



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

September 13, 2010

PRESENT: President Laura Wheat and Trustees, Clif Cox, Carol Langdon, and Rick Rennhack. Tim Brittan arrived at 5:37 p.m.

ABSENT:

OTHERS PRESENT: Superintendent Thomas Brymer, Attorney Janet Bubert, Secretary Kelly Edwards, Secondary Principal Rod Harding, Primary Principal Jamie Schmitz, Administrative Services Coordinator Ben Nibarger, Finance Director Debbie Piper, Municipal Court Administrator Amanda DeGan, Director of Human Resources and Administrative Services Todd Wood, Assistant 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 5:09 p.m.

**2. REVIEW OF CONSENT AGENDA ITEMS FROM SEPTEMBER 13, 2010,
TRUSTEES REGULAR MEETING AGENDA.**

Trustee Cox asked to discuss item a of the consent agenda.

Discussion ensued regarding the type of minutes. If the minutes should be action only minutes or a combination of action minutes with notations.

The Board would like any revisions made to the item included in the motion.

3. PRESENTATION AND DISCUSSION OF THE 2010 PARENTS' SURVEY.

Mr. Chris Tatham, ETC Institute, provided a presentation and overview of the Westlake Academy's Parents Survey.

Discussion ensued regarding trending of any comments provided in the survey and if the IB program is understood based on the survey results. The Board asked ETC to provide crosstabs for the survey results.

The Board also discussed some of the comments submitted and the communication of information between the academy and parents.

4. DISCUSSION OF A DRAFT PROPOSED VOLUNTEERS BOARD POLICY.

The Board discussed item 4 prior to item 3 of the agenda

Superintendent Brymer provided overview regarding the proposed policy.

Discussion ensued regarding the training and that training would be require prior to rendering any services. Staff stated that they will conduct two (2) large training sessions and then provide additional training on a case by case basis.

5. DISCUSSION REGARDING INDIRECT AND DIRECT COST FOR WESTLAKE ACADEMY.

Superintendent Brymer and Director of Parks and Recreation and Facilities Meyer provided an overview and summary explanation of large expenditures regarding the direct costs associated with the academy.

Superintendent Brymer recommended moving any remaining funds associated with the direct facility cost to a major maintenance account to fund any unexpected maintenance.

Superintendent Brymer and Finance Director Piper provided an overview of the indirect cost regarding the Municipal staff associated with the academy and answered questions.

Discussion ensued regarding the unique service delivery and the shared service model between the school and municipal employees.

President Wheat recessed the meeting at 7:42 p.m.

President Wheat reconvened the meeting at 8:03 p.m.

6. DISCUSSION OF STRATEGIC PLAN DESIRED OUTCOME: EFFECTIVE EDUCATORS AND STAFF; INCLUDING A TEACHER RETENTION AND

COMPENSATION SYSTEM AS WELL AS PRESENTATION AND DISCUSSION OF THE NEWLY DESIGNED AND IMPLEMENTED FACULTY APPRAISAL SYSTEM.

Primary Principal Schmitz and Secondary Principal Harding provided a presentation and overview of the Teacher's appraisal system for 2010-2011.

Discussion ensued regarding the process, improvement plans, coaching or mentoring and how the system would be used in a positive manner.

7. BOARD RECAP / STAFF DIRECTION

- Review how to improve communication between the school and parents such as information and number of items included in each communiqué.
- Schedule a workshop regarding the Parents Survey deficiencies that need to be addressed and the plan of action.

8. DISCUSSION OF BOARD OF TRUSTEE GOVERNANCE AS ILLUSTRATED IN DR. BRIAN CARPENTER'S *AN INTRODUCTION TO EFFECTIVE CHARTER SCHOOL GOVERNANCE*, CHAPTERS 3-4.

The Board discussed and reviewed the questions posed in Chapters 3 and 4 of Dr. Carpenter's book.

9. ADJOURNMENT

There being no further business before the Board, President Wheat adjourned the workshop at 9:20 p.m.

Regular Session

1. CALL TO ORDER

President Wheat called the Regular meeting to order at 9:20 p.m. with all Trustees.

2. PLEDGE OF ALLEGIANCE

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

3. CITIZENS' PRESENTATIONS AND RECOGNITIONS

There was no one present wishing to address the Board.

4. CONSENT AGENDA

- a. Consider approval of the minutes for the meeting held on August 16, 2010.
- b. Consideration of a **Resolution 10-20**, Adopting a Board Policy Regarding Volunteers at Westlake Academy.

MOTION: Trustee Cox made a motion to approve **item a** the consent agenda. Trustee Rennhack seconded the motion. The motion carried by a vote of 4-0.

Discussion ensued regarding the how the policy will be monitored and enforced by the staff.

MOTION: Trustee Langdon made a motion to approve **Resolution 10-20**, Adopting a Board Policy Regarding Volunteers at Westlake Academy revising the following: A volunteer may not perform any volunteer duties for the Academy until: 1)The Academy has obtained all necessary criminal history record information related to the volunteer as may be required by state law and board policy; and 2)The Superintendent's designee makes a determination in his/her discretion on the appropriateness of volunteer service by the applicant and provides written notice that the volunteer's application has been approved; and 3) The approved volunteer completes annual mandatory training, including completion of training on the Family Educational Rights and Privacy Act (FERPA) conducted by Academy staff, and signs the Academy's Learning Commitment.
Trustee Brittan seconded the motion. The motion carried by a vote of 4-0.

5. BOARD RECAP / STAFF DIRECTION

- There were no additional items

6. BOARD CALENDAR

- Arbor Day
September 25, 2010
- Westlake Baja at Vaquero
September 27, 2010
- Board of Trustee Meeting
October 4, 2010
- Board of Trustee Meeting
November 1, 2010
- Texas Charter Schools Association Conference - San Antonio
November 29-December 1, 2010 (contact Ben)

7. FUTURE AGENDA ITEMS

- None

8. 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 Brittan seconded the motion. The motion carried by a vote of 4-0.

President Wheat adjourned the meeting at 9:34 p.m.

APPROVED BY THE BOARD OF TRUSTEES ON OCTOBER 4, 2010.



Laura Wheat, Board President

ATTEST:



Kelly Edwards, Board Secretary