



BOARD OF DIRECTORS
WESTLAKE CHARTER SCHOOL
Development Committee Minutes
2680 Mabry Drive, Sacramento, CA 95835
January 14, 2019, 4:30 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 4:32 PM

II. ROLL CALL AND ESTABLISHMENT OF QUORUM:

Committee Member	Present	Absent
Nancy Kong-Vasquez (Chair)	X	
Allison Chavez		X
Josh Corell	X	
Hope Gawlick	X	



III. CELEBRATIONS

SK - Going to Elton John on Wednesday

JC - We're back in action!

JE - Ms. Miksits working on a journalism project with her elective. Potential to print a newspaper!

HG - Student is feeling a lot of leadership in her TA assignment.

NKV - Being back and we're half way through Senior year and 8th grade year. Two milestone years.

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 26, 2018 Meeting

B. Accept and approve new Explorer Partners

HG - Partner list is still a little incomplete but is close.

JE goes through list and explains each partner and how their contributions relate to our program.

Motion:	HG	Action:	Passed
Second:	JC	Vote:	See below
NKV	AC	JC	HG
Abstain - A, Y - B	Absent	Y	Y



VII. DISCUSSION ITEMS

- A. Process for 2nd Newsletter and Post Card
 - Discussion of Mailchimp and do we continue using it.
 - Mascot - explorers
 - First elem school - sacramento
 - First concert - glee

For the process going forward - Josh will continue to "own" postcard creation
Outline postcard content, each one should be around the core value.

VIII. COMMITTEE WORK: The Committee will undertake tasks necessary to recognize new Explorer Partners including sending acknowledgments and updating the Explorer Partners website.

NKV & HG - to document process around social media posts
HG - Thank you note goes out before newsletter

JE, AC & JC to work on Mailchimp

IX. FUTURE AGENDA ITEMS

X. REFLECTIONS

What worked well for this meeting?

JC - Teamwork, got it done!
HG - Ditto
NKV - Ditto
AC - Ditto
JE - Ditto

What would make it work better?

HG - Follow up sooner about Hootsuite
AC - Not comfortable with Mailchip
JE - Ditto, but we can make it work with a mail merge add on or invest some time in learning Mailchimp
JC - Ditto

XI. ADJOURNMENT AT 5:33 PM