase in the equity and excellence rating of WA. If we continue to offer AP assessment options, there is a need to better integrate these curricular expectations within the WA courses. Therefore, WA should further develop a system that prepares students for AP assessment in select areas provided that it does not conflict with the implementation of DP curriculum.

Westlake Academy

Item #5
Board Recap /
Staff Direction

BOARD RECAP / STAFF DIRECTION

Westlake Academy

Item # 6 –
Workshop
Adjournment

Back up material has not
been provided for this item.

Westlake Academy

Item # 2 – Citizens' Presentations and recognitions

CITIZENS' PRESENTATIONS AND RECOGNITIONS: This is an opportunity for citizens to address the Board on any matter whether or not it is posted on the agenda. The Board cannot by law take action nor have any discussion or deliberations on any presentation made to the Board at this time concerning an item not listed on the agenda. Any item presented may be noticed on a future agenda for deliberation or action.

Westlake Academy

Item # 3 - Consent Agenda Items

CONSENT AGENDA: All items listed below are considered routine by the Board of Trustees and will be enacted with one motion. There will be no separate discussion of items unless a Board member or citizen so requests, in which event the item will be removed from the general order of business and considered in its normal sequence.

- a. Consider approval of the minutes for the meeting held on June 6, 2011.
- b. Consider approval of the minutes for the meeting held on June 9, 2011.
- c. Consider approval of **Resolution 11-12**, Approving and Adopting the Governmental Accounting Standard Board (GASB) 54 Policy, delegating the responsibility to assign funds to the Superintendent or his/her designee, and amending the existing Fiscal and Budgetary Policies to incorporate the new policy and approved delegation.
- d. Consider approval of **Resolution 11-13**, Authorizing the Superintendent to Execute a Contract with Region IX Education Service Center for Various Business and Student Support Services for Westlake Academy.
- e. Consider approval of **Resolution 11-14**, Authorizing the Superintendent to Execute a Contract for Food Catering Services with Victual, LLC at Westlake Academy.
- f. Consider approval of **Resolution 11-15**, Amending the Graduation Policy.
- g. Consider approval of **Resolution 11-16**, Amending the Personnel Manual.



**WESTLAKE ACADEMY
BOARD OF TRUSTEES WORKSHOP & REGULAR MEETINGS**

June 6, 2011

PRESENT: President Laura Wheat and Trustees, Tim Brittan, Carol Langdon, David Levitan and Rick Rennhack. Trustee Cox arrived at 4:47 p.m.

ABSENT:

OTHERS PRESENT: Superintendent Tom Brymer, School Attorney Janet Bubert, Board Secretary Kelly Edwards, Primary Principal Jamie Schmitz, Secondary Principal Rod Harding, Assistant to the Superintendent Ginger Awtry, Municipal Court and Special Projects Director Amanda DeGan, Finance Director Debbie Piper, Human Resources and Administrative Services Director Todd Wood and Facilities and Recreation Director Troy Meyer.

Workshop Session

1. CALL TO ORDER

President Wheat called the workshop to order at 4:43 p.m.

2. PLEDGE OF ALLEGIANCE

President Wheat led the pledge of allegiance to the United States and Texas flags.

3. REVIEW OF CONSENT AGENDA ITEMS FROM JUNE 6, 2011, TRUSTEES REGULAR MEETING AGENDA.

Superintendent Brymer provided an overview of item c regarding portable buildings.

4. REPORTS

- a. Report Analyzing Westlake Academy MYP TAKS and ISA results.

Discussion ensued regarding the results of both tests, how the IB curriculum program is represented in the results, the possibility of accelerating the Math curriculum, the challenge being a public school and using the State and IB testing measurements, reviewing the alignment of the Math curriculum and the tracking of cohorts.

MYP Principal Harding stated he would use the results to work with teachers showing the areas of concern and work towards improving the curriculum which should improve standardize testing scores.

5. DISCUSSION ITEMS

- a. Presentation and discussion of a report concerning the planned activities of the Westlake Academy Foundation.

Foundation President Kelly Cox and Foundation Executive Director Dr. Shelly Myers provided a presentation and overview of the Foundation's activities of the past year the board's mission and goals.

Discussion ensued regarding Baja, teachers applying for training grants, the foundations involvement during the on-boarding process, and the affiliate board policy.

President Wheat recessed the workshop at 6:09 p.m. to convene the regular meeting.

President Wheat reconvened the workshop at 8:07 p.m. to convene the workshop.

- b. Discussion of follow-up items from May 20, 2011, Strategic Planning Retreat

Municipal Court and Special Projects Director a DeGan provided an overview of the the wording drafted during the strategic planning workshop in May.

Discussion ensued regarding re-crafting the Vision and Mission Statements.

Vision Statement

- Westlake Academy inspires students to achieve their highest individual potential in a nurturing environment that fosters the traits found in the IB Learner Profile.

Inquirers, Knowledgeable, Thinkers, Communicators, Principled, Open-minded, Caring Risk-takers, Balanced, and Reflective.

Mission

– Westlake Academy is an IB World whose mission is to provide students with an internationally minded education of the highest quality so they are well-balanced and respectful life-long learners.

- c. Discussion of the Status of Portable Building Additions at Westlake Academy.
 - No discussion
- d. Discussion of Board of Trustee governance as illustrated in Dr. Brian Carpenter's *Charter School Board University: An introduction to effective charter school governance*; Chapter 21.

President Wheat asked that this item placed on the August agenda for discussion.

6. BOARD RECAP / STAFF DIRECTION

The board would like Staff to review the internal performance assessments of the TAKS, ACT, and SAT scores to determine how they align or if they show deficiencies.

Implementation of Principal Harding's action plan for improvement for the next school year.

7. ADJOURNMENT

There being no further business before the Board, President Wheat adjourned the workshop at 8:42 p.m.

Regular Session

1. CALL TO ORDER

President Wheat called the Regular meeting to order at 6:21 p.m. with all Trustees present.

2. CITIZENS' PRESENTATIONS AND RECOGNITIONS:

Students from Westlake Academy presented their personal projects.

MYP Coordinator Odem provided an overview of the G10 personal projects.

Connor Smith provided an overview of his personal project - piano composition and played a portion of his composition.

Sonya Hernandez provided an overview of her personal project - adding street lights to Dove Road and provided a 3D model of the lighting project.

PYP students Peyton Halbert, Peyton Harrison, Katherine Osborne, Sarah Mayhew, Michael Grover, Sean Drews, Andrew Cowan and Chance Ryan provided an overview of their projects regarding Animal Drug Testing and Children Soldiers.

Angie Bumgarner stated that these presentations were an example of what cannot be measure using standardize testing and asked the board to keep that in mind during future discussion of standardized testing.

3. CONSENT AGENDA

- a. Consider approval of the minutes for the meeting held on May 9, 2011.
- b. Consider approval of the minutes for the meeting held on May 20, 2011.
- c. Consider approval of **Resolution 11-11**, Providing direction to the Superintendent related to facility needs, including a possible portable building, concerning a Technology/Media Center.

Superintendent Brymer provided an overview of item c regarding portable classrooms, the location of those buildings and the feasibility of adding a fourth building on the campus.

MOTION: Trustee Cox made a motion to approve the consent agenda. Trustee Langdon seconded the motion. The motion carried by a vote of 5-0.

4. EXECUTIVE SESSION

The Board convened into executive session at 7:00 p.m.

The Board will conduct a closed session pursuant to Texas Government Code, annotated, Chapter 551, Subchapter D for the following:

- a. Section 551.071(2) – Consultation with School Attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter: Charter amendments including the Admissions Policy

5. RECONVENE MEETING

President Wheat reconvened the meeting at 8:06 p.m.

6. TAKE ANY ACTION, IF NEEDED, FROM EXECUTIVE SESSION.

- No Action Taken

7. BOARD CALENDAR

- BOT Budget Retreat
June 9, 2011, Town Hall (9:00 – 1:00 p.m.)
- BOT Meeting
August 15, 2011, 4:30 p.m.
- First Day of School
August 22, 2011

8. FUTURE AGENDA ITEMS

- None

9. ADJOURNMENT

MOTION: Trustee Rennhack made a motion to adjourn the meeting. Trustee Langdon seconded the motion. The motion carried by a vote of 5-0.

President Wheat adjourned the meeting at 8:07 p.m.

APPROVED BY THE BOARD OF TRUSTEES ON AUGUST 15, 2011.

ATTEST:

Laura Wheat, Board President

Kelly Edwards, Board Secretary



**WESTLAKE ACADEMY
BOARD OF TRUSTEES WORKSHOP**

June 9, 2011

PRESENT: President Laura Wheat and Trustees, Tim Brittan, Clif Cox, Carol Langdon, David Levitan and Rick Rennhack.

ABSENT:

OTHERS PRESENT: Superintendent Tom Brymer, Board Secretary Kelly Edwards, PYP Principal Jamie Schmitz, MYP Principal Rod Harding, Administrative Coordinator Ben Nibarger, Assistant to the Superintendent Ginger Awtry, Municipal Court and Special Projects Director Amanda DeGan, Finance Director Debbie Piper, and Human Resources and Administrative Services Todd Wood and Management Intern Scott Dixon.

Workshop Session

1. CALL TO ORDER

President Wheat called the workshop to order at 9:08 a.m.

2. PRESENTATION AND DISCUSSION OF THE PROPOSED ACADEMY BUDGET FOR FISCAL YEAR 2011-2012.

Superintendent Brymer provided an overview of the proposed budget as presented and the current status of budget decisions made by the Legislature.

Challenges include: Completion of Option B of enrollment growth; Class size, campus facilities at capacity; State funding reduction of 8% in FY 11-12 & 12-13; Declining fund balance – below in 45 day in FY 12-13; depleted in FY 16-17.

Items that shape the budget include: the largest cost is compensation; transfer of the Town's indirect and direct cost; limited discretionary cost; debt service; and student enrollment operating revenues.

Discussion ensued regarding State funding, Black Smith support, student residency numbers, per student cost, attrition, faculty recruitment and new faculty members, teacher's salaries, special education requirements, changing the date of the lottery, class size and the possibility on starting an endowment.

Board direction

Meet with affiliate boards regarding additional funding proposals
Expenditures- hold current pay scale with step increase
Projections showing expenditures 2.5% vs. 3.0% and its effect the fund balance
TSHA endowment
Possible enrollment cap planning scenarios

3. BOARD CALENDAR

- BOT Meeting
August 15, 2011
- First Day of School
August 22, 2011

4. ADJOURNMENT

There being no further business before the Board, President Wheat adjourned the workshop at 1:24 p.m.

APPROVED BY THE BOARD OF TRUSTEES ON AUGUST 15, 2011.

Laura Wheat, Board President

ATTEST:

Kelly Edwards, Board Secretary

WESTLAKE ACADEMY AGENDA ITEM

Curriculum: PYP/MYP/DP **Meeting Date:** August 15, 2011

Staff Contact: Debbie Piper **Consent**
Finance Director

Subject: Approving and Adopting the Governmental Accounting Standard Board (GASB) 54 Policy, delegating the responsibility to assign funds to the Superintendent or his/her designee, and amending the existing Fiscal and Budgetary Policies to incorporate the new policy and approved delegation.

EXECUTIVE SUMMARY

Previously, state and local governments were required to report fund balance in two categories

- Reserved Fund Balance – reports dollar amounts that have been appropriated and for which resources have already been committed, such as inventories, prepaid expenditures, etc.
- Unreserved Fund Balance – the residual amount that is still available for future expenditures
 - Designated – Used to communicate to the reader of the financial statements that certain projects had been identified that might require future spending
 - Undesignated – Remaining balance of Unreserved Fund Balance

Over time, inconsistencies were seen in the reporting of fund balance and some users perceived a lack of transparency in the way fund balances were reported. They were concerned with the restrictions that had been placed on the use of current governmental resources. Frequently, it was not apparent at what decision-making level the restrictions had been imposed and by what authority.

GASB 54 is effective for financial statements for periods beginning after June 15, 2010 (which will include our August 31, 2011 audit) and applies to the five governmental funds used by state and local governments. The Academy only has two of these funds (General Fund and Special Revenue Funds).

- General Fund
- Special Revenue Funds
- Capital Projects Funds
- Debt Service Funds
- Permanent Funds

As a result of the new standard, fund balance financial reporting will become more detailed and the increased disclosures will help the user of the financial statements in understanding the availability of resources. The new standard creates fund balance classifications that establish a hierarchy based on the extent to which a government must observe constraints imposed upon the use of the resources that are reported by the governmental fund.

Based on the requirements of GASB 54, the fund balance will now be composed of three primary categories:

- Non-spendable Fund Balance – includes amounts that cannot be spent and are, therefore, not included in the current year appropriation.

