



## BOARD OF DIRECTORS WESTLAKE CHARTER SCHOOL Development Committee Minutes

2680 Mabry Drive, Sacramento, CA 95835

November 26, 2018, 4:30 pm, Matterhorn Conference Room

**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 4:40PM

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

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



### III. CELEBRATIONS

HG - Rain and all its benefits....

AC - Family, having a good chunk of time to see family over break.

SK - Thursday before break, was such an unusual event for our school and all of the moving parts.

AW - Coming back, people are excited to be back

JC - Smoke is gone and rain is here.

### IV. COMMITTEE UPDATES

HG - Charter Impact, 3 hour workshop meeting and reviewed current draft. Suggested revisions and have it ready for full board review in December.

**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 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 October 15, 2018 meeting.
- B. Accept and approve new Explorer Partners.

HG - Item B pulled.

Motion:	<b>AC</b>	Action:	<b>Motion for item A</b>
Second:	<b>JC</b>	Vote:	<b>1 - Absent, 3 - Yes</b>
<b>NKV</b>	<b>AC</b>	<b>JC</b>	<b>HG</b>
<b>Absent</b>	<b>Y</b>	<b>Y</b>	<b>Y</b>



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## VII. DISCUSSION ITEMS

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

JE - Worked on Explorer website  
Committee reviewed newsletter for content and process  
JC - Working on Newsletter  
AC - Thank you email for when partners are approved  
HG - Working on social media

SK will advise when website is ready.  
AC will send emails  
JC will send newsletter  
HG will post to social media

## IX. FUTURE AGENDA ITEMS

## X. REFLECTIONS

**What worