



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

August 16, 2010

PRESENT: President Laura Wheat and Trustees, Tim Brittan, Carol Langdon, and Rick Rennhack. Clif Cox arrived at 6:00 p.m.

ABSENT: Larry Corson

OTHERS PRESENT: Chief Executive Officer Thomas Brymer, Attorney Janet Bubert, Secretary Kelly Edwards, Secondary Principal Rod Harding, Primary Principal Jamie Schmitz, PYP Coordinator Terri Watson, DP Coordinator, Stacy Stoyanoff, Administrative Services Coordinator Ben Nibarger, Finance Director Debbie Piper, Municipal Court Administrator Amanda DeGan, Director of Human Resources and Administrative Services Todd Wood, Asst. to the Town Manager Ginger Awtry, Director of Parks and Recreation and Facilities Troy Meyer.

Workshop Session

1. CALL TO ORDER

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

2. REVIEW OF CONSENT AGENDA ITEMS FROM AUGUST 16, 2010, TRUSTEES REGULAR MEETING AGENDA.

Discussion ensued regarding social media and the uses between faculty members and students.

President Wheat recommended the Board approve the Personnel Manual with the revision as discussed.

3. PRESENTATION AND DISCUSSION FROM THE WESTLAKE ACADEMY HOUSE OF COMMONS SPEAKER REGARDING THE ACTIVITIES FROM THE 2009-2010 SCHOOL YEAR AND UPCOMING ACTIVITIES FOR THE 2010-2011 YEAR.

Mr. Rich Mueller provided a presentation and overview sponsored events in 2009-2010 and highlighted the new position and initiatives for the 2010-2011 year.

4. PRESENTATION AND DISCUSSION OF THE WESTLAKE ACADEMY FOUNDATION'S 2010 BLACKSMITH CAMPAIGN.

Debra Ziegler Foundation Co-Chair stated the Foundation is committed to seeing that the school is financially independent. The Foundation has prepared a new donation form, will categorize the donations based on the levels, track donors using Quick Books and send out weekly emails. To encourage participation they will offer incentive awards to donors such as tickets to Gallery Night for donors who participate during the soft push at Back to School Night. The goal they would like to achieve for 2010-2011 is \$600,000.00. To reach the goal they would need the participation of \$1032.00 per student.

Discussion ensued on how the Blacksmith funds are spent, the support that the Town has been providing to the Academy and how to get the correct message out to donors.

Superintendent Brymer stated we would need Blacksmith funds due to the fact that the amount of funding received from the State per student is not sufficient to provide the current level of service to our students.

5. PRESENTATION AND DISCUSSION OF THE ESTIMATED YEAR-END ACADEMIC SERVICES BUDGET FOR WESTLAKE ACADEMY FOR THE FISCAL YEAR ENDING AUGUST 31, 2010 AND ADOPTING THE PROPOSED BUDGET FOR THE FISCAL YEAR ENDING AUGUST 31, 2011.

Superintendent Brymer and the academy staff provided a presentation and overview of the FY 2010-2011 annual operating budget "Building Our Learning Community".

Superintendent Brymer provided an overview of the SLA's that were added as discussed during the workshop.

- Include recommended SLA's, add third 5th grade section, and 2% salary scale movement.
- Use a Five (5) class block schedule
- Increase enrollment in each class to 20 (except Kindergarten)
- Move direct costs into the WA budget
- Review user fees and examine Transportation Fund to segregate bus operating costs

Discussion ensued regarding the addition of students to fund the technology expenditure, new parking fees, transportation funding, the five (5) year forecast which includes debt service and the methodology to figure the direct and indirect cost of Town services.

6. DISCUSSION OF THE PROPOSED BOARD OF TRUSTEE POLICIES FOR 2010 – 2011 ACADEMIC YEAR.

President Wheat moved the discussion of this item to the regular meeting.

President Wheat adjourned the meeting at 6:29 p.m.

President Wheat reconvened the meeting at 6:51 p.m.

7. PRESENTATION AND DISCUSSION OF DIPLOMA PROGRAMME/ADVANCED PLACEMENT RESULTS FROM THE 2009-10 ACADEMIC YEAR.

DP Coordinator Stoyanoff presented an overview and observations from the DP exam results for the Class of 2010. He also stated that students were extremely successful with the AP exams in English Language and Composition and Macroeconomics and students will receive their certificates and diplomas this fall.

8. BOARD RECAP / STAFF DIRECTION

- None

9. ADJOURNMENT

There being no further business before the Board, President Wheat adjourned the workshop at 7:39 p.m.

Regular Session

1. CALL TO ORDER

President Wheat called the Regular meeting to order at 7:46 p.m. with all Trustees Brittan, Cox, Langdon, and Rennhack.

2. PLEDGE OF ALLEGIANCE

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

3. CITIZENS' PRESENTATIONS AND RECOGNITIONS

Rebecca Rollins, 13239 Roanoke Road, spoke regarding the School Trips policy. Mrs. Rollins stated that this policy fails to address the funding of field trips and that equity is not addressed in this policy and should be in all policies.