There are two components to this fund balance category:

- 1) *Not in spendable form* – previously recorded disbursements and include items that are not expected to be converted into cash, i.e. inventories, pre-paid items, etc.
- 2) *Legally or contractually required to be maintained intact* – refers to an amount that has been received that must be invested indefinitely, i.e. a donation received by the government from a citizen, the principal of which is to be invested in a permanent fund and the earnings used for general governmental purposes

- Restricted Fund Balance – reports on resources that have spending constraints that are either:

- 1) Externally imposed by creditors, grantors, contributors or laws and regulations of other governments, i.e. grants, etc.
- 2) Imposed by law through constitutional provision or enabling legislation.
The amounts represented by this fund balance category have very stringent conditions imposed by external parties or by law. Therefore, the amounts are restricted to very specific purposes and cannot be redeployed for other purposes. The government can be compelled by an external party to undertake the spending requirements represented by the Restricted Fund Balance.

- Unrestricted Fund Balance

- 1) *Committed Fund Balance* – represents amounts that have internally imposed restrictions mandated by formal action of the government’s highest level of decision-making authority. The committed amounts cannot be redeployed for other purposes unless the same type of formal action is taken by the highest level of decision-making authority to reserve or modify the previously imposed restriction.
- 2) *Assigned Fund Balance* – reports amounts that are constrained by the government’s intent that they will be used for specific purposes. Decision making with regard to these amounts may be made by a committee or other governmental official. The resources represented by the Assigned Fund Balance can be more easily redeployed and the constraints are not as stringent.

Except for the General Fund, fund balance amounts that are not labeled as non-spendable, restricted or committed would be reported in the Assigned Fund Balance category. Therefore, the Assigned Fund Balance becomes the residual amount for the Special Revenue Fund, Capital Project Fund and Debt Service Funds.

- 3) *Unassigned Fund Balance* – the residual fund balance for the General Fund. It represents the amount of fund balance remaining after allocation to the Non-

spendable, restricted, committed and assigned fund balances. This amount reflects the resources that are available for further appropriation and expenditure for general governmental purposes.

GASB 54 calls for a change in familiar fund accounting terminology and concepts. However, the improved transparency and disclosure that is created by this new accounting standard will greatly benefit users of the governmental financial statements.

APPLICABLE STRATEGIC PLAN DESIRED OUTCOME

- High Student Achievement
- Strong Parent & Community Connections
- Financial Stewardship & Sustainability
- Student Engagement – Extracurricular activities
- Effective Educators & Staff

WESTLAKE ACADEMY VALUES

- Academic Achievement*
- PYP, MYP, DP (IB Continuum)*
- Caring Environment*
- Fiscal Stewardship*
- Communication/Transparency*
- Engaged Stakeholders*
- Maximizing Each Child's Potential*

FISCAL IMPACT

- Funded Not Funded N/A

RECOMMENDATION / ACTION REQUESTED/ OPTIONS

Approve and Adopt the Governmental Accounting Standard Board (GASB) 54 Policy, delegate the responsibility to assign funds to the Superintendent or his/her designee, and amend the existing Fiscal and Budgetary Policies to incorporate the new policy and approved delegation.

WESTLAKE ACADEMY

RESOLUTION 11-12

A RESOLUTION OF THE WESTLAKE ACADEMY BOARD OF TRUSTEES APPROVING AND ADOPTING THE GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB) 54 POLICY, DELEGATING THE RESPONSIBILITY TO ASSIGN FUNDS TO THE SUPERINTENDENT OR HIS DESIGNEE AND AMENDING THE EXISTING FISCAL AND BUDGETARY POLICIES TO INCLUDE THE NEW POLICY.

WHEREAS, The Board of Trustees being convened in Regular Session on the 15th day of August, 2011, with a quorum present; and,

WHEREAS, the Board of Trustees finds that the passage of this Resolution is in the best interest of the citizens of Westlake as well as the students, their parents, and faculty of Westlake Academy.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF WESTLAKE ACADEMY:

SECTION 1: That, all matters stated in the recitals hereinabove are found to be true and correct and are incorporated herein by reference as if copied in their entirety.

SECTION 2: That, the Board of Trustees Westlake Academy, hereby adopts Governmental Accounting Standard Board Statement (GASB) 54 effective August 15, 2011. To comply with GASB 54, the following policies will be adopted:

The District shall report governmental fund balances per GASB 54 definitions in the balance sheet as follows:

- Nonspendable
- Restricted
- Committed
- Assigned
- Unassigned

The Board of Trustees shall approve all commitments by formal action. The action to commit funds must occur prior to fiscal year-end, to report such commitments in the balance sheet of the respective period, even though the amount may be determined subsequent to fiscal year-end. A commitment can only be modified or removed by the same formal action.

The Board of Trustees delegates the responsibility to assign funds to the Superintendent or his/her designee. The Board of Trustees shall have the authority to assign any amount of funds. Assignments may occur subsequent to fiscal year-end.

The Board of Trustees will utilize funds in the following spending order:

- Restricted
- Committed
- Assigned
- Unassigned

SECTION 3: If any portion of this resolution shall, for any reason, be declared invalid by any court of competent jurisdiction, such invalidity shall not affect the remaining provisions hereof and the Council hereby determines that it would have adopted this Resolution without the invalid provision.

SECTION 4: That this resolution shall become effective from and after its date of passage.

PASSED AND APPROVED ON THIS 15th DAY OF AUGUST, 2011.

ATTEST:

Laura Wheat, President

Kelly Edwards, Board Secretary

Thomas E. Brymer, Superintendent

APPROVED AS TO FORM:

L. Stanton Lowry or Janet S. Bubert,
School Attorney

WESTLAKE ACADEMY AGENDA ITEM

Curriculum: PYP/MYP/DP **Meeting Date:** August 15, 2011

Staff Contact: Ben Nibarger **Consent**
Administrative Coordinator

Subject: Approval of a Resolution Authorizing the Superintendent to Execute a Contract with Region IX Education Service Center for Various Business and Student Support Services for Westlake Academy.

EXECUTIVE SUMMARY

The Region IX Education Service Center currently provides support to Westlake Academy for certain business and student services. This includes training sessions for faculty and staff, compliance training concerning public education rules and regulations, as well as software applications. These software applications include: finance, payroll, special education, registration, attendance, grade book, and off-site hosting of the Academy information systems. Approval of this resolution authorizes use of those services by Westlake Academy over the next twelve (12) month period.

APPLICABLE STRATEGIC PLAN DESIRED OUTCOME

- High Student Achievement
- Strong Parent & Community Connections
- Financial Stewardship & Sustainability
- Student Engagement – Extracurricular activities
- Effective Educators & Staff

WESTLAKE ACADEMY VALUES

- Academic Achievement*
- PYP, MYP, DP (IB Continuum)*
- Caring Environment*
- Fiscal Stewardship*
- Communication/Transparency*
- Engaged Stakeholders*
- Maximizing Each Child's Potential*

FISCAL IMPACT

Funded Not Funded N/A

Funds of approximately \$40,000.00 are budgeted in the annual Westlake Academy operating budget to cover the cost of these services.

RECOMMENDATION / ACTION REQUESTED/ OPTIONS

Recommend approval of the resolution.

ATTACHMENTS

1. Resolution
2. Contract with ESC Region 11 (detail contract cost of services is created online)

WESTLAKE ACADEMY

RESOLUTION NO. 11-13

A RESOLUTION OF THE BOARD OF TRUSTEES OF WESTLAKE ACADEMY AUTHORIZING THE SUPERINTENDENT TO ENTER INTO A CONTRACT WITH THE EDUCATION SERVICE CENTER, REGION XI FOR VARIOUS SUPPORT BUSINESS SERVICES RELATED TO OPERATION OF WESTLAKE ACADEMY.

WHEREAS, the Westlake Academy has utilized the business services of Region XI Education Service Center, which is responsible for performing the accounting and payroll functions in full compliance with the Texas Education Agency (TEA) Financial Accountability System Resource Guide, as well as offering certain software and information technology hosting services to Westlake Academy; and,

WHEREAS, additional personnel costs for the Academy would have a greater impact to the Academy's operating budget than utilizing these contracted services offered by the Region XI Education Service Center, and the quality of these services has been good; and

WHEREAS, the Board of Trustees finds that the passage of this Resolution is in the best interest of the citizens of Westlake as well as the students, their parents, and faculty of Westlake Academy.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE WESTLAKE ACADEMY, TEXAS:

SECTION 1: The above findings are hereby found to be true and correct and are incorporated herein in its entirety.

SECTION 2: The Board of Trustees of the Westlake Academy hereby approves the contract with Region XI Education Service Center relating to accounting and payroll functions at Westlake Academy attached hereto as **Exhibit "A"**; and further authorize the Superintendent to execute this agreement.

SECTION 3: If any portion of this Resolution shall, for any reason, be declared invalid by any court of competent jurisdiction, such invalidity shall not affect the remaining provisions hereof and the Board hereby determines that it would have adopted this Resolution without the invalid provision.

SECTION 4: That this resolution shall become effective from and after its date of passage.

PASSED AND APPROVED BY THE BOARD OF TRUSTEES OF WESTLAKE ACADEMY, A CHARTER SCHOOL OF THE STATE OF TEXAS, ON THE 15^h DAY OF AUGUST 2011.

Laura Wheat, President

ATTEST:

Kelly Edwards, Board Secretary

Thomas E. Brymer, Superintendent

APPROVED AS TO FORM:

L. Stanton Lowry or Janet S. Bubert,
School Attorney



Master Interlocal Agreement (MIA)

This Master Interlocal Agreement (“Agreement”) is made by and between Education Service Center Region XI (“ESC Region XI”) and _____ (“Local Government”), (collectively referred to as the “Parties” or individually as the “Party”) acting herein by and through their respectively authorized officers or employees.

PREMISES

WHEREAS, Chapter 791 of the Texas Government Code authorizes local governments to contract with each other to provide governmental functions and services; and

WHEREAS, The Parties wish to enter into this Agreement to provide local governments with greater efficiency and economy in purchasing products and services; and

WHEREAS, the governing bodies of the Parties, individually and together, do hereby adopt and find the foregoing promises as findings of said governing bodies; and

NOW THEREFORE, premises considered, and in consideration of and conditioned upon the mutual covenants and agreements, herein, the Parties hereto mutually agree as follows:

AGREEMENT

- Term:** This Agreement is effective from the date of the last signature and shall automatically renew annually unless either party gives sixty (60) days prior written notice of non-renewal.
- Purpose:** This Agreement shall: (1) Allow the Local Government to purchase products or services by purchase order, contract, agreement, or other appropriate legal method from ESC Region XI; and (2) Allow the Local Government to join ESC Region XI-sponsored purchasing cooperatives in order to purchase products or services from vendors which have been properly awarded contracts through statutorily authorized methods.
- Relationship:** The relationship between the Parties is that of Independent Contractor. Neither Party has the authority to bind the other in any manner. The Local Government may be required to enter into subsequent contractual arrangements with ESC Region XI for specific products or services.
- Agreement and Interpretation:** The Parties covenant and agree that any litigation relating to this agreement, the terms, and conditions of the agreement will be interpreted according to the laws of the State of Texas and venue shall be exclusively in Tarrant County, Texas.

Local Government

ESC Region XI

3001 North Freeway
 Fort Worth, Texas 76106
 Attn: John Voorhis

 Name of Local Government

 Address of Local Government

 Contact Name and Telephone Number

 Board President Signature Date

 Authorized Representative Signature Date

 Authorized Representative Title

 Board Approval Date County/District #
 (if applicable)

WESTLAKE ACADEMY AGENDA ITEM

Curriculum: PYP/MYP/DP **Meeting Date:** August 15, 2011

Staff Contact: Ben Nibarger **Consent**
Administrative Coordinator

Subject: Approval of a Resolution Authorizing the Superintendent to Execute a Contract for Food Catering Services with Victual, LLC at Westlake Academy.

EXECUTIVE SUMMARY

Westlake Academy presently contracts with Victual, LLC to provide hot lunches to students attending the school. Passage of this resolution would approve a new contract with Victual, LLC relating to the food catering services at Westlake Academy and authorizes the Superintendent to execute this agreement. The resolution, if approved by the Board, further authorizes the Superintendent to execute future renewal contracts with Victual, LLC, unless there is a significant change in their scope of services, cost/pricing, quality, or ownership of Victual, LLC, thus requiring a new contract with a new vendor to be approved by the Board of Trustees.

APPLICABLE STRATEGIC PLAN DESIRED OUTCOME

- High Student Achievement
- Strong Parent & Community Connections
- Financial Stewardship & Sustainability
- Student Engagement – Extracurricular activities
- Effective Educators & Staff

WESTLAKE ACADEMY VALUES

- Academic Achievement*
- PYP, MYP, DP (IB Continuum)*
- Caring Environment*
- Fiscal Stewardship*
- Communication/Transparency*
- Engaged Stakeholders*
- Maximizing Each Child's Potential*

FISCAL IMPACT

Funded Not Funded N/A

RECOMMENDATION / ACTION REQUESTED/ OPTIONS

Recommend approval and execution of contract.

ATTACHMENTS

1. Resolution
2. New contract with Victual, LLC.

WESTLAKE ACADEMY

RESOLUTION NO. 11-14

A RESOLUTION OF THE BOARD OF TRUSTEES OF WESTLAKE ACADEMY AUTHORIZING THE SUPERINTENDENT TO EXECUTE A CONTRACT WITH VICTUAL, LLC FOR FOOD SERVICES RELATED TO OPERATION OF WESTLAKE ACADEMY.

