



**BOARD OF DIRECTORS
WESTLAKE CHARTER SCHOOL**

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

November 18, 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 4:33 PM

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

- JE - Son's 14 th birthday
- AP - Seeing a long awaited play
- JC - Misoula performance
- NKV - End of First Trimester
- HG - Fort Bragg meet, Megan has a great meet

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.)

ITEMS SCHEDULED FOR REVIEW:

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 October 21, 2019 meeting
- B. Accept and approve additions to Explorer Partners list

Motion:	AP	Action:	Approved
Second:	JC	Vote:	Y - 4
NKV	JC	HG	AP
Y	Y	Y	Y



VII. Items Scheduled For Action

- A. Review and approve Newsletter for distribution in November.

Motion:	HG	Action:	Approved
Second:	AP	Vote:	Y - 4
NKV	JC	HG	AP
Y	Y	Y	Y

VIII. DISCUSSION ITEMS

- A. Review of Committee Tasks
- a. Development Database
 - JE - Board brief included in the committee packet each month that includes new explorer partners for approval. Hope will provide the brief.
 - AW - Will look at explorer partner database to validate approval dates.
- B. Discussion of possible development committee initiatives to recruit Explorer Partners
- JE - reaching out to parent community announcing Explorer Partners and invite parents to include their businesses.
 - AP - Video of what DC does for WCS
 - AP - Window decals for Explorer Partners
 - JE - Campaign proposal needed -NKV & AP to collaborate
 - NKV - Communication/campaign plan
- C. Next Event for Partner Involvement
- PGTSN
 - Intl Festival
 - Talent Show

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

X. FUTURE AGENDA ITEMS

- Communication Plan
- Database Review
- Potential Committee Members



X. REFLECTIONS

What worked well for this meeting?

JC - Everybody had their task, reported on their task and we moved right into next month planning

NKV - Timing

HG - Newsletter is awesome

JC - Handling of db issue

AP - Forward planning

What would make this meeting better?

NKV - Database error

HG - We know where to spend some time fixing it

JE - Didn't keep an eye on the packet to see that the partners were missing

AP - Would like to be able to review the newsletter and postcard before hand

JC - Ditto

XI. ADJOURNMENT AT 5:25PM