



**BOARD OF DIRECTORS  
WESTLAKE CHARTER SCHOOL**

**Finance Committee Agenda**

**1985 Pebblewood Drive, Sacramento, CA 95833**

**October 27, 2016 5:00 pm**

INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND CITIZENS The Westlake Charter School ("School") welcomes your participation at the School's Committee meetings. The purpose of a public meeting of the Board of Directors' Committee ("Board") is to conduct the affairs of the School in public. We are pleased that you are in attendance and hope that you will visit these meetings often. Your participation assures us of continuing community interest in our School. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided.

1. Agendas are available to all audience members at the door to the meeting.
2. "Request to Speak" forms are available to all audience members who wish to speak on any agenda items or under the general category of "Public Comments." All comments shall be limited to three (3) minutes per person..
3. "Public Comments" is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not respond or take action. The Board may give direction to staff to respond to your concern or you may be offered the option of returning with a citizen--requested item.
4. With regard to items that are on the agenda, you may specify that agenda item on your request form and you will be given an opportunity to speak when the Board discusses that item.
5. Members of the public may request that a topic related to school business be placed on a future agenda by making a request to the Board President. Once such an item is properly agendized and publicly noticed, the Board can respond, interact, and act upon the item.
6. In compliance with the Americans with Disabilities Act (ADA) and upon request, the Charter School may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternative modification of the agenda in order to participate in Board meetings are invited to contact the Board President.

**CALL TO ORDER AT 5:07**

**ROLL CALL AND ESTABLISHMENT OF QUORUM:**

<b>Committee Member</b>	<b>Present</b>	<b>Absent</b>
Siân Burman	X	
Joe Clark		X
Hope Gawlick (ex-officio member)	X	



**PUBLIC SESSION**

**A. COMMITTEE COMMENTS:**

**B. PUBLIC COMMENTS:** This portion of the meeting is set aside for the audience to make comments or raise issues that are not specifically on the agenda. Comments are limited to three (3) minutes per person. Members of the public may speak on agenda items during the time when the item is addressed by the Board. This agenda item is included for the purpose of giving anyone in attendance an opportunity to ask questions or discuss non-agenda items with the Board of Directors. If visitors have a complaint about a specific employee of the school, they will be asked to submit an oral or written complaint to the employee's immediate supervisor as required by Board Policy #08-03 (Please note that the public portion of all meetings is recorded.)

**I. ITEMS SCHEDULED FOR REVIEW:**

**A. COMMITTEE REPORTS – Copies of committee reports on file at 1985 Pebblewood Drive, Sacramento, CA 95833.**

**1. Chief Business Officials Report - S. Korvink**

S. Korvink provided a 1st Trimester update which covered:

- Economic & Fiscal Updates
- WCMS' Closure & Closure Protocols
- Audit Update and Unaudited Financials
- Facilities
- Mandated Reports (EPA, SARC, PENSEC)

**II. Consent Agenda** - All matters listed under the Consent Agenda are to be considered routine and will be enacted by one motion followed by a roll call vote. There will be no separate discussion of these items unless the Board of Directors, audience, or staff request specific items to be removed from the Consent Agenda for separate action. Any items removed will be considered after the motion to approve the Consent Agenda.

1. Accept and approve minutes from September 22nd, 2016 meeting

Motion:	<b>HG</b>	Action:	<b>Approved</b>
Second:	<b>SB</b>	Vote:	<b>2-0</b>
	<b>SB</b>	<b>JC</b>	<b>HG</b>
	<b>Y</b>		<b>Y</b>

**III. Items Scheduled For Action**

**IV. Discussion Items**

- **Compensation Review: Data Analysis & Gathering**



SK: Newly adopted Annual Planning Calendar asks that we begin compensation review to begin in the Fall. Proposed first steps: data gathering - qualitative (survey to all staff) and quantitative (salary schedules & matrix update)

SB & HG: Discussed draft survey. Agreed that questions were appropriate; no further recommendations.

HG: Agrees that survey to all staff is best approach to get input from as many parties as possible. Longest possible timeline to collect data, and stay on track according to the calendar makes sense.

SB: Would like to clearly communicate survey to staff. Dates to release proposed to be: Initial survey on 11/4; follow-up in Weekly 11/10; reminder in Weekly on 11/18, with due date for survey being 11/27 at 5pm.

SB & HG: Plan to review the data/results during 12/1 Finance Committee meeting

- **Minimum Wage Law Update**

S. Korvink provided an update to the Committee on the new minimum wage laws. Federal, State and City each have independent laws; WCS must follow the law that is most protective of the employee. As minimum wage increases, we will need to adjust salary schedules. Entry level schedules are not anticipated to need to be changed until 2019. Staff are looking at Minimum Wage laws and relationship to Exempt employee status. YMC is providing guidance.

**V. Future Agenda Items**

- Review of Compensation Survey data
- Audit Update
- 1st Interim Update

**VI. ADJOURNMENT AT 6:07pm**