4. CONSENT AGENDA

- a. Consider approval of the minutes for the meeting held on May 10, 2010.
- b. Consider approval of the minutes for the joint workshop held on June 7, 2010.
- c. Consider approval of the minutes for the workshop held on June 18, 2010.
- d. Consider approval of **Resolution 10-10**, Amending the discipline policy.
- e. Consider approval of **Resolution 10-11**, Amending the trips policy.
- f. Consider approval of **Resolution 10-12**, Amending the parent – student handbook signature page.
- g. Consider approval of **Resolution 10-13**, Amending the academic honesty policy.
- h. Consider approval of **Resolution 10-14**, Amending the technology usage policy.
- i. Consider approval of **Resolution 10-15**, Adopting a transportation policy.
- j. Consider approval of **Resolution 10-16**, Adopting an electronic communication policy.
- k. Consider approval of **Resolution 10-17**, Adopting a community learning commitment policy.
- l. Consider approval of **Resolution 10-18**, Approving additions to the Westlake Academy Personnel Manual.

Superintendent Brymer recommended the Board remove items d through k of the consent agenda for separate discussion.

MOTION: Trustee Cox made a motion to approve items a, b, c and l the consent agenda to include language regarding prohibition of Facebook communications between faculty members and students be added to the Personal Manual. Trustee Langdon seconded the motion. The motion carried by a vote of 4-0.

Court Administrator DeGan provided an overview of the amended and new policies.

MOTION: Trustee Rennhack made a motion to approve **Resolution 10-10**, Amending the discipline policy. Trustee Brittan seconded the motion. The motion carried by a vote of 4-0.

Discussion ensued regarding the Trips policy and the communication of trip dates, the number of students required to participate to make a trip possible and the cost associated with each trip.

Attorney Bubert provided an overview of the regarding the out of state trip language that was added to the current policy. She also explained that if the trips were not required this policy it would not violate any laws.

MOTION: Trustee Rennhack made a motion to approve **Resolution 10-11**, Amending the trips policy, Trustee Cox seconded the motion. The motion carried by a vote of 4-0.

Court Administrator DeGan stated that students are now required to sign the final page policy and the clarifications added to the handbook regarding academic honesty.

MOTION: Trustee Langdon made a motion to approve **Resolution 10-12**, Amending the Parent – Student handbook signature page. Trustee Rennhack seconded the motion. The motion carried by a vote of 4-0.

Court Administrator DeGan provided an overview of the policy and the clarifications added to the handbook regarding academic honesty.

Discussion ensued regarding assistance provided to students such as a clarification of receiving or providing assistance with assignments.

MOTION: Trustee Rennhack made a motion to approve **Resolution 10-13**, Amending the academic honesty policy. Trustee Cox seconded the motion. The motion carried by a vote of 4-0.

Court Administrator DeGan provided an overview of the policy and the clarifications added to the policy.

MOTION: Trustee Cox made a motion to approve **Resolution 10-14**, Amending the technology usage policy. Trustee Rick seconded the motion. The motion carried by a vote of 4-0.

Court Administrator DeGan provided an overview of the new policy.

Discussion ensued regarding seatbelts and the implementation as required by law in September 2011 and drivers training.

MOTION: Trustee Langdon made a motion to approve **Resolution 10-15**, Adopting a transportation policy removing item 3 requiring CPR trained drivers. Trustee Brittan seconded the motion. The motion carried by a vote of 4-0.

Court Administrator DeGan provided an overview of the new policy.

MOTION: Trustee Brittan made a motion to approve **Resolution 10-16**, Adopting an electronic communication policy. Trustee Rennhack seconded the motion. The motion carried by a vote of 4-0.

Court Administrator DeGan provided an overview of the new policy.

MOTION: Trustee Cox made a motion to approve **Resolution 10-17**, Adopting a community learning commitment policy. Trustee Langdon seconded the motion. The motion carried by a vote of 4-0.

5. CONDUCT A PUBLIC HEARING AND CONSIDER RESOLUTION 10-19, APPROVING THE ESTIMATED YEAR-END ACADEMIC SERVICES BUDGET FOR WESTLAKE ACADEMY FOR THE FISCAL YEAR ENDING AUGUST 31, 2010 AND ADOPTING THE PROPOSED BUDGET FOR THE FISCAL YEAR ENDING AUGUST 31, 2011.

No one addressed the Council during the Public Hearing.

MOTION: Trustee Brittan made a motion to approve **Resolution 10-19**, approving. Trustee Langdon seconded the motion. The motion carried by a vote of 4-0.

6. BOARD RECAP / STAFF DIRECTION

The Board requested revisiting the Trips Policy and discussion of lunchroom logistics prior to the implementation of the Block Scheduling.

7. BOARD CALENDAR

- First Day of School
August 23, 2010
- Board Meeting
September 13, 2010
- Arbor Day
September 25, 2010
- Westlake Baja at Vaquero
September 27, 2010

8. FUTURE AGENDA ITEMS

President Wheat: discussion of BOT policy for seat belts in bus seats including contracted bus services for WA student trips.

Discussion ensued regarding the implementation of State law in 2011 and if the Academy could lease a Charter bus with seat belts.

9. ADJOURNMENT

There being no further business before the Board, President Wheat asked for a motion to adjourn.

MOTION: Trustee Cox made a motion to adjourn the meeting. Trustee Rennhack seconded the motion. The motion carried by a vote of 4-0.

President Wheat adjourned the meeting at 9:23 p.m.

APPROVED BY THE BOARD OF TRUSTEES ON SEPTEMBER 13, 2010.



Laura Wheat, Board President

ATTEST:



Kelly Edwards, Board Secretary