



**BOARD OF DIRECTORS**  
**WESTLAKE CHARTER SCHOOL**  
**Development Committee Minutes**

**2680 Mabry Drive, Sacramento, CA 95835**

**December 16, 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 AT 4:30PM**

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

<b>Committee Member</b>	<b>Present</b>	<b>Absent</b>
Nancy Kong-Vasquez (Chair)	<b>X</b>	
Josh Corell	<b>X</b>	
Hope Gawlick	<b>X (4:40)</b>	
Ashlee Patel	<b>X</b>	



### III. CELEBRATIONS

NKV - Holidays are upon us!

AP - Nancy, met after last meeting and were able to work cohesively which felt great. Ravin, bought a Pelaton so she could get her exercise plan going.

JC - Development Committee, feels like committee is hitting a good stride.

### IV. COMMITTEE UPDATES

No committees have met since board meeting, no 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 November 18, 2019 meeting
- B. Accept and approve additions to Explorer Partners list

Motion:	<b>JC</b>	Action:	<b>Passed</b>
Second:	<b>AP</b>	Vote:	<b>Y - 3, Absent - 1</b>
<b>NKV</b>	<b>JC</b>	<b>HG</b>	<b>AP</b>
<b>Y</b>	<b>Y</b>	<b>Absent</b>	<b>Y</b>



## VII. REGULAR AGENDA

### A. Review and approve Post Card 1

NKV - Pull from agenda

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

## VIII. DISCUSSION ITEMS

### A. Review of Committee Tasks

#### a. Development Database

AW worked on validating database and will take another pass at the data during Winter Break.

HG data from August looks good.

### B. Discussion of possible development committee initiatives to recruit potential Committee Members

### C. Communication Plan

NKV - Introduces communication plan. Presentation on file at 2680 Mabry Drive, Sacramento, CA 95835.

Goal is to expand partner outreach to WCS community as well as celebrate and recognize partners and see grant writers.

Notices:

HG - Appreciate detail, feels aggressive given size of committee. Concerned for budget on swag and website.

JE - Have taken "who we are" and stretched the rubber band a bit. Loves the innovation of plan. Is doable to roll out but with smaller pieces.

JC - Takes us to where we want the committee to be. Feels like an aggressive timeline for implementation.

## IX. FUTURE AGENDA ITEMS

Communication Plan (Copy from Committee by Feb 3)

Web Design

Talent Show Postcard

Video Brainstorm

Jan 6 4:30 - next meeting



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## **X. REFLECTIONS**

### **What worked well for this meeting?**

JE - Excited about the creativity and comms plan.

JC - Comms plan project

AP - Feedback from committee

NKV - More eyes more feedback

HG - Appreciated check list

### **What would have made it worked better?**

HG - Advance copy of presentation, need processing time

JE - Love the projects however timeline stressers

JC - If the postcard had been ready

AP - Meeting in Jan

NKV - Advanced copy of presentation

## **XI. ADJOURNMENT AT 5:52PM**