



**BOARD OF DIRECTORS**  
**WESTLAKE CHARTER SCHOOL**  
**Development Committee Minutes**  
**2680 Mabry Drive, Sacramento, CA 95835**  
**August 20, 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 4:33 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

- JE - Athletics and after school enrichment program coming together so seamlessly.
- AC - Elective is planning for after school club. The kids are taking full responsibility for design and development of the club.
- NKV - Happy birthday to me!
- HG - The weather is nice for the next 10 days
- JC - Board meeting, goal review session. Ours was the best, they are attainable and measurable
- AW - S3 support for our students

### IV. COMMITTEE UPDATES

No committee meeting since last board meeting

**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 July 16, 2017 meeting

Motion:	<b>HG</b>	Action:	<b>Approved</b>	
Second:	<b>NKV</b>	Vote:	<b>3 - Y, 1- Abstain</b>	
	<b>NKV</b>	<b>AC</b>	<b>JC</b>	<b>HG</b>
	<b>Y</b>	<b>Abstain</b>	<b>Y</b>	<b>Y</b>



## VIII. DISCUSSION ITEMS

- A. Continued discussion regarding task review and updates related to the adopted Development Plan.

NKV - Reviews procedure deliverables from last meeting  
HG - Reviews changes submitted in committee packet.  
Discussion of monetary donation vs gifts in kind donations letters and IRS requirements.  
Allowing private donation option.

JC - shares Partnership Communication Plan  
JE - How does committee feel about shifting away from WAVE events?  
HG - Actually prefers to include WAVE events.  
JC - shares potential newsletter format and content  
NKV - Upcoming Partnership Opportunities as part of title  
HG - A balance of opportunities and information on events  
JE - Format and delivery, build one in mailchimp and see if we like it.  
JE - Create development committee email address  
JC - digital postcard review  
JE - can also be done in Mailchimp  
NKV - likes template, need to flush out delivery timeline for October meeting  
JE - clickable link to view partners  
HG - Include social media handle

JE - Shares website design  
JE - can include Instagram and Twitter feed  
Hashtag suggestions: DevCo, Partnership, Gratitude, WCSExplorerPartner,  
ExplorerPartnership, ExplorePartnerships, LetsPartner, WCSPartner, WestlakePartner,  
PartnerExplorers

#ExplorerPartners

NKV - Ask form for teachers, should be presented as a "wish" not a guarantee.

## IX. FUTURE AGENDA ITEMS

Review & refine comms plan  
Templates  
Confirm social media accounts  
Mailchimp  
Enrichment partners  
Board presentation - October

## X. REFLECTIONS

### Plus

HG - So much done  
JC - Collaboration  
JE - Communication cycle, can see the vision  
AC - Partner development  
NVK = Ditto Hope



### **Minus**

- JC - Should have asked for help on the newsletter
- JE - Don't have a list of partners yet
- AC - Rushing from meeting to meeting today
- NKV - Everything's peachy
- HG - Lots of pieces in the air, feel like we need a full task list

### **Delta**

- AC - Make sure the work is delegated for completion
- NKV - Ditto AC
- HG - Think about a way to structure the committee workflow
- JC - Got a lot done but feels scattered.
- JE - Mailchimp set up and running

## **XI. ADJOURNMENT AT 5:43 PM**