



## BOARD OF DIRECTORS WESTLAKE CHARTER SCHOOL Development Committee Minutes

2680 Mabry Drive, Sacramento, CA 95835

January 6, 2020, 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 4:36PM

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

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



### III. CELEBRATIONS

NKV - Back in the swing, Happy 2020

HG - New NUSD enrollment process

AP - Successful ski trip

### IV. COMMITTEE UPDATES

HG - Finance met and continued to discuss comp metrix and state budget impact on budget  
Impact met and continued to work on flushing out white paper objectives

**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 December 16, 2019 meeting
- B. Accept and approve additions to Explorer Partners list

No additions to the Explorer Partners list.

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



## VII. Items Scheduled For Action

- A. Review and approve Post Card 1 (J. Correll)

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

- B. Review and approve Communication Plan (N. Kong-Vasquez, A. Patel)

NKV - Pull from action.

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

## VIII. DISCUSSION ITEMS

- A. Review Communication Plan updates (N. Kong-Vasquez, A. Patel)

NKV - Timeline revisions to include time for developing a budget for board approval, taking photos, partner spotlights, and modifications to website design.

NKV & AP will continue detailing the timeline and bring back to Feb meeting.

- B. Discuss changes to the Explorer Partners website design

Website whip around

Slider with partner spotlights

Becoming a partner button “more present”

Move of scroll - can it autoroll instead

Items posted without a description

Keep Twitter, Instagram difficult

Seems inconsistent with the WCS website design

Page seems buried, should stay under “board” tab. Could it live in two places?

Home page calendar information pulled over

JE to come back with quote



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- C. Workshop Explorer Partners video (J. Eick)  
Tabled for future meeting

## **IX. FUTURE AGENDA ITEMS**

## **X. REFLECTIONS**

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

HG - Discussion around timeline  
NVK - Team is a good sanity check for each other, willingness to push back  
JE - We are on the right track with the comms plan  
AP - Good feedback conversation.

### **What would have made the meeting better?**

HG - Docs in packet so we have time to review  
JE - If this meeting wasn't booked at the same time as Leadership  
NKV - Preparation and timing of meeting  
AP - Tech was clunky at this meeting

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