WHEREAS, Westlake Academy presently utilizes the catering services of Victual, LLC to provide lunch services for students wishing to purchase a prepared meal during the school day; and,

WHEREAS, the contract with Victual, LLC is reviewed annually by the Superintendent or his delegate, said review is primarily operational/administrative in nature, and the most recent review has found the current vendor, Victual, LLC, to be providing good food catering service at reasonable pricing for Westlake Academy; and,

WHEREAS, the Board of Trustees finds that the passage of this Resolution is in the best interest of the citizens of Westlake as well as the students, their parents, and faculty of Westlake Academy.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE WESTLAKE ACADEMY, TEXAS:

SECTION 1: The above findings are hereby found to be true and correct and are incorporated herein in its entirety.

SECTION 2: The Board of Trustees of the Westlake Academy hereby approves this resolution approving the contract with Victual, LLC relating to the food catering services at Westlake Academy, attached hereto as **Exhibit "A"**, and authorizes the Superintendent to execute this agreement. The Board further authorizes the Superintendent to execute future renewal contracts with Victual, LLC, unless there is a significant change in their scope of services, cost/pricing, quality, or ownership of Victual, LLC, thus requiring a new contract with a new vendor to be approved by the Board of Trustees.

SECTION 3: If any portion of this Resolution shall, for any reason, be declared invalid by any court of competent jurisdiction, such invalidity shall not affect the remaining provisions hereof and the Board hereby determines that it would have adopted this Resolution without the invalid provision.

SECTION 4: That this resolution shall become effective from and after its date of passage.

PASSED AND APPROVED BY THE BOARD OF TRUSTEES OF WESTLAKE ACADEMY, A CHARTER SCHOOL OF THE STATE OF TEXAS, ON THE 15th DAY OF AUGUST 2011.

Laura Wheat, President

ATTEST:

Kelly Edwards, Board Secretary

Thomas E. Brymer, Superintendent

APPROVED AS TO FORM:

L. Stanton Lowry or Janet S. Bubert,
School Attorney



Food For Healthy Living

Food Service Agreement Between Westlake Academy and Victual, LLC

This Agreement is made by and between Westlake Academy, 2600 Ottinger Road, Westlake, Texas, referred to herein as the "School", and Victual, LLC, 8245 Precinct Line Rd., Suite 110, North Richland Hills, Texas, referred to herein as "Victual", as of the date provided below.

Whereas, the School desires to retain Victual as the exclusive manager and operator of the School's food service operations, and

Whereas, Victual is capable of preparing and serving a variety of high quality, wholesome and nutritious foods, beverages, and snacks for the students and faculty of the School on behalf of and as directed by the School.

Now, therefore, in consideration of the premises, and in consideration of the mutual agreements hereinafter specified, the parties agree as follows:

A. Terms of Agreement: The term of this Agreement is for one year commencing on the effective date of August 1, 2010. In the event that either party decides to cancel this Agreement, a sixty (60) day notice must be submitted in writing from the party wishing to terminate. After one year, both parties will meet and decide whether or not to continue.

B. Food Service

1. Victual and the School agrees that Victual will provide food services to the school including the sale of meals and on-campus catering services for the students, faculty, and school organizations of the School. In the event that the school allows other catering businesses or school organizations to occupy the School kitchen after serving hours, Victual will be given a 24 hour notice.
2. Victual will supervise the use of all kitchen equipment and see to it that all Victual employees exercise due care and safety in the proper use of such equipment. The School will be responsible for the costs of repairing any of the equipment owned by the School. When it is determined by the School that equipment is in need of replacement, the School agrees to replace the needed equipment. Victual will be responsible for any damage caused to the equipment by any Victual employee due to abuse, neglect, or mishandling of the equipment.
3. The School shall provide a complete inventory of equipment owned by the School prior to implementation of this contract, and shall retain ownership of all equipment provided to Victual for use in the operation of the food service program. Victual will provide a separate inventory of all equipment and small wares owned by Victual for use in the operation of the food service program, and shall solely be responsible for maintenance and inventory of said equipment and small wares. Victual shall retain ownership of equipment and small wares used in the food service program provided by Victual.

4. The School agrees that Victual will be the only food service provider during school lunch hours. Thus, there will be no competition between school organizations, such as bake sales, etc., during school lunch hours, with the exception of Student Council Pizza Day once a month and Student Council Ice Cream Day once a week.
5. Victual will be responsible for general housekeeping and sanitation of the food service preparation area and service area, including washing and sanitizing all dishes, utensils, flatware, glasses, pots, pans, trays, food service related equipment, counters and floor area of kitchen and service areas. Victual will be responsible for applicable health standards and permits, and city and county regulations pertaining to sanitation and food storage for the equipment used by Victual and the dry and refrigeration storage used by Victual. In addition to applicable health standards, no private food belonging to faculty, student body, or employees of Victual shall be stored in refrigerated or dry storage areas used by Victual for the food service program.
6. The School shall have the right of inspection of all food areas, storage and auxiliary service rooms under the management of Victual with respect to the quality and quantity of food service, the method of service, opening closing hours, and generally with respect to use, safety, sanitation and the maintenance of said premises, all of which shall be maintained at a level satisfactory to the School. The School will have the right to make reasonable regulations with regard to such matters, and Victual agrees to comply with such regulations. An authorized representative of the School shall have full right of access to said premises at all times.
7. Victual shall break down and place rubbish and garbage in containers placed and supplied by the School in the designated areas. The School shall be responsible for trash removal and pest control.
8. At a date and time to be determined by the School, Victual will be available to present the lunch program to parents and faculty.

C. Management and Personnel

1. Victual is an independent contractor to the School, and employees to Victual are not employees of the school.
2. The school may request the removal of any Victual employee for cause.
3. Victual will maintain one cashier and two servers to ensure quality of service.
4. Victual acknowledges that a certificate of liability and/or worker's comp insurance will be provided to the School for those employees of Victual who step foot on School premises to perform or deliver services. Victual employees are not to be allowed on premises before appropriate documentation has been provided.

