



**BOARD OF DIRECTORS**  
**WESTLAKE CHARTER SCHOOL**  
**Development Committee Minutes**  
**2680 Mabry Drive, Sacramento, CA 95835**  
**September 17, 2018, 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 4:34 PM**

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

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



### III. CELEBRATIONS

HG - Brown Act training

NKV - Noticed different things about it this time. Fall and all things the happen at

WCS.

AC - Beau, Assistant Athletics director.

JC - Branching out and learning Google

### 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 August 20, 2018 meeting

Motion:	<b>HG</b>	Action:	
Second:	<b>JC</b>	Vote:	
<b>NKV</b>	<b>AC</b>	<b>JC</b>	<b>HG</b>
<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>



## VII. Items Scheduled For Action

- A. Review, approve and recommend adoption of Principles for Community Partner Support and Accepting and Acknowledging Community Partner Support

HG - Will take the docs and convert them to board policies for presentation to the board in Oct.

Motion:	<b>HG</b>	Action:	
Second:	<b>JC</b>	Vote:	
<b>NKV</b>	<b>AC</b>	<b>JC</b>	<b>HG</b>
<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>

- B. Review and approve Development Outreach Calendar

Conversation around “gifts” and recognition are processed.

Motion:	<b>HG</b>	Action:	
Second:	<b>JC</b>	Vote:	
<b>NKV</b>	<b>AC</b>	<b>JC</b>	<b>HG</b>
<b>Y</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>

## VIII. DISCUSSION ITEMS

- A. Continued discussion regarding task review and related actions necessary to implement the adopted Development Plan, including Newsletter and Website Design Review.

JC - Reviews digital postcards, gratitude going out after holidays. International Festival. Gratitude going out again at the end of the year.

Reviews newsletter changes based on last meeting feedback. Committee gives feedback for modification.

NKV - Hyperlinks for social media should point to explorer partners or to the website

JE - The colors of the newsletter should match our brand design

AC - Explain core value

JE - Photographs

JE - To create a formula so that WCS automatically retweets

AC - Newsletter embedded in email? Or clicking to it?

JE - Embedded

JE - Asks questions regarding timeline for launch. Discussion of form usage.

JE - WCS Website is wordpress, does the committee want their site to live on the WCS site?

HG - I'd like to see it on the board tab.



---

NKV - Partnership newsletter timeline review.

**Action Items:**

JE - Build website, complete form

JC - Continue to work on newsletter

All - Continue to build partner list

HG & AW - Make approved policies into board ready docs

HG - Agenda revisions

**IX. FUTURE AGENDA ITEMS**

**Approving partners & thank you notes**

**X. REFLECTIONS**

**What worked well**

HG - Have the drafts

JC - Everybody had stuff

AC - Newsletter & mail chimp

NKV - Everybody was prepared

JE - Josh's preparedness & flexibility

**What would make the meeting better**

HG - Hard to capture everybody's work for the committee packet

JC - Ran out of time

AC - Ditto JC

NKV - Capturing ongoing list of activities & due dates, finding a tracking mechanism for going forward.

JE - Ditto

**XI. ADJOURNMENT AT 5:40PM**