



**BOARD OF DIRECTORS
WESTLAKE CHARTER SCHOOL**

**Board Meeting Minutes
2680 Mabry Drive, Sacramento, CA 95835
August 9, 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 6:33pm

II. ROLL CALL AND ESTABLISHMENT OF QUORUM

Board Member	Present	Absent
Hope Gawlick	X	
Sian Burman	X	
Nancy Kong-Vasquez	X	
Shannon Simonds	X	
Jed Wallace		X
Josh Corell	X	
Allison Chavez	X	
Ashlee Patel	X	



III. CELEBRATIONS

- HG - Welcome new Board Members
- AP - Love the new Kinder conferences
- SB - Now on Governance Committee!
- JC - Excited that school is back in session!
- SK - IA/Yard Duty training
- AC - Love the 8th graders; special time
- SS - Excited to see everyone
- NKV - Two kids at the end of the year will promote or graduate
- JE - Celebrate celebrations!

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 Husted, WAVE President
AH - Everyone is so happy - after the BBQ, after meet the teacher. Kids felt like they belonged. Have heard over the past week that the families are celebrating. Final numbers were right on track; School will get over \$70k this year. Was a great year. Fireworks did better than expected - made around \$9k. Spirit Store is open, closes 8/20. Full calendar of events is done - bingo night starts things off. Chili Cook off is next. Fall Festival is coming up too - we're all excited.
- B. Charter Impact Committee Report - Shannon Simonds, Committee Chair
SS - We have not met since last Board Meeting. Had a 4 hour meeting to update the strategic plan; all 5 Goal Areas. We are on Delta version of the draft. We are planning to have a version back to the Board in September. Plan is to deep dive at that Board Meeting. JE - will also get Leadership review and come for approval in January.
- C. Development Committee Report - Nancy Kong-Vasquez, Committee Chair
NKV - Have met twice since last meeting. Drafted Goals over a 3 hour workshop; created 1, 3 and 5-year plan. Goals are aligned to priorities of showing gratitude and backwards mapped goals. In July the Committee came back with mockups and material for things to review. Mapped out actions and forms, process maps and planning documents.
- D. Finance Committee Report - Sian Burman, Committee Chair
SB - Finance has not met since the Board last met. We have been reading the Culture Code as Summer Reading.
- E. Governance Committee Report - Hope Gawlick, Committee Chair
HG - Governance just met. Approved MG as member and reviewed policy calendar.
- F. Executive Director Report - John Eick, Executive Director
JE - Presents report; on file. Celebrations - Fun Run; Fireworks booth, Kinder play date, BBQ, Responsive Classroom, Summer Intervention, First 5 of PD, Opening day.



Strategic Actions - Strategic document timeline, 2018/19 PD launch; Social Emotional Learning & Core Values. Strategic Plan should be ready by January 2019. Leadership is doing quite a bit of work on our Blueprint - the things that we do that make Westlake, Westlake. By this time next year, we will be submitting our Charters to NUSD (either a K-8 and a 9-12, or possibly a K-12). First 5 PD - All Staff; Safety and PBIS; Social Emotional Learning; ELA & Math Development; and Collaborative Culture. This year all staff participated in the PD - IA's, Yard Duty, Health Office, Admin Office, etc. Had individual, team and self-directed time. Core Values and SEL review and alignment to CDE and CASEL standards. Used the resources and sprinkled a little Westlake on it. Review of re-alignment of Core Values to Mission and social-emotional readiness. As we teach the Core Values, we are teaching items that are aligned to CDE standards. NKV - This is so us. JE - Continues with Updates: Academic & Dashboard Overview; Enrollment; Construction; Staffing. Enrollment analysis of current openings and matriculation patterns. Matriculation has been fairly consistent over the past few years. Report will come to the Board in October covering Matriculation - High School option; moving, sports, etc. NKV - Question about Aimee and her work in the past with other Charters. JE - Yes, that work continues still with Melissa. AP - I hear a lot of families are moving because of High School option. JE - Yes, lots of sibling considerations too. Start to early survey families regarding High School. Construction and Landscape Update. NKV - Is there a possibility of different types of grass or other environmental things? JE - We are educators not landscapers. How do you have higher expectations? NKV - Grass at Larchmont; City Parks. Staffing Update and appreciation for the team and Board. AC - Wants to add for the Instructional Admin team; very clear this year on duties and responsibilities. JE - It's about longevity; keep that team together. That team is on a roll, merging campuses help.

VII. 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.

- A. Accept and approve minutes from June 14, 2018 Board Meeting
SB - Slight change to minutes.
- B. Accept and approve Monetary Donations

Motion:	NKV	Action:	Motion to Approve				
Second:	SS	Vote:	Donations approved; no quorum for minutes - to come back.				
HG	SB	NKV	SS	JW	JC	AC	AP
Y	Y	Y	Y	-	A - from minutes / X - donations	A - from minutes / X - donations	A - from minutes / X - donations



IV. REGULAR AGENDA

- A. Discuss and approve appointment of Michelle Gibbons to the Governance Committee
HG - Reads first item. Governance did approve.

