BOARD OF DIRECTORS
WESTLAKE CHARTER SCHOOL
Governance Meeting Minutes
1985 Pebblewood Drive, Sacramento, CA 95833
November 10, 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.

I. CALL TO ORDER 5:19

II. ROLL CALL AND ESTABLISHMENT OF QUORUM:

Committee Member	Present	Absent
Hope Gawlick, Chair	Y	
Kimberly Hewitt	Y	
Jed Wallace		X

III. PUBLIC SESSION

A. Committee Updates

HG: Finance is collecting salary data from certificated staff. 1st Interim will be reviewed by the Finance Committee December 1st.

B. Public Comments

VI. CONSENT ITEMS

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.

A. Approve minutes from October 13, 2016 meeting.

Motion:	**KH**	Action:	**Motion to Approve**
Second:	**HG**	Vote:	**Pass**

HG	**KH**	**JW**
Y	**Y**	**X**

V. ACTION ITEMS

A. Approve resolution establishing the Development Committee and the Fundraising Committee and recommend adoption to the WCS Board of Directors.

Motion:	**KH**	Action:	**Motion to rename committees**
Second:	**HG**	Vote:	

HG	**KH**	**JW**

HG: Thoughts on names. Fundraising might go back to Development
JE: Likes the change to Development instead of Fundraising
KH: Development for Charter Expansion/Growth/Renewal

JE: It is more broad than Academic Oversight. Primary function is that team will re-write charters, or write new charters
HG: It has a larger focus, it will have on-going growth review
KH: Digital evidence folder
AW: Done by December 1st
HG: Name of committee?
SK: Charter Impact?
KH: LIkes Charter Impact
HG: Like Charter Impact
JE: Does the name resonate? Is it clear?
HG: It is very us
JE: It is not super clear
KW: Development wasn't clear either, until we discussed it
JE: If you have a Charter Development team, it says we are developing something
HG: It is one of four, and the other three are very defined
JE: Ok, so Charter Impact - outlines their role
HG: They will look at renewal, the future
KW: Motion to rename the committees: Development Committee and Charter Impact Community
HG: Seconds motion

VI. DISCUSSION ITEMs

1. Develop a recommended list of initial tasks and needed skills for each Board Committee.
   HG: See Board Brief
   KH: Yes, that was in the Brief
   HG: The roles revised
   JE: Start recruiting early to fill committees

2. Developing a CEO evaluation system
   HG: Opens up Boardon Track evaluation tool. Exec Director would take first, then Board would take. Direct reports could also take if needed. Can be a 360 degree tool if needed.
   KH: Would we use this tool going forward
   HG: We could, we haven't had a solid continuing evaluation tool. Given our structure, the Board evaluation would include staff and parents, so it's almost a 360.
   HG: IN February release, in March and come back in June to evaluate against OKR's (Objectives, Knowledge and Results)
   HG: Would recommend evaluating off one or two key areas - strong move into new campus; board work, etc. By June we will have worked through Committees, etc.
   KH: Is there a rubric? It would be great to have a rubric to evaluate based on a rubric. There are tons of things that happen on a daily basis. Need an anchor so we can see what the rubric is.
   JE: Maybe Governance takes the survey and clarifies what the rubric could be

HG: That was the hardest thing about prior evals. Want to ensure that we are evaluating with the intentional purpose to grow. Reviews evaluation tool
JE: When should I complete this?
HG: The target would be December; Closed Session to evaluate the results, then the Board can take the survey as part of the 360. Meet again in February
JE: Confirms the upcoming process

VII. FUTURE AGENDA ITEMS

VIII. ADJOURNMENT