



**BOARD OF DIRECTORS  
WESTLAKE CHARTER SCHOOL**

**Board Meeting Minutes  
2680 Mabry Drive, Sacramento, CA 95835  
November 8, 2018, 6:30 PM, Library Media Center**

INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND CITIZENS The Westlake Charter School (“School”) welcomes your participation at the School’s Board meetings. The purpose of a public meeting of the Board of Directors (“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 6:36 PM**

**II. ROLL CALL AND ESTABLISHMENT OF QUORUM**

<b>Board Member</b>	<b>Present</b>	<b>Absent</b>
Hope Gawlick	X	
Siân Burman	X	
Nancy Kong-Vasquez	X	
Shannon Simonds	X	
Jed Wallace	X (6:48)	
Josh Corell	X	
Allison Chavez	X	
Ashlee Patel	X	



### III. CELEBRATIONS

JE - Parent teacher conferences  
NKV - Ditto, likes the student led aspect.  
SK - Ways to Westlake program, team is willing to continue meeting to work on

Problems as they arise

AW - Teacher commitment

JE - Mtg with Allison Chavez, ASL program has developed into a very rewarding and enriching program for our kids.

HG - Election is over, passing of measure L means a component of our FUA is taken away.

AP - PledgeStar, raising money for OT, allows family and friends who live far away to help support her students.

JC - Cal , morning drop off volunteer

AC - Westlake, family feel, husband and daughter always feel welcome and at home

SS - CA prioritized environmental and structural projects. Fall Festival

### IV. BOARD COMMENTS

**V. 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 in the minutes.)

### VI. REPORTS: Copies of Executive Director reports on file at 2680 Mabry Drive, Sacramento, CA 95835.

- A. WAVE Report - Amber Hustead, WAVE President
- B. Charter Impact Committee Report - Shannon Simonds, Committee Chair  
SS - Hotel version on strat plan, continue to edit and fine tune. Will bring to the full board for the December mtg. Will need full board focus on next version so a final version can come for approval in January.
- C. Development Committee Report - Nancy Kong-Vasquez, Committee Chair
- D. Finance Committee Report - Sian Burman, Committee Chair  
SB - Finance committee, worked on book club work and investment policy.
- E. Governance Committee Report - Hope Gawlick, Committee Chair  
HG - Governance met tonight and discussed the Retention Plan which is being updated to reflect current language and practice. Safe Haven Resolution meets the NUSD requirements. Discussed process to recruit and retain new committee members.





## IX. DISCUSSION ITEMS

### A. Discuss WCS lottery policy and practices

JE - Open discussion for board regarding outreach, lottery application process, F&R benchmark, lottery policy.

AP - Is there a way to reassure our community that we are a full inclusion school? Current families expressed relief but also that they didn't know. People are afraid to disclose their student's needs.

HG - Community outreach, conversations

JC - Still a misunderstanding of what "charter school" means and how we are different.

JC - Could it be something as simple as a FAQ on our website or a blog

NKV - Marketing material

SS - Reaching out to our partners to share fun facts, tag them in a tweet

AP - The board or staff delivering a stack of postcards to local preschools and talking about our school

AC - Bring students to community outreach events

JE - A marketing video with all student/parent voices

AP - Reposting the MTSS video during lottery

HG - Maybe a piece in The Natomas Buzz

JE - N Magazine, Touch of Understanding

SK - Postcards at the car line and walking gate

JE - F&R changes? Develop a twin policy?

AP - Interested in twin data?

SB - Preference would be to overload to accommodate twins

JW - Is the general purpose to keep families together? Or is our goal to match the district's F&R?

AP - A twin relationship has a social-emotional importance

JE - The charter says we will work towards becoming more reflective of the district.

HG - Showing growth year over year

JW - If we see a deviation from our 2 - 3% increase trajectory than we need to revisit

HG - Before we make any policy changes we as a board need to make sure we are clear on the "why".

JE to bring back F&R data in October for potential policy revisions to policy in time for lottery.

Mrs. Gruenholz presents new program to automate the lottery application.

NKV - Looks amazing

JW - How does it handle application preferences

JE - Customized to Westlake policy and preferences. Team has run a few test lotteries.

HG - When will preferences be verified?

MG - Same time, between the end of the application process and the lottery itself. That will still be handled the same way, through the office.

JC - Language options?

MG - Google translate is a built in option

JE - Our application is the most transparent application, ensures a fair lottery.

SB - "Devices available" on postcard?

## X. FUTURE AGENDA ITEMS

**1st Interim  
Audit  
Strat Plan**



## **XI. REFLECTION**

### **What worked well:**

SB - Lottery presentation

SS - Lottery conversation, challenging assumptions, better match the community

AC - Good honest conversation, tough topics

JC - LotterEz

AP - Inclusion conversation

JW - Long term bearings for lottery

HG - Lottery presentation, staff passion, behind the scene view

JE - Engagement regardless of the topic

SK - Development committee, partnership

NKV - Progressive growth in each area of our school processes, lottery, fundraising, committee work

### **What would make it better:**

NKV - Great conversation, assumed it would be a shorter meeting

SB - Better projection of potential time so she could plan better

SS - Would like to look at improving transportation to school to help recruit more people

JC - Snack baking every month

AC - If that creepy sound wouldn't come on

AP - An audience, how do we get a bigger audience

JW - My own punctuality

HG - If we had worked together on a brief on lottery, might have helped for those with time considerations

JE - I don't want to feel guilty about bringing up topics, I want to push back and bring enriching conversations that we need to have.

SK - Peaks of attendees, the board does such great work it would be great to have more people here to see it.

## **XII. ADJOURNMENT AT 8:59PM**