



**BOARD OF DIRECTORS  
WESTLAKE CHARTER SCHOOL**

**Finance Committee Minutes**

**2680 Mabry Drive, Sacramento, CA 95835**

**December 21, 2017, 5:00 pm, Room G106**

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 AT 5:14PM**

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

<b>Committee Member</b>	<b>Present</b>	<b>Absent</b>
Siân Burman		
Joe Clark		
Hope Gawlick		



### III. CELEBRATIONS

- HG - Winter Solstice
- SB - Everybody here in attendance
- JE - HAW
- SK - The joy of the kids today
- AW - Glee Club performance

### IV. COMMITTEE UPDATES

**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.)

### ITEMS SCHEDULED FOR REVIEW:

**VI. 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 November 30th, 2017 meeting

Motion:	<b>HG</b>	Action:	<b>Passed</b>
Second:	<b>SB</b>	Vote:	<b>Y - 2, Absent - 1</b>
<b>SB</b>	<b>JC</b>	<b>HG</b>	
<b>Y</b>	<b>Absent</b>	<b>Y</b>	



## VII. Items Scheduled For Action

- A. Review, approve and recommend for ratification to the WCS Governing Board revisions to BP 1016-01 (Financial Reserve Policy) - S. Korvink

HG - Reviews changes made based on committee feedback from November meeting.

Discussion held about Operational Reserves vs. Program Reserves and process for requesting approval for expenditures.

HG - Motion to approve policy with the following change: ~~It is the Board's intention that~~ Program Reserves **are to be** reviewed by the Finance Committee ~~annually~~, taking into account the goals established by the Board in **its** strategic plan and any programmatic changes that may affect projected needs.

Motion:	<b>HG</b>	Action:	<b>Passed</b>
Second:	<b>SB</b>	Vote:	<b>Y - 2, Absent - 1</b>
	<b>SB</b>	<b>JC</b>	<b>HG</b>
	<b>Y</b>	<b>Absent</b>	<b>Y</b>

## VIII. Discussion Items

Annual Compensation Review - S. Burman

- September: Committee met and reviewed the Compensation Review calendar
- October: Calendar updates approved
- November: Committee issued certificated salary survey; reviewed results
- December: Reviewed MYPs & Reserve Policy; Bringing back following items
  - Salary
    - Updated matrix
    - One-time money options
  - Benefits
    - Tiered structure; cash in-lieu cap
- Matrix Background
  - Created in 2014/15
    - Helped to create a basis for comparison against other local entities
    - Data only; does not look at programs, budget forecasts or differences in district/charter funding
  - Compares Westlake against 8 other local entities, at 9 different points on each organization's certificated salary schedule
    - Example: Class 1, Step 1 is compared across each organization
    - Variances are shown, which provide us with an average placement by Class and Step



- As of this year, benefits are elected by 26 (46%) certificated staff
  - Down from 32 certificated staff last year
- Certificated benefits breakdown
  - 30 (54%) elect Cash In-Lieu
  - 18 (32%) elect single coverage
  - 8 (14%) elect +spouse/+child/+family
- Organization-wide benefits breakdown
  - 42 (54%) elect Cash In-Lieu
  - 28 (35%) elect single coverage
  - 8 (11%) elect +spouse/+child/+family
  
- Progress on Finance Committee Goal #4: Identify, research and develop innovative business endeavors which are aligned to our mission, vision and strategic plan. - S. Burman

## **IX. FUTURE AGENDA ITEMS**

## **X. REFLECTIONS**

### **Plus**

JE - Appreciated dialog on comp models

SB - The work done by Steve

HG - Budget planning

SK - Multi year conversations

### **Minus**

SB - Went late

JE - Not feeling well

HG - Didn't start or end on time

SK - Ditto

### **Delta**

SB - Would like to start on time

SK - Ditto

HG - Ditto

JE - Would like to end on time

## **XI. ADJOURNMENT AT 6:21 PM**