D. Financial

1. All student accounts will be kept on DINERITE software. Student accounts can be paid online via DINERITE or in cash to Victual.
2. Victual will have sole responsibility for assessing and collecting payments from all students and faculty. Victual will be responsible for responding to parents or faculty regarding service or billing matters.
3. Victual will offer Kindergarten a small hot plate lunch for \$3.75(includes packaging and delivery). Grades One (1) through Twelve (12) will pay \$3.75 for a hot plate lunch. Both hot plate lunches will include a carton of milk or bottled water. Grades Five (5) through Twelve (12) who purchase a hot plate lunch will have the opportunity to purchase a second helping for \$0.75 except on Pizza days and Hamburger day. A-La-Carte items will be available with varying prices. Any price increase proposed by Victual must be approved by the School.
4. All Faculty will be given a daily discount price of \$3.75 for a hot plate lunch.
5. The school will provide cups for drink water.
6. The School will provide the necessary documentation to show sales tax exemption status.
7. Funds must be available in a student's account for a student to charge items to their account. In the event that a student does not have money to pay for their lunch they will be provided with a lunch and a charge will be posted in their account. In the

event the same student does not have funds a second time they will be asked to call their parent to provide a lunch.

8. Victual agrees to pay the school \$300.00 per month from lunch program sales. This payment will be paid on every first of the month during the school period beginning August 15, 2011 thru May 1st, 2012.
9. The Free Lunch Program at the school will be jointly funded by Victual and the School. The School will be responsible for 50% of the cost of any Hot Plate Lunch under this program.
10. Victual will give the School access to the lunch program financial statements .

E. Insurance

Victual shall maintain and provide to the School proof of Commercial General Liability and Product Liability in the amount of \$1,000,000 in the form of a Certificate of Insurance.

F. Miscellaneous

1. This Agreement shall be construed under and in accordance with the laws of the State of Texas.
2. In any case, if any one or more of the provisions contained in this Agreement shall be for any reason held invalid, illegal or unenforceable in any respect, such shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.
3. Dispute Resolution Procedure: Any claim or controversy arising out of or relating to this Agreement which cannot be resolved by mutual agreement of the parties, shall first be submitted to mediation in Tarrant County, Texas, utilizing the services of a mutually agreed upon mediator who is an attorney. In the event that mediation is not successful at resolving the claim or controversy, the parties agree to submit the claim or controversy, in lieu of litigation, to final and binding arbitration in Tarrant County, Texas, before a mutually agreed upon arbitrator who is an attorney, but who shall not be the same individual who served as mediator. Victual and the School agree that either party must request arbitration of any claim or controversy within sixty (60) days of the date that the claim or controversy first arises, by given written notice to the other party of the party's request for arbitration. Failure to effectively communicate the Arbitration Notice within the time limitation set forth in this section shall constitute a waiver of the claim or controversy.

Victual Representative

Westlake Representative

Date _____

Date _____

Print Name _____

Print Name: **Thomas E. Brymer**

Signature _____

Signature _____

Title _____

Title **Superintendent**

WESTLAKE ACADEMY AGENDA ITEM

Curriculum: Diploma Programme **Meeting Date:** August 15, 2011

Staff Contact: Clint Calzini, Secondary Principal **Consent**
Stacy Stoyanoff, DP Coordinator
Sonya Barron, Secondary Counselor
Rod Harding, PYP Principal & Campus Director

Subject: Consider a Resolution Amending the Graduation Policy.

EXECUTIVE SUMMARY

Consider the resolution to amend the Graduation Policy. This amendment will clarify the quality points awarded and other applicable policy. The result will create equity of all students and not place Westlake Academy students in a position that will disadvantage them in acceptance to colleges and universities.

APPLICABLE STRATEGIC PLAN DESIRED OUTCOME

- High Student Achievement
- Strong Parent & Community Connections
- Financial Stewardship & Sustainability
- Student Engagement – Extracurricular activities
- Effective Educators & Staff

WESTLAKE ACADEMY VALUES

- Academic Achievement*
- MYP, DP (IB Continuum)*
- Caring Environment*
- Communication/Transparency*
- Engaged Stakeholders*
- Maximizing Each Child's Potential*

FISCAL IMPACT

- Funded Not Funded N/A

RECOMMENDATION / ACTION REQUESTED/ OPTIONS

Recommended approval of amended policy.

ATTACHMENTS

- Resolution
- Graduation Policy No. 09-18 with proposed amendments

WESTLAKE ACADEMY

RESOLUTION NO. 11-15

A RESOLUTION OF THE WESTLAKE ACADEMY BOARD OF TRUSTEES APPROVING AN AMENDMENT TO BOARD OF TRUSTEES GRADUATION POLICY 09-18, CHANGING AND CLARIFYING RELATED LANGUAGE TO CHILDREN OF EMPLOYEES.

WHEREAS, the Board of Trustees desires to amend the Westlake Academy Graduation Policy No. 09-18, approved and adopted on November 3, 2009; and

WHEREAS, the Westlake Academy Board of Trustees finds that the passage of this Resolution is in the best interests of the Academy.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF WESTLAKE ACADEMY:

SECTION 1: That, all matters stated in the recitals hereinabove are found to be true and correct and are incorporated herein by reference as if copied in their entirety.

SECTION 2: The Board hereby adopts the amendment to the policy known as the *Board of Trustees Graduation Policy 09-18* attached to this resolution as ***Exhibit "A"***.

SECTION 3: If any portion of this Resolution shall, for any reason, be declared invalid by any court of competent jurisdiction, such invalidity shall not affect the remaining provisions hereof and the Board hereby determines that it would have adopted this Resolution without the invalid provision.

SECTION 4: That this resolution shall become effective from and after its date of passage.

PASSED AND APPROVED BY THE BOARD OF TRUSTEES OF WESTLAKE ACADEMY, A CHARTER SCHOOL OF THE STATE OF TEXAS, ON THE 15th DAY OF AUGUST 2011.

Laura Wheat, President

ATTEST:

Kelly Edwards, Board Secretary

Thomas E. Brymer, Superintendent

APPROVED AS TO FORM:

L. Stanton Lowry or Janet S. Bubert,
School Attorney

Exhibit A

TOWN OF WESTLAKE
WESTLAKE ACADEMY
BOARD OF TRUSTEES POLICY

Policy No. 09-18:

Date Board Adopted: November 3, 2009

Date Board Amended: N/A

Effective Date: August 15, 2011; *contingent upon approval by TEA*

Policy Name: Graduation Policy

Policy Category: Student Achievement

Policy Goal: Defining the commencement participation requirements; establishing Valedictorian, Salutatorian and Honor Graduate policy;

Policy Description:

Eligibility for Commencement – Westlake Academy seniors who have satisfied all Academy requirements for graduation are eligible for participation in the graduation ceremonies.

For students who do not meet the requirements, an exception may be made in the event that a senior lacks one (1) credit towards the graduation requirements. The student must have a plan approved by the Head of Secondary to complete the credit prior to the beginning of the next school year. No other exceptions to participation in the graduation ceremony will be granted.

