



**BOARD OF DIRECTORS**  
**WESTLAKE CHARTER SCHOOL**  
**Governance Meeting Minutes**  
**2680 Mabry Drive, Sacramento, CA 95835**  
**August 9, 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 5:33pm**

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

| <b>Committee Member</b> | <b>Present</b> | <b>Absent</b> |
|-------------------------|----------------|---------------|
| Hope Gawlick, Chair     | X              |               |
| Jed Wallace             |                | X             |
| Sian Burman             | X              |               |



**III. CELEBRATIONS**

- SB - Excited to be on Governance Committee
- HG - Glad that Summer is over; glad routine is back
- JE - Year 2 of opening juxtaposed to Year 1
- SK - Helping out kids on Day 2
- MG - Meet the Teacher event

**IV. COMMITTEE UPDATES**

HG - Charter Impact is on Delta Draft; were not able to meet in July. Hope to come before on Board in September. Development has met twice. Were able to develop some multiple-year goals. Also anticipated to come to the Board in September.

**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 in the minutes.)

**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 June 14, 2018 meeting.

|           |  |           |                                   |
|-----------|--|-----------|-----------------------------------|
| Motion:   |  | Action:   | <b>Table to September Meeting</b> |
| Second:   |  | Vote:     |                                   |
| <b>HG</b> |  | <b>JW</b> | <b>SB</b>                         |
|           |  |           |                                   |

- B. Review, approve and recommend appointment of Michelle Gibbons to the Governance Committee

|             |           |             |                            |
|-------------|-----------|-------------|----------------------------|
| Motion:     | <b>SB</b> | Action:     | <b>Motion to Approve</b>   |
| Second:     | <b>HG</b> | Vote:       | <b>2 - 0 Motion Passes</b> |
| <b>HG Y</b> |           | <b>JW -</b> | <b>SB Y</b>                |



|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

**VII. DISCUSSION ITEMS**

**A. Discuss 2018-2019 Goal Setting**

HG - In the past Governance has reviewed all Committee Goals to ensure consistency. Governance Committee has already approved their goals. Start with Board Goals. Reviewing/reading Board Goals. Discussion around language in Goal 2, specifically around the reflection process to improve Deltas from last month. Discussion around posting Deltas to Board site to increase visibility. Will push another year on this Goal and monitor outcomes for next year. Update spelling of Goal Area 4. Moving on to Governance Goals. Do we bring the Charter into the Governance team to keep along the timeline? Has Finance implications as well. Discussion/reading through remaining Governance Goals. Committee reviews Finance Goals - JE reads through them. Good on Finance Goals. On to Charter Impact goal. HG - Impact goals are fairly straightforward. Discussion around the creation of the next iteration of the Strategic Plan and associated timelines. Development Goals - Review of Dev Committee Goals. Executive Director goals - Discussion includes appropriateness of the goals; are on track. Tightened down to three goals from many options. Believe that the Strategic Plan will lead to new, additional goals in 2019/20. HG - Goal #1 is solid; Goals #2 and #2 are priorities for the Board. SB - Jed had previously asked about Spanish and overall way that we are doing Spanish. That came to mind when thinking through programmatic design. HG - Some of that is in the Strategic Plan. JE - Programmatic designs will get reported to the Board - specific around mobility from Spanish 1 to Spanish 2. HG - Like the direction of the Strategic Plan. It is very accessible and usable.

**B. Discuss the development of an annual policy review calendar and process**

JE - We have a wide breadth of policy - sometimes we get head's, sometimes we need to adjust ourselves. HG - Discussion around effective dates, how to review, etc. Looking at resources available during periods, including at the end of the Legislative session. Identify a point at which we believe we are good, then create benchmark to review with Leg Advocacy organization. HG - Could chair or staff pull off site? JE - Could we ask Legal twice annually for a review of our matrix; twice a review calendar item for the Governance team. JE talks calendaring of items and timeline of when that review would best occur. Let's draft this policy calendar up. In early October we sent email to legal, then by early November we could anticipate hearing back. Review Digital Evidence files which include Policies and send to Legal for review. HG - Thinking about how we build in legal interpretation changes. JE - Could ask legal if there were any case law changes in the last 12 months. Or, are any policies missing because of Case Law, and, are there any pending cases coming in the next 12 months that would generate a new policy. HG - Found out about major changes by going to CCSA this year; new information. How to we best receive information on policy changes. SB - Seems that they should have some procedure for announcing/providing information to charters.

**VIII. FUTURE AGENDA ITEMS**

Bring Calendar back  
16 points of the Charter

**IX. REFLECTION**

Plus

**HG, JE, SB - Hopefully we have a new member!**

Minus

**HG - Short agenda but took the whole time**



---

**JE - Did not have all members here**

**SB - Ditto to JE**

**Delta**

**HG - Needs to proofread**

**JE - Having the YMC piece flushed out**

**SB - Catch proofreading in advance**

**X. ADJOURNMENT 6:26pm**