



**BOARD OF DIRECTORS
WESTLAKE CHARTER SCHOOL**

**Governance Meeting Minutes
2680 Mabry Drive, Sacramento, CA 95835
December 13, 2018, 5:30 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 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 5:40 PM

II. ROLL CALL AND ESTABLISHMENT OF QUORUM:

Committee Member	Present	Absent
Hope Gawlick, Chair	X	
Jed Wallace	X	
Sian Burman	X	
Michelle Gibbons	X	



III. CELEBRATIONS

- HG - Cocoa train on Tuesday, always fun to celebrate staff during a crazy month.
- JW - Daughter's friend misses Westlake & wishes we had a high school. 6 Paradise charters opened on Dec 3rd.
- JE - Glee Club performance on Wednesday
- AW - Emily and her wild fun ideas
- SB - Dog doesn't have cancer
- MG - The Westlake Weekly, keeps her connected when she's super busy
- SK - Dutch Brothers donating all of the hot cocoa for the Cocoa Train

IV. COMMITTEE UPDATES

- HG - Finance Committee work at tonight's
- Development has a work list, Explorer Partners
- Impact continued work on Strategic Plan

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.)

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 November 8, 2018 meeting.

Motion:	MG	Action:	
Second:	SB	Vote:	
HG	JW	SB	MG
Y	Abstain	Y	Y

VII. REGULAR AGENDA

A. Accept, approve and recommend modifications to BP 08-02, Retention Policy - J. Eick

SB - 2nd paragraph is difficult to decipher. Content is ok just “delivery”

MG - Add something that explains what the policy is for.

HG - Add a description of retention to first paragraph

SB - Right to appeal, after the committee hears the appeal the administration decides?

EB - Clarifies process

HG - Continue to make modifications and corrections from tonight’s discussion and bring back in January.

Motion:		Action:	
Second:		Vote:	
HG	JW	SB	MG



VIII. DISCUSSION ITEMS

- A. Continued discussion regarding Outreach Plan for recruitment of committee members
- B. Discussion of potential policy updates
 - MG - Recommendations from YMC based on case law or practice?
 - HG - Could be a variety of things they don't detail that part. Just advice from legal.
 - MG - #5 electronics being used? What about when the kids are performing
 - HG - Need to define "visitation"
 - JE - Maybe add the term and definition of "observation"
 - HG - Observation fits language of visitation
 - JW - What if it's a visitation for a different purpose than parent visit?
 - JE - Possibly need to add a 3rd section
 - Visiting, Volunteering & Observation
 - Check language from handbook
 - EB - If a parent wants to come and observe their child the best way to do that is to volunteer rather than sitting with their student.
 - SB - #11 posting signs at each entrance
 - HG - Meant as 1st pass, will revise to fit our school and bring back
 - EB - Are issues of custody battles or court restrictions addressed?
 - SB - Volunteering #8 addresses the issue
 - MG - #3 Immigration visitors
 - HG - compare it to Safe Haven resolution
 - JE - Gun free zone vs. armed off duty officers on campus

IX. FUTURE AGENDA ITEMS

Continued discussion regarding Outreach Plan for recruitment of committee members

X. REFLECTION

What worked well

MG - Great discussion

SB - Ditto

JE - Full committee present

JW - Ditto

HG - Policy discussion

What would make the meeting better

JE - Cold

HG - more time

SB - cold

XI. ADJOURNMENT AT 6:29 PM