Only students who have completed all the requirements of Westlake Academy will receive a diploma. Those requirements are as follows:

- Completion of a minimum of 29 credit hours according to the Westlake Academy Program of Studies
- Not assigned to a Disciplinary Alternative Education Placement (DEAP) setting during his/her senior year at the Academy or any other educational facility

As reflective of the Academy's rigorous and enriching IB curriculum and desire to foster college readiness, students who graduate from Westlake Academy will complete a program of study, which includes higher academic standards and additional credit hours than those established through the guidelines of the State of Texas.

Students who receive a Westlake Academy high school diploma will have completed a minimum of 29 hours of course work, which reflects those higher levels of academic achievement. The graduation requirements detailing the necessary courses are incorporated into the policy by addendum A.

The provision for the Westlake Academy Diploma will become effective for the students in the graduating class of 2011.

Approved Courses Included in Formal Grade Point Average (GPA) - All courses taken at the secondary level at Westlake Academy which contain specific objectives, determined by the Texas Education Agency (TEA) and are not modified in content will be included when calculating grade point average.

The following general criteria govern the calculation of the grade point average:

- GPA will be calculated by the Counselor and rounded up to the nearest whole number
- GPA will be determined using semester grades earned in state approved courses
- Grades earned in courses completed at other fully accredited school(s) and transferred to the Academy will be included in determining grade point average

Course criteria must be consistent with the standards established at Westlake Academy. Correspondence courses, Credit-by-Exam, Dual Credit courses, courses modified in content, Pass/Fail courses, Local Credit courses not required for graduation, Advanced Placement Exams, International Baccalaureate Exams and grades earned in credit-bearing courses taken prior to Grade 9 will not be included in the calculation of the formal GPA, but will be reflected on the student's Academic Achievement Record/Transcript.

Quality Points for IB Courses - ~~Beginning in Grade 9~~, Westlake Academy will award ten (10) points to the final grade for any IB Diploma Program ~~courses~~. ~~or Advanced Placement course and no less than five (5) points for any honors (pre-IB/AP) course, as determined by the school administration.~~ Raw grades in the course must be a passing grade of 70% or better to receive quality points. Raw semester grades are shown on a student's report card and Academic Achievement Record (AAR)/Transcript.

Indicators for quality points will be included on the Report Card and the AAR/Transcript. Quality points will be included in GPA calculation and this weighted GPA will appear on the student's transcript.

Grades earned in ~~honors (pre-IB/AP) IB courses and IB/AP courses~~ taken at other accredited districts will receive quality points if the following conditions are met:

- ~~Quality points awarded from other schools for classes not offered at Westlake Academy will not be accepted.~~

- Quality points awarded from other schools for classes that Westlake Academy offers will be accepted, however, they will not exceed or be less than the numerical weight of quality points awarded at Westlake Academy.
- ~~Quality points awarded from other schools will not exceed or be less than the numerical weight of quality points awarded at Westlake Academy~~
- The previous school provides official documentation of ~~advanced courses~~
Diploma courses

Academic Recognition - Westlake Academy will encourage and recognize academic achievement through the establishment of a class Valedictorian, Salutatorian and Honor Graduates. Only grades earned at Westlake Academy and those earned at schools approved by Westlake Academy will determine the student's academic recognition.

Calculating and Reporting GPA - ~~A counselor will determine a~~ A student's GPA calculation at regular intervals as determined necessary by the Head of Secondary. The intervals will be communicated through the use of the Parent/Student Handbook.

Rank in Class - Rank in class will only be reported for the purposes of:

- Automatic admission of the top 10% of the class into a Texas public college or university
- Consideration for scholarships

Valedictorian and Salutatorian - Graduating seniors with the top two cumulative grade point averages (CGPA), as determined by the Head of Secondary or his/her designee, will be eligible to serve as the Valedictorian and Salutatorian, respectively. In the event of a tie for Valedictorian, the students will share the honor and no Salutatorian will be designated.

All courses ~~and corresponding numerical grades~~ used to determine GPA must not be modified in content ~~and must be identified by the state as regular, honors, and AP or IB courses~~ in order to qualify for Valedictorian and Salutatorian.

Valedictorian and Salutatorian eligibility requires attendance at Westlake Academy for six (6) consecutive semesters preceding graduation. Further, a student who is in violation of the Academy codes and requirements, Town code, or State codes, may be deemed ineligible by the Chief Executive Officer or his/her designee to represent Westlake Academy as the Valedictorian or Salutatorian.

Honor Graduates - A graduating senior's weighted cumulative grade point average (CGPA) rounded to 90% or above will be determined to be an Honor Graduate and will be duly recognized at commencement.

All courses and corresponding numerical grades earned to determine GPA must not be modified in content and must be identified by the state as regular, honors, and AP or IB courses in order to qualify for Honor Graduate status.

The Head of Secondary and his/her designee are granted the authority to include students whose CGPA is 90% or above at the end of the final semester.

Operational guidelines consistent with the above policy directives will be detailed and published by Academy Staff in the Parent/Student Handbook on an annual basis.

WESTLAKE ACADEMY AGENDA ITEM

Curriculum: N/A

Meeting Date: August 15, 2011

Staff Contact: Todd Wood

Consent

Subject: FY11-12 Personnel Manual Amendments and Additions

EXECUTIVE SUMMARY

The Westlake Academy Personnel Manual is a written compilation of the Academy's personnel policies, procedures, and benefits. It is a comprehensive document which must be updated in response to changing laws, employment trends, as well as internal changes in Board policy and organizational structure.

Exhibit "A" contains the proposed additions to the personnel manual. Where applicable, these policies are based on existing Board policies.

APPLICABLE STRATEGIC PLAN DESIRED OUTCOME

- High Student Achievement
- Strong Parent & Community Connections
- Financial Stewardship & Sustainability
- Student Engagement – Extracurricular activities
- Effective Educators & Staff

WESTLAKE ACADEMY VALUES

- Academic Achievement*
- PYP, MYP, DP (IB Continuum)*
- Caring Environment*
- Fiscal Stewardship*
- Communication/Transparency*
- Engaged Stakeholders*
- Maximizing Each Child's Potential*

FISCAL IMPACT

Funded Not Funded N/A

RECOMMENDATION / ACTION REQUESTED/ OPTIONS

Staff recommends approval.

ATTACHMENTS

Resolution

Exhibit "A" Personnel Manual Amendments (delivered under separate cover)

WESTLAKE ACADEMY

RESOLUTION NO. 11-16

A RESOLUTION OF THE WESTLAKE ACADEMY BOARD OF TRUSTEES AMENDING THE PERSONNEL POLICIES AND THEIR INCLUSION INTO THE WESTLAKE ACADEMY PERSONNEL MANUAL.

