

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

Vision Statement

Westlake Academy inspires college bound 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*

BOARD OF TRUSTEES MEETING

AGENDA

June 4, 2018

**1500 Solana Boulevard
Building 7, Suite 7100
1st FLOOR, COUNCIL CHAMBER
WESTLAKE, TX 76262**

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

Mission Statement

Westlake Academy is an IB World School 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.

Work Session

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. REVIEW OF CONSENT AGENDA ITEMS LISTED ON THE REGULAR MEETING AGENDA.**
- 4. 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 Trustee requests that report be removed and considered separately.

 - a. Report regarding Enrollment projections for School Year 2018-2019.
- 5. DISCUSSION ITEMS**
 - a. Presentation and discussion regarding an annual update from the House of Commons, (HOC).
 - b. Presentation and discussion regarding an annual update from the Westlake Academy Athletic Club (WAAC).
 - c. Presentation and discussion regarding the status of Science curriculum in both the primary and secondary programs.
 - d. Presentation and discussion regarding Grammar, Reading and Writing K-12.
- 6. BOARD RECAP / STAFF DIRECTION**
- 7. ADJOURNMENT**

Regular Session

- 1. CALL TO ORDER**
- 2. ITEMS OF COMMUNITY INTEREST:** President and Trustee Reports on Items of Community Interest pursuant to Texas Government Code Section 551.0415 the Board of Trustees may report on the following items: (1) expression of thanks, congratulations or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming Board of Trustee events; (5) information about community events; and (6) announcements involving imminent threat to public health and safety.

3. **CITIZEN COMMENTS:** 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.

4. **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 from the April 9, 2018, meeting.
 - b. Consider approval of the minutes from the May 7, 2018, meeting.
 - c. Consider approval of **Resolution 18-03**, Authorizing the Superintendent to participate in the TIPS Purchasing Cooperative.
 - d. Consider approval of **Resolution 18-04**, Renewing participation with the Education Service Center (ESC) Region 11 Benefits Cooperative for the 2018-2019 school year.

5. **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.

President Wheat - Discussion of the school zone possible safety improvements.

6. 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, 1500 Solana Blvd., Building 7, Suite 7100, Westlake, TX 76262, on May 30, 2018, by 5:00 p.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.

Board of Trustees

Item # 2 – Pledge of
Allegiance

*Texas Pledge:
“Honor the Texas flag;
I pledge allegiance to
the, Texas, one state
under God, one and
indivisible.”*

Board of Trustees

Item # 3 – Review of Consent Agenda Items

REVIEW OF CONSENT AGENDA ITEMS

- a. Consider approval of the minutes from the April 9, 2018, meeting.
- b. Consider approval of the minutes from the May 7, 2018, meeting.
- c. Consider approval of **Resolution 18-03**, Authorizing the Superintendent to participate in the TIPS Purchasing Cooperative.
- d. Consider approval of **Resolution 18-04**, Renewing participation with the Education Service Center (ESC) Region 11 Benefits Cooperative for the 2018-2019 school year.

Board of Trustees

Item #4 – Reports

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 Trustee requests that report be removed and considered separately.

- a. Report regarding Enrollment projections for School Year 2018-2019.



TYPE OF ACTION

Workshop - Discussion Item

**Westlake Board Meeting
Monday, June 04, 2018**

TOPIC: Report on enrollment projections for SY 2018/2019.

STAFF CONTACT: Amanda DeGan, Assistant Town Manager
Ange Bumgarner, Registrar

Strategic Alignment

<u>Vision, Value, Mission</u>	<u>Perspective</u>	<u>Curriculum</u>	<u>Outcome Objective</u>
Mission: Westlake Academy is an IB World School whose mission is to provide students with an internationally minded education of the highest quality, so they are well-balanced life-long learners.	Academic Operations	PYP / MYP / DP	Improve the Efficiencies of Operational Systems
<u>Strategic Initiative</u>			
Outside the Scope of Identified Strategic Initiatives			

Time Line - Start Date: June 4, 2018 Completion Date: June 4, 2018

Funding Amount: N/A Status - N/A Source - N/A

EXECUTIVE SUMMARY (INCLUDING APPLICABLE ORGANIZATIONAL HISTORY)

As we improve our enrollment projections, staff monitors and tracks returning and potential residents each year based on multiple input sources. The Westlake resident population continues to grow and we welcome families who have relocated to the Town in order to qualify for resident status and enroll their student. This report contains the projections for the coming school year of new, returning and potential resident status admissions.

RECOMMENDATION

Staff recommends review of the report.

