



**BOARD OF DIRECTORS
WESTLAKE CHARTER SCHOOL**

**Development Committee Minutes
2680 Mabry Drive, Sacramento, CA 95835**

August 19, 2019, 4:30 pm, Matterhorn Conference Room (A114)

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 4:32PM

II. ROLL CALL AND ESTABLISHMENT OF QUORUM:

Committee Member	Present	Absent
Nancy Kong-Vasquez (Chair)	X	
Josh Corell	X	
Hope Gawlick		X 4:35PM
Ashlee Patel	X	



III. CELEBRATIONS

- JE -excited to show database to committee
- AP - Communication between office staff to work out support for students.
- AW - Solid work with IA/YD team over summer and since school started
- NKV - Consistent and clear communication coming from school this year.
- JC - First postcard going out for chili cookoff and asking for community involvement.

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.)

VI. CONSENT AGENDA: All matters listed under the Consent Agenda are 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 the minutes from the July 15, 2019 meeting
- B. Accept and approve additions to Explorer Partners list

Motion:	JC	Action:	Passed
Second:	NKV	Vote:	Y - 4
	NKV	JC	HG
	Y	Y	Y

VII. Items Scheduled For Action

- A. Finalize, approve and recommend adoption of the 2019-2020 Development Committee Goals

Motion:	JC	Action:	Passed
Second:	HG	Vote:	Y - 4
	NKV	JC	HG
	Y	Y	Y



VIII. DISCUSSION ITEMS

- A. Review completed committee tasks
JE - reviews changes made to Explorer Partner database and functionality of database

- B. Review Chili Cook Off Postcard

JC - draft of chili cook off postcard ready to send

AP - Possible collection of data from the WCS donation page?

Action items:

JC to send thank you

JC to send post card on Sept 16th

Committee members to update database this week

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

XI. FUTURE AGENDA ITEMS

JC - Need to approve June minutes

XII. REFLECTIONS

What worked well:

HG - Database

AP - Still learning so workshop style works well

JE - Josh's postcard with ask

JC - Whole committee approach to workload

NKV - Collaboration & willing to push back

What would make it better:

HG - Being on time

AP - Trying to find time to discuss staff form and drive changes

JE - Want to work on the data collection on the back end, Explorer Partner page needs a little pizzazz.

JC - Just wish we had more time sometimes when we get rolling and are making good progress.

NKV - Ditto

XIII. ADJOURNMENT AT 5:37PM