WHEREAS, Westlake Academy recognizes that ongoing updates to the Academy's personnel manual are necessary to ensure best practices; and,

WHEREAS, the leaders of Westlake Academy desire to promote professionalism, safety, security, and high standards of performance in the workplace; and,

WHEREAS, Westlake Academy desires is to provide employees with a personnel manual that reflects the goals and vision of the Academy's leaders; and,

WHEREAS, the Board of Trustees finds that the passage of this Resolution is in the best interest of Westlake Academy staff, students, parents, and the community.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE WESTLAKE ACADEMY:

SECTION 1: that, all matters stated in the Recitals hereinabove are found to be true and correct and are incorporated herein by reference as if copied in their entirety.

SECTION 2: That the Westlake Academy Board of Trustees does hereby approve the proposed personnel policy additions, attached as *Exhibit "A"*, and its inclusion into the Westlake Academy Personnel Manual.

SECTION 3: If any portion of this Resolution shall, for any reason, be declared invalid by any court of competent jurisdiction, such invalidity shall not affect remaining provisions and the Board hereby determines that it would have adopted this Resolution without the invalid provision.

SECTION 4: That this Resolution shall become effective from and after its date of passage.

PASSED AND APPROVED ON THIS 15TH DAY OF AUGUST 2011.

ATTEST:

Laura Wheat, President

Kelly Edwards, Board Secretary

Tom Brymer, Superintendent

APPROVED AS TO FORM:

L. Stanton Lowry or Janet S. Bubert,
School Attorney

RECOMMENDATION / ACTION REQUESTED/ OPTIONS

Following presentation of the final proposed FY 2011-12 operating budget and holding of the required public hearing, staff recommends approval of this resolution.

ATTACHMENTS

1. Resolution
2. Proposed FY 2011-2012 Budget, including estimated year-end budget for FY 2010-11
(sent under separate cover)

WESTLAKE ACADEMY

RESOLUTION NO. 11-17

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE WESTLAKE ACADEMY TO ADOPT THE REVISED OPERATING BUDGET FOR FISCAL YEAR ENDING AUGUST 31, 2011 AND THE PROPOSED BUDGET FOR FISCAL YEAR ENDING AUGUST 31, 2012 INCLUDING INVESTMENT POLICY, FISCAL AND BUDGETARY POLICIES, COMMITTED AND ASSIGNED FUND BALANCES.

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF WESTLAKE ACADEMY:

WHEREAS, Section 44.002 of the Education Code of the Texas Education Agency Texas School Law Bulletin states the budget must be prepared according to generally accepted accounting principles, and

WHEREAS, the budget must be approved by the Board of Trustees prior to August 31st according to Texas Education Agency's Financial Accountability System Resource Guide, Section 2.6.2 – TEA Legal Requirements; and

WHEREAS, the Board of Trustees held a Public Hearing on August 15th, 2011; and

WHEREAS, the Board of Trustees finds that the passage of this Resolution is in the best interest of the citizens of Westlake as well as the students, their parents, and faculty of Westlake Academy.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE WESTLAKE ACADEMY:

SECTION 1: That, all matters stated in the recitals hereinabove are found to be true and correct and are incorporated herein by reference as if copied in their entirety.

SECTION 2: That the Board of Trustees hereby adopts the revised Westlake Academy Operating Budget for the fiscal year ending August 31, 2011 and the proposed Westlake Academy Annual Operating Budget for the fiscal year ending August 31, 2012 and appropriates the funds contained therein attached to this resolution as ***Exhibit "A"***.

SECTION 3: That the Board of Trustees hereby adopts the Fiscal and Budgetary Policies, Investment Policies, and the Committed and Assigned Fund Balance designations as presented in ***Exhibit "A"***.

SECTION 4: That a copy of the official adopted 2011-2012 Budget shall be kept on file in the office of the Town Secretary.

SECTION 5: If any portion of this resolution shall, for any reason, be declared invalid by any court of competent jurisdiction, such invalidity shall not affect the remaining provisions hereof and the Council hereby determines that it would have adopted this Resolution without the invalid provision.

SECTION 6: That this resolution shall become effective from and after its date of passage.

PASSED AND APPROVED ON THIS 15th DAY OF AUGUST, 2011.

Laura Wheat, President

ATTEST:

Kelly Edwards, Board Secretary

Thomas E. Brymer, Superintendent

APPROVED AS TO FORM:

L. Stanton Lowry or Janet S. Bubert,
School Attorney

Westlake Academy

Item # 5 – Executive Session

EXECUTIVE SESSION

The Board will conduct a closed session pursuant to Texas Government Code, annotated, Chapter 551, Subchapter D for the following:

- a. Section 551.071(2) – Consultation with School Attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter: Charter amendments including the Admissions Policy
- b. Sections 551.071(2) and 551.074 – Consultation with School Attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter: Discuss MOU with the Westlake Foundation Board and related personnel issues.

Westlake Academy

Item # 6 – Reconvene
Meeting

Westlake Academy

Item # 7 – Take any
Necessary Action, if
necessary

EXECUTIVE SESSION

The Board will conduct a closed session pursuant to Texas Government Code, annotated, Chapter 551, Subchapter D for the following:

- a. Section 551.071(2) – Consultation with School Attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter: Charter amendments including the Admissions Policy
- b. Sections 551.071(2) and 551.074 – Consultation with School Attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter: Discuss MOU with the Westlake Foundation Board and related personnel issues.

Westlake Academy

Item #8 Board Calendar

BOARD CALENDAR

- Back to School Night - Secondary
August 17, 2011 (WA Gym - assembly begins at 6:00 p.m.)
- Back to School Night – Primary
August 18, 2011 (WA Gym - assembly begins at 6:00 p.m.)
- First Day of School
August 22, 2011
- HOC Back to School Bash
August 27, 2011 (WA Campus - 5:00 – 8:00 p.m.)
- Academy and Town Offices Closed
September 5, 2011
- BOT Meeting
September 12, 2011

Westlake Academy

Item # 9 – Future Agenda Items

FUTURE AGENDA ITEMS: Any Board member may request at a workshop and / or Board meeting, under “Future Agenda Item Requests”, an agenda item for a future Board meeting. The Board member making the request will contact the CEO with the requested item and the CEO will list it on the agenda. At the meeting, the requesting Board member will explain the item, the need for Board discussion of the item, the item’s relationship to the Board’s strategic priorities, and the amount of estimated staff time necessary to prepare for Board discussion. If the requesting Board member receives a second, the CEO will place the item on the Board agenda calendar allowing for adequate time for staff preparation on the agenda item.

- **None**

Westlake Academy

Item # 10 – Adjournment

Back up material has not
been provided for this item.