Motion:	SS	Action:	Motion to Approve				
Second:	SB	Vote:					
HG	SB	NKV	SS	JW	JC	AC	AP
X	X	X	X	-	X	X	X

- B. Discuss and approve 2018-2019 Board, Committee and Executive Director Goals.
HG - Review of Goals and overview of work to date. HG reads through Board Goals.
JE - All Coaching calls will happen in the same quarter. AC - We did not get coaching last year. HG - Allows time to get things to work and have similar conversations. SS - Do we want to have a goal about diversity? JE - Might come out of strategic plan, but we can certainly start now. HG - We can do now. JE - Anyone want to try and craft into this version. SB - Seems like an easy change to add. JE - Rather that wordsmith it here, I will take and bring back - diversity, equity, access. HG - Wordsmith #1. HG - Should have rec'd an email from BoT. HG - Reads through #2 NKV - Make it serious. HG - If we find that this Goal isn't benefiting, we have the option to remove the following year. AC - Who will track methodology? JE - AW copies over and will place on Board website. AC - How do we hold each other accountable? AP - There is certainly something if it's forward facing. HG - No formal way; we're supportive of each other. SS - Could be part of Celebration/Update. JE - Sure, could establish a norms protocol. HG - #4 will come in January 2019. Governance: HG reads through Goals. #1: Governance had a good conversation about this - which Committee. JE - Impact will be deep on the Strategic Plan through January; makes sense to task to Governance. HG - Wanted to give chance to Impact to review/push back. SS - Anyway to piece together some of the initial work that was one. Can build off the work that Impact originally did. HG - Can pull the initial pieces of the Charter from the Impact Resource folder so none of that work is lost. JE - This goal could be tweaked to get the Charter started. #2 Develop Process and Timeline - Governance did work on tonight. #3 and #4 are carry over goals - update to include diversity, equity, etc. HG - All Board members are expected to do this work. JC - Is it more of a Board goal or Governance Goal. SB - That's what I read it as. JE - Board Members could the bring forward members - maybe this goal isn't needed then. Possible scratch #4. Finance. SB - Same goals as last year. Reads through each Goal. John and Hope save a cricket. SB continues to ead through Goals. AC - Is #4 still a stretch Goal? SB - Yes, it is. Charter Impact. SS - Not a lot of changes. Draft strategic plan and possibly change/wordsmith Goal #2. Development. NKV - We did change our goals from last year. #1 is probably the closest to last years. Reads through goals. Discusses Committee thought process behind goals and their creation. Team put together 1, 3 and 5 year goals. Have time to do the work, show gratitude and categories of volunteerism and workflow. ED Goals. JE - Reads through goals. Lots of work to do around these goals. Plan to bring back individual nuggets to this team month after month. Travel and visit schools that have expanded and used innovative practices. #2 Important that this Board can speak publicly about how we are doing Socio-Emotionally. #3 Parents are such an important part of what we do. Needs to be in the center of what we're doing, particularly as we write a charter, strategic plan and related document. Any other feedback? HG - Strategic plan will help focus goals. AP - Would you add socio-emotional to our rubric?



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JE - Might be a little early to add? NKV - State metrics are very fluid too. AC - Collaborating with parents so they understand standards based grading. Parent voice.

Motion:		Action:	Bring back in Sept with changes				
Second:		Vote:					
HG	SB	NKV	SS	JW	JC	AC	AP

IX. DISCUSSION ITEMS

XI. FUTURE AGENDA ITEMS

Brown Act Training - Fall
Sept Echo draft of Strategic Plan

XII. REFLECTION

Plus

SS - New Board Members
AC - Shannon is now Committee Chair of Impact
SK - Good Discussion tonight
JC - Learning and taking it all in
SB - New Committee Member
AP - Josh and Ashlee being official and new committee member
HG - Good Discussion tonight
JE - Good Discussion tonight; interwoven goals
NKV - Depth of discussion

Minus

SS - Need to do BoT Assessment
AC - Missed last Dev and Board Meeting
SK - Timeline
JC - Ditto Steve
SB - Small issue with minutes not being able to pass
AP - Mind needs to focus
HG - That we are not all here
JE - Documentation preparedness
NKV - Ditto Shannon

Delta

NKV - Getting the BoT assessment done
SS - Long-term Delta - teaching kids about transportation
AC - Finish the assessment
SK - Bring Wells back
JC - To do the BoT assessment
SB - Looking forward to Governance
AP - Needs processing time to review; plan to review
HG - Making sure the packets are ready to go
JE - Ditto Hope



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XIII. ADJOURNMENT 8:14pm