ATTACHMENTS

Potential Enrollment Chart

ENROLLMENT PREDICTIONS FOR 2018/2019

Grade Level	Target Numbers	Enrolled Returning Students	2017-2018 Residents Returning	Resident Entry via Permits	Pending Residents	Returning + Pending Residents	(New) Pending Staff	(New) Siblings	(New) Lottery	Numbers with Pending Residents	Predicted Enrollment Counts	% of Resident Enrollment		Confirmed Not returning
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Kinder	54	0	0	0	19	19	5	10	20	54	54	35%	44%	
G1	54	53	21	2	1	24	0	0	0	1	54	44%		
G2	58	54	21	1	4	26	0	0	0	3	57	46%		
G3	59	58	23	2	1	26	1	0	0	2	58	45%		2
G4	61	60	22	1	0	23	0	0	0	0	60	38%		1
G5	63	57	28	3	3	34	0	5	0	8	63	54%		3
Primary	349	282	115	9	28	152	6	15	20	68	346	44%		

G6	75	66	19	0	3	22	0	9	0	11	75	29%	30%	2
G7	76	73	27	3	3	33	0	0	2	5	76	43%		3
G8	76	76	20	3	3	26	0	0	0	3	79	33%		
G9	76	76	24	1	1	26	0	0	0	1	76	34%		2
G10	84	74	15	1	3	19	0	3	6	10	84	23%		
G11	84	75	12	0	3	15	1	1	7	12	85	18%		2
G12	66	66	21	0	0	21	0	0	0	0	66	32%		
Secondary	537	506	138	8	16	162	1	13	15	42	541	30%		

Total	886	788	253	17	44	314	7	28	35	110	887	35%		11
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Founders	3	Founders	
Staff	57	Staff	
Non-lottery totals	374	42%	Of enrollment w/staff children

Board of Trustees

Item # 5 – Discussion Items

DISCUSSION ITEMS

- a. Presentation and discussion regarding an annual update from the House of Commons, (HOC).
- b. Presentation and discussion regarding an annual update from the Westlake Academy Athletic Club (WAAC).
- c. Presentation and discussion regarding the status of Science curriculum in both the primary and secondary programs.
- d. Presentation and discussion regarding Grammar, Reading and Writing K-12.



TYPE OF ACTION

Workshop - Discussion Item

**Westlake Board Meeting
Monday, June 04, 2018**

TOPIC: Presentation and discussion regarding an annual update from the House of Commons (HOC).

STAFF CONTACT: Dr. Mechelle Bryson

Strategic Alignment

<u>Vision, Value, Mission</u>	<u>Perspective</u>	<u>Curriculum</u>	<u>Outcome Objective</u>
Vision: Westlake Academy inspires college bound students to achieve their highest individual potential in a nurturing environment that fosters the traits found in the IB Learner Profile.	Citizen, Student & Stakeholder	PYP / MYP / DP	Increase Financial Capacity & Reserves
<u>Strategic Initiative</u>			
Outside the Scope of Identified Strategic Initiatives			

Time Line - Start Date: N/A Completion Date: N/A

Funding Amount: N/A Status - N/A Source - Contributions/Grants

EXECUTIVE SUMMARY (INCLUDING APPLICABLE ORGANIZATIONAL HISTORY)

The purpose of the Westlake Academy House of Commons is building, serving and supporting the Westlake Academy Community and the fostering of a first class education for all Westlake Academy students.

Each year Westlake affiliate organizations are required to present a status report to the Board of Trustees. As such, the Westlake Academy House of Commons will provide information on the progress that they have made toward their mission for the 2017-2018 school year. A synopsis of activities will be provided, highlights of support initiatives will be reviewed and a preview of future initiatives will be disclosed. Within this framework, a financial review will be included.

RECOMMENDATION

Seeking guidance on the partnership between the HOC and Westlake Academy.

ATTACHMENTS

None



TYPE OF ACTION

Workshop - Discussion Item

**Westlake Board Meeting
Monday, June 04, 2018**

TOPIC: Presentation and discussion regarding an annual update from the Westlake Academy Athletic Club (WAAC).

STAFF CONTACT: Dr. Mechelle Bryson & Mr. Alan Burt

Strategic Alignment

<u>Vision, Value, Mission</u>	<u>Perspective</u>	<u>Curriculum</u>	<u>Outcome Objective</u>
Vision: Westlake Academy inspires college bound students to achieve their highest individual potential in a nurturing environment that fosters the traits found in the IB Learner Profile.	Citizen, Student & Stakeholder	PYP / MYP / DP	Increase Financial Capacity & Reserves
<u>Strategic Initiative</u>			
Outside the Scope of Identified Strategic Initiatives			

Time Line - Start Date: N/A Completion Date: N/A

Funding Amount: N/A Status - N/A Source - Contributions/Grants

EXECUTIVE SUMMARY (INCLUDING APPLICABLE ORGANIZATIONAL HISTORY)

The Westlake Academy Athletic Club (WAAC) serves and supports the Athletic Director in building student athletic participation within the Westlake Academy community. The WAAC fulfills this mission in many ways, including organizing fund-raising events, hosting and funding the athletic banquet, filling volunteer needs, selling spirit wear and making financial contributions directly to or for the benefit of Westlake Academy athletics.

Each year Westlake affiliate organizations are required to present a status report to the Board of Trustees. As such, the WAAC will provide information on the progress that they have made toward their mission for the 2017-2018 school year. A synopsis of activities will be provided

along with highlights of support initiatives and a preview of future booster initiatives. Within this framework, a financial review will be included.

RECOMMENDATION

Seeking guidance on the partnership between the WAAC and Westlake Academy.

ATTACHMENTS

None



TYPE OF ACTION

Workshop - Discussion Item

**Westlake Board Meeting
Monday, June 04, 2018**

TOPIC: Presentation and discussion on the status of Science curriculum in both the primary and secondary programs.

STAFF CONTACT: Stacy Stoyanoff, DP Principal / Rod Harding, PYP Principal

Strategic Alignment

<u>Vision, Value, Mission</u>	<u>Perspective</u>	<u>Curriculum</u>	<u>Outcome Objective</u>
Academic Excellence	Academic Operations	PYP / MYP / DP	Increase the Future Readiness of All Students
<u>Strategic Initiative</u>			

Time Line - Start Date: August 1, 2018

Completion Date: Ongoing

Funding Amount: N/A

Status - Not Funded

Source - N/A

EXECUTIVE SUMMARY (INCLUDING APPLICABLE ORGANIZATIONAL HISTORY)

This discussion will focus on the status of Science curriculum sequences and programming throughout the continuum of IB programs. It will also explore the current Science Technology Engineering Art and Mathematics (STEAM) initiatives being implemented in the primary and secondary programs.

RECOMMENDATION

N/A

ATTACHMENTS

N/A



TYPE OF ACTION

Workshop - Discussion Item

**Westlake Board Meeting
Monday, June 04, 2018**

TOPIC: Presentation and discussion of Grammar, Reading and Writing K-12.

STAFF CONTACT: Rod Harding (PYP Principal) and Stacy Stoyanoff (Secondary Principal)

Strategic Alignment

<u>Vision, Value, Mission</u>	<u>Perspective</u>	<u>Curriculum</u>	<u>Outcome Objective</u>
Mission: Westlake Academy is an IB World School whose mission is to provide students with an internationally minded education of the highest quality, so they are well-balanced life-long learners.	Academic Operations	PYP / MYP / DP	Optimize Student Potential
<u>Strategic Initiative</u>			
Outside the Scope of Identified Strategic Initiatives			

Time Line - Start Date: Ongoing Completion Date: Ongoing

Funding Amount: \$0 Status - N/A Source - N/A

EXECUTIVE SUMMARY (INCLUDING APPLICABLE ORGANIZATIONAL HISTORY)

The topic of Grammar was requested by the board of trustees to provide clarification of when and how it was taught within the K-12 scope of the curriculum.

The PYP and secondary leadership will discuss the delivery of grammar and its connection to reading and writing. The presentations will look at current approaches and future developments in the English Language Arts curriculum in the coming 2018-2019 school year.

RECOMMENDATION

Staff welcomes comments and recommendations from Board of Trustees.

ATTACHMENTS

Powerpoint presentation.

Board of Trustees

Item #6 – Board Recap /
Staff Direction

BOARD RECAP / STAFF DIRECTION

Board of Trustees

Item # 7 – Adjournment
Work Session

Board of Trustees

Item # 2 – Items of Community Interest

ITEMS OF COMMUNITY INTEREST: President and Trustee Reports on Items of Community Interest pursuant to Texas Government Code Section 551.0415 the Board of Trustees may report on the following items: (1) expression of thanks, congratulations or condolences; (2) information about holiday schedules; (3) recognition of individuals; (4) reminders about upcoming Board of Trustee events; (5) information about community events; and (6) announcements involving imminent threat to public health and safety.

- ✓ **Town Council Annual Planning Retreat**
Thursday, May 31, 2018; Begins at 8:30 am
Hilton Garden Inn-Alliance Airport, 2600 Westport Parkway, Ft. Worth, 76177
- ✓ **2018 WA Senior Banquet**
Thursday, May 31, 2018; 6:30 pm – 9:00 pm
The Bowden, 1775 Keller Parkway, Keller, 76248
-RSVP was requested; Contact [Ginger Awtry](#) for assistance
- ✓ **WA Annual End of School Year Picnic; Sponsored by the Board of Trustees & Town of Westlake**
Friday, June 1, 2018; Estimated time: 11:00 am to noon
WA Campus – Dining Hall (and adjacent vicinity)
- ✓ **2018 Westlake Academy Commencement Ceremony**
Saturday, June 2, 2018; 2:00 – 4:00 pm
Hurst Conference Center; 1601 Campus Drive, Hurst, 76054
-Questions? Contact [Ginger Awtry](#)
- ✓ **Coffee & Conversation with the Mayor Pro Tem**
Monday, June 4, 2018; 8:00 – 9:30 am
Marriott Solana Hotel – Great Room
- ✓ **Board of Trustees Workshop/Meeting**
Monday, June 4, 2018*; 5:00/6:00 pm
Westlake Council Chambers, Solana Terrace, Bldg. 7-Suite 7100, First Floor
- ✓ **Westlake Historical Preservation Society (WHPS) Board Meeting**
Tuesday, June 5, 2018; 6:30 pm*
This month's meeting: Home of Stephen & Paula Thornton, 13109 Thornton Drive
- ✓ **Public Art Competition Advisory Committee Meeting**
Monday, June 18, 2018*; 11:00 am – 1:00 pm
Westlake Council Chambers, Solana Terrace, Bldg. 7-Suite 7100, First Floor
- ✓ **Town Council Workshop/Meeting**
Monday, June 18, 2018*
Westlake Town Hall, Solana Terrace-Bldg.7, Suite 7200, Council Chambers

Please note: No Coffee & Conversation, Board of Trustees, Planning & Zoning, WHPS or Town Council meetings in July

*For [meeting agendas](#) and details on [WA calendar](#) events or [Municipal calendar](#) events, please visit the [Westlake Academy website](#) or the [Town of Westlake website](#) for further assistance.

Board of Trustees

Item # 3 – Citizen
Comments

CITIZEN COMMENTS: 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.

Board of Trustees

Item # 4 – Consent Agenda

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 from the April 9, 2018, meeting.
- b. Consider approval of the minutes from the May 7, 2018, meeting.
- c. Consider approval of **Resolution 18-03**, Authorizing the Superintendent to participate in the TIPS Purchasing Cooperative.
- d. Consider approval of **Resolution 18-04**, Renewing participation with the Education Service Center (ESC) Region 11 Benefits Cooperative for the 2018-2019 school year.



**WESTLAKE ACADEMY
BOARD OF TRUSTEES MEETING**

April 9, 2018

PRESENT: President Laura Wheat, Trustees: Alesa Belvedere, Carol Langdon, and Wayne Stoltenberg.

ABSENT: Michael Barrett and Rick Rennhack

OTHERS PRESENT: Assistant to the Superintendent Amanda DeGan, Board Secretary Kelly Edwards, Executive Director Dr. Mechelle Bryson, PYP Principal Rod Harding, PYP Assistant Principal Beckie Paquin, Secondary Principal Stacy Stoyanoff, Director of Finance Debbie Piper, Finance Clerk Marlene Rutledge, and Communications Manager Jon Sasser.

Work Session

1. CALL TO ORDER

President Wheat called the work session to order at 5:19 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 LISTED ON THE REGULAR MEETING AGENDA.

No additional discussion

4. REPORTS

- a. Report of the Quarterly Financial "Dashboard" information for the quarter ended February 28, 2018.

Discussion ensued regarding the number of operating days.

5. DISCUSSION ITEMS

- a. Presentation and discussion on the IB philosophy of second language acquisition and the sequence of Language B courses in both the primary and secondary programs.

Dr. Bryson, Mr. Stoyanoff, and Mr. Harding provided a presentation and overview of the item.

Discussion ensued regarding APPL testing in Grades 5 and 6, Language teachers, time spent in the target language, Ab Initio Spanish, pathways, Spanish immersion options, and Grade 6 and 9 grammar instruction.

- b. Presentation and Discussion on the Policy Analysis and Recommendations Related to Upper PYP Math Instruction revisited.

Dr. Bryson provided an overview of the item.

Discussion ensued regarding additional staff, impact to other grades, creating academic pages on the website, and adding information to the FAQ regarding tracking.

6. BOARD RECAP / STAFF DIRECTION

Website and Simply Westlake article regarding Upper PYP Math instruction.

7. ADJOURNMENT

President Wheat adjourned the work session at 6:10 p.m.

Regular Session

1. CALL TO ORDER

President Wheat called the regular session to order at 6:10 p.m.

2. ITEMS OF COMMUNITY INTEREST

Mr. Sasser provided an overview of the upcoming events.

3. CITIZEN COMMENTS

No one addressed the Board.

4. CONSENT AGENDA

- a. Consider approval of the minutes from the February 5, 2018, meeting.

MOTION: Trustee Langdon made a motion to approve the consent agenda. Trustee Belvedere seconded the motion. The motion carried by a vote of 3-0.

5. FUTURE AGENDA ITEMS

No future agenda items.

6. ADJOURNMENT

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

MOTION: Trustee Stoltenberg made a motion to adjourn the regular session. Trustee Langdon seconded the motion. The motion carried by a vote of 3-0.

President Wheat adjourned the regular session at 6:17 p.m.

APPROVED BY THE BOARD OF TRUSTEES ON JUNE 4, 2018.

ATTEST:

Laura Wheat, President

Kelly Edwards, Board Secretary



**WESTLAKE ACADEMY
BOARD OF TRUSTEES MEETING**

May 7, 2018

PRESENT: President Laura Wheat, Trustees: Michael Barrett, Rick Rennhack, and Wayne Stoltenberg. Carol Langdon arrived at 6:02 p.m.

ABSENT: Alesa Belvedere

OTHERS PRESENT: Superintendent Tom Brymer, Assistant to the Superintendent Amanda DeGan, Board Secretary Kelly Edwards, Dr. Mechelle Bryson, PYP Principal Rod Harding, PYP Assistant Principal Beckie Paquin, Secondary Principal Stacy Stoyanoff, Secondary Asst. Principal Jennifer Furnish, College Counselor Carl Tippen, Director of Finance Debbie Piper, Finance Clerk Marlene Rutledge, Director of Facilities & Parks Troy Meyer, Director of Communications Ginger Awtry, Communications Manager Jon Sasser, Foundation Executive Director Shelly Myers, Public Works Director Jarrod Greenwood, and Management Inter Kirk McDaniel.

Work Session

1. CALL TO ORDER

President Wheat called the work session to order at 5:06 p.m.

2. PLEDGE OF ALLEGIANCE

President Wheat led the Pledge of Allegiance to the United States and Texas flags.

3. RECOGNITION OF THE 2018 TOP 10% AND THE VALEDICTORIAN AND SALUTATORIAN.

Mr. Tippen acknowledged the follow students:

- John Luke Miller (Valedictorian) - Stanford University
- Riley Timmerman (Salutatorian) - Southern Methodist University
- Anna Connolly - Texas A&M University
- Abigail Harrell - University of Virginia
- Anand Singh - California Northstate University - BS/MD Program
- Cassidy Stoltenberg - Davidson College

4. DISCUSSION ITEMS

- a. Presentation and discussion regarding Process for Capital Improvement Planning for Westlake Academy.

Superintendent Brymer, Dr. Bryson, and Directors Meyer, DeGan and Greenwood provided a presentation and overview of facility planning.

Discussion ensued regarding science labs, science classrooms, funding roles, reviewing tipping points, new residences, corporate partnerships, using an outside consultant to review the plan, an internal assessment from staff, community involvement, reviewing the needs in conjunction with the Town's capital needs, long term use of the portables, timing verses capacity, enriching the educational experience for students, percentage of Westlake residents (students) per programme, long term needs and how to those align with the long term facilities plan, and the Town's funding mechanism.

5. BOARD RECAP / STAFF DIRECTION

Additional revisions to the proposed definition of immediate need.

6. ADJOURNMENT

President Wheat adjourned the work session at 7:05 p.m.

APPROVED BY THE BOARD OF TRUSTEES ON JUNE 4, 2018.

ATTEST:

Laura Wheat, President

Kelly Edwards, Board Secretary



TYPE OF ACTION

Regular Meeting - Consent

**Westlake Board Meeting
Monday, June 04, 2018**

TOPIC: Consider a Resolution authorizing Westlake Academy to renew participation in The Interlocal Purchasing System (TIPS) Program offered by the ESC Region 8.

STAFF CONTACT: Jason Power, Director of Information Technology

Strategic Alignment

<u>Vision, Value, Mission</u>	<u>Perspective</u>	<u>Curriculum</u>	<u>Outcome Objective</u>
Mission: Westlake Academy is an IB World School whose mission is to provide students with an internationally minded education of the highest quality, so they are well-balanced life-long learners.	Fiscal Stewardship	PYP / MYP / DP	Improve Financial Stewardship
<u>Strategic Initiative</u>			
Outside the Scope of Identified Strategic Initiatives			

Time Line - Start Date: June 4, 2018 Completion Date: N/A

Funding Amount: N/A Status - N/A Source - N/A

EXECUTIVE SUMMARY (INCLUDING APPLICABLE ORGANIZATIONAL HISTORY)

Westlake Academy expanded and enhanced its employee benefit package in 2013 by joining The Interlocal Purchasing System (TIPS), a free cooperative offered by ESC Region 8. This renewal is for the current year and will be automatically renewed until notice of termination is given. Membership in the purchasing cooperative offers the following benefits:

- Access to competitively procured contracts with quality vendors
- Savings of time and financial resources necessary to fulfill bid requirements
- Assistance with purchasing process by qualified TIPS staff
- Access to pricing based on a “national” high-profile contract

RECOMMENDATION

Staff recommends the Board of Trustees adopt the Resolution and Agreement authorizing Westlake Academy to participate in The Interlocal Purchasing System (TIPS) Program offered by the ESC Region 8.

ATTACHMENTS

ESC Region 8 TIPS Resolution and Agreement

WESTLAKE ACADEMY

RESOLUTION 18-03

A RESOLUTION OF THE WESTLAKE ACADEMY BOARD OF TRUSTEES AUTHORIZING THE APPROVAL OF AN INTERLOCAL AGREEMENT WITH THE REGION VIII EDUCATION SERVICE CENTER TO PROVIDE COOPERATIVE PURCHASING SERVICES THROUGH A PROGRAM KNOWN AS THE INTERLOCAL PURCHASING SYSTEM (TIPS) PROGRAM.

WHEREAS, Westlake Academy, an open-enrollment charter school operated by the Town of Westlake, Texas, (“Participant”) pursuant to the authority granted under Chapter 791 Government Code, as amended, desires to participate in the TIPS Purchasing Cooperative offered by Region VIII Education Service Center, and in the Opinion that participating in this program will be 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 that Board of Trustees of Participant requests a stated need for participation in The Interlocal Purchasing System (TIPS) offered by the Region VIII Education Service Center.

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 approves this resolution and agreement for Westlake Academy to participate in the Region VIII Education Service Center TIPS Purchasing Cooperative.

SECTION 3: If any portion of this resolution and agreement 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.

BE IT FURTHER RESOLVED that the Board of Trustees of Participant authorizes its Superintendent to execute any and all documents and take whatever action necessary to carry out the desires of the Board of Trustees as stated herein.

I certify that the foregoing is a true and correct copy of the resolution and agreement adopted by the Board of Trustees of Westlake Academy and that the same is reflected in the minutes of the Board meeting held on June 4, 2018.

PASSED AND APPROVED ON THIS THE 4th DAY OF June, 2018.

ATTEST:

Laura Wheat, President

Kelly Edwards, Board Secretary

Thomas E. Brymer, Superintendent

APPROVED AS TO FORM:

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

AN INTERLOCAL AGREEMENT
Between Region 8 Education Service Center and a
TEXAS PUBLIC ENTITY OR LOCAL GOVERNMENT
(School, College, University, State, City, County, or Other Political Subdivision)

TEXAS PUBLIC ENTITY NAME

Control Number (TIPS will Assign)
Schools enter County-District Number

Region 8 Education Service Center
Pittsburg, Texas

225 - 950
County-District Number

Texas Education Code §8.002 permits regional education service centers, at the direction of the Commissioner of Education, to provide services to assist school districts, colleges and universities in improving student performance and increasing the efficiency and effectiveness of school, college and university operations. Authority for an Interlocal agreement to provide such services is granted under Texas Government Code § 791 *et seq* as amended. Cooperative Purchasing Services under this agreement are extended to all Texas State, City or County Government Agencies, or any other legally eligible Local Government Entity as defined in the Texas Government Code § 791.003.

This Interlocal Agreement (hereinafter the “Agreement”) is effective _____ and shall be automatically renewed unless either party gives sixty (60) days prior written notice of non-renewal. This Agreement may be terminated without cause by either party upon (60) days prior written notice, or may also be determined for cause at any time upon written notice stating the reason for and effective date of such terminations and after giving the affected party a thirty (30) day period to cure any breach.

Statement of Services to be Performed:

Region 8 Education Service Center, by this Agreement, agrees to provide cooperative purchasing services to the above-named public entity through a Program known as The Interlocal Purchasing System (TIPS) Program.

The purpose of the TIPS Program shall be to improve procurement process efficiencies and assist in achieving best value for participating School District, University, College, Community College, City, County or Other Public Agencies through cooperative purchasing.

Roles of the TIPS Purchasing Cooperative:

- Provide for the organizational structure of the program.
- Provide staff for efficient operation of the program.
- Promote marketing of the TIPS Program.
- Coordinate the Competitively Bid Process for all Vendor Awarded Contracts.
- Provide members with procedures for placing orders through TIPS PO System.
- Maintain filing system for Due Diligence Documentation.
- Collect fees from vendors to support the costs of operations of TIPS.

Role of the Public Entity:

- Commit to participate in the program by an authorized signature on membership forms.
- Designate a Primary Contact and Secondary Contact for entity.

- Commit to purchase products and services from TIPS Vendors when in the best interest of the entity.
- Submit Purchase Orders and/or Vendor Contracts through the TIPS PO System by emailing the pdf document to tipspo@tips-usa.com.
- Accept shipments of products ordered from Awarded Vendors.
- Process Payments to Awarded Vendors in a timely manner.

General Provisions:

The Parties agree to comply fully with all applicable federal, state, and local statutes, ordinances, rules, and regulations in connection with the programs contemplated under this Agreement. This Agreement is subject to all applicable present and future valid laws governing such programs.

This Agreement shall be governed by the law of the State of Texas and venue shall be in the county in which the administrative offices of RESC 8 are located which is Camp County, Texas.

This Agreement contains the entire agreement of the Parties hereto with respect to the matters covered by its terms, and it may not be modified in any manner without the express written consent of the Parties.

If any term(s) or provision(s) of this Agreement are held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions of this Agreement shall remain in full force and effect.

The Parties to this Agreement expressly acknowledge and agree that all monies paid pursuant to this Agreement shall be paid from legally appropriated and budgeted available funds for the current fiscal year of each such entity.

No jointly owned property shall be created by this agreement and, therefore, no provision to dispose of jointly held property is required.

Before any party may resort to litigation, any claims, disputes or other matters in question between the Parties to this Agreement shall be submitted to nonbinding mediation. The site of the mediation shall be in Camp County, Texas or a site mutually agreed by the parties. The selection of the mediator shall be mutually agreed. The cost of mediation shall be shared equally. No Party to this Agreement waives or relinquishes any immunity or defense on behalf of themselves, their directors, officers, employees, and agents as a result of its execution of this Agreement and performance of the functions and obligations described herein.

No Party to this Agreement waives or relinquishes any immunity or defense on behalf of themselves, their directors, officers, employees, and agents as a result of its execution of this Agreement and performance of the functions and obligations described herein.

This Agreement may be negotiated and transmitted between the Parties by electronic means and the terms and conditions agreed to are binding upon the Parties.

Authorization:

into an Agreement to provide cooperative purchasing opportunities to public agencies. This Agreement was approved by the governing boards of the respective parties at meetings that were posted and held in accordance with the Texas Open Meetings Act, Texas Government Code Chapter 551. (If required by the entity.)

The individuals signing below are authorized to do so by the respective parties to this Agreement.

Member Entity:

Purchasing Cooperative Lead Agency:

Region 8 Education Service Center

Entity or District Name

By: _____
Authorized Signature

Print Name: _____

Title: _____

Date

By: _____
Authorized Signature

Dr. David Fitts
Title: Executive Director Region 8 ESC

Date

Public Entity Contact Information

Primary Purchasing Person Name

Fax Number

Street Address

Primary Person Email Address

City, State Zip

Secondary Person Name

Telephone Number

Secondary Person Email Address

The state of Texas requires an Interlocal Agreement be approved by the respective entities governing board. You may email completed Interlocal Agreement to tips@tips-usa.com.



TYPE OF ACTION

Regular Meeting - Consent

**Westlake Board Meeting
Monday, June 04, 2018**

TOPIC: Consider a Resolution authorizing Westlake Academy to renew participation with the ESC Region 11 Benefits Cooperative for the 2018-2019 school year.

STAFF CONTACT: Todd Wood, Director of HR & Administrative Services

Strategic Alignment

<u>Vision, Value, Mission</u>	<u>Perspective</u>	<u>Curriculum</u>	<u>Outcome Objective</u>
Mission: Westlake Academy is an IB World School whose mission is to provide students with an internationally minded education of the highest quality, so they are well-balanced life-long learners.	People, Facilities, & Technology	PYP / MYP / DP	Attract, Recruit & Retain the Highest Quality Workforce
<u>Strategic Initiative</u>			
Outside the Scope of Identified Strategic Initiatives			

Time Line - Start Date: September 1, 2018

Completion Date: August 31, 2019

Funding Amount: N/A

Status - N/A

Source - N/A

EXECUTIVE SUMMARY (INCLUDING APPLICABLE ORGANIZATIONAL HISTORY)

Westlake Academy expanded and enhanced its employee benefit package by joining the ESC Region 11 Benefits Cooperative in August 2008. The Cooperative, currently serving 46 school districts and charter schools consisting of thousands of members, offers Westlake Academy a more comprehensive and competitive benefits package at a lower cost. By leveraging the numbers of its members, this program is capable of leveraging products and services in a more cost-efficient manner than the Academy can obtain on its own. It is necessary to renew the Academy's participation by Interlocal Agreement on an annual basis. This renewal is for the 2018-2019 school year.

RECOMMENDATION

Staff recommends the Board of Trustees adopt ESC Region 11 Benefits Cooperative Interlocal Resolution and Agreement, renewing Westlake Academy's participation for the 2018-2019 school year.

ATTACHMENTS

ESC Region 11 Benefits Cooperative Interlocal Resolution and Agreement

WESTLAKE ACADEMY

RESOLUTION 18-04

A RESOLUTION OF THE WESTLAKE ACADEMY BOARD OF TRUSTEES AUTHORIZING THE APPROVAL OF AN INTERLOCAL AGREEMENT WITH THE EDUCATION SERVICE CENTER REGION 11 BENEFITS COOPERATIVE.

WHEREAS, Westlake Academy, an open-enrollment charter school operated by the Town of Westlake, Texas, (“Participant”) pursuant to the authority granted under Chapter 791 Government Code, as amended, desires to join together with other school districts, charter schools, or governmental entities to participate in employee benefits offered by the Education Service Center Region 11 Employee Benefits Cooperative (the “ESC Region 11 BC”), holding the opinion that participation in these programs will be beneficial to the school district, charter school, or governmental entities and its employees; and,

WHEREAS, the ESC Region 11 BC is managed by a committee called the Board of Record that consists of the superintendents or chief executive officers or their designees from each of the Participants in the Coop; 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 that Board of Trustees of Westlake Academy requests the ESC Region 11 BC to include Westlake Academy as a participant. Participant acknowledges and agrees to the following:

1. The purposes of the ESC Region 11 BC are governmental functions or services that each party to this agreement is authorized to perform individually;
2. Any obligation to pay any fees will come from current revenues available to the Participant;
3. Such fees fairly compensate the parties performing the functions and services under the agreement;
4. This agreement incorporates the Operational Procedures developed by the Board of Record as it currently exists or may be hereafter amended by action of the Board of Record;
5. Participant delegates to the Board of Record authority to modify the Operational Procedures as the Board of Record deems in the best interests of the ESC Region 11 BC;
6. Participant delegates to the Board of Record all purchasing functions related to the purposes of this interlocal agreement to the maximum extent permitted by law;
7. Participant shall comply with the Operational Procedures as established, modified, and/or approved by the Board of Record;

8. The ESC Region 11 BC shall comply with the purchasing requirements for the purchase of personal property and services as required by Chapter 44 of the Education Code and Chapter 791 of the Local Government Code;
9. The term of this agreement shall be one year, from **September 1, 2018, to August 31, 2019**, and
10. Participant or the ESC Region 11 BC may terminate Participant's participation in the ESC Region 11 BC for any reason by giving written notice to the ESC Region 11 BC Board of Record sixty (60) calendar days before the anniversary date of this agreement.

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 of Westlake Academy hereby approves this resolution and agreement for Westlake Academy to participate in the ESC Region 11 BC for the 2018-2019 school year.

SECTION 3: If any portion of this resolution and agreement 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.

BE IT FURTHER RESOLVED that the Board of Trustees of Westlake Academy authorizes its Superintendent to execute any and all documents and take whatever action necessary to carry out the desires of the Board of Trustees as stated herein.

I certify that the foregoing is a true and correct copy of the resolution and agreement adopted by the Board of Trustees of Westlake Academy and that the same is reflected in the minutes of the Board meeting held on June 4, 2018.

In witness thereof, we hereunto affix our signatures this 4th day of June, 2018.

BY:	_____	<u>Laura Wheat</u>
Signature of School Board or Charter School Board President		Typed Name of School Board or Charter School Board President
_____		<u>Kelly Edwards</u>
Signature of School Board or Charter School Board Secretary		Typed Name of School Board or Charter School Board Secretary
_____		<u>Thomas Brymer</u>
Signature of School Board or Charter School Superintendent		Typed Name of School Board or Charter School Superintendent

Name of Agency:	<u>Westlake Academy</u>
Address:	<u>2600 JT Ottinger Road</u>
	<u>Westlake, TX 76262</u>
Name of Contact Person:	<u>Todd Wood</u>
Phone Number:	<u>(817) 490-5711</u>

_____	<u>Wes Eversole</u>
Signature of ESC Region 11 BC Board President	Typed Name of ESC Region 11 BC Board President
_____	<u>DeAnne Page</u>
Signature of ESC Region 11 BC Board Secretary	Typed Name of ESC Region 11 BC Board Secretary
_____	<u>Dr. Clyde W. Steelman, Jr. Ed.D</u>
Signature of ESC Region 11 BC Executive Director	Typed Name of ESC Region 11 BC Executive Director

Date Approved by ESC Region 11 BC

Board of Trustees

Item # 5 – 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 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.

President Wheat - Discussion of the school zone possible safety improvements.

Board of Trustees

Item # 6 – Adjournment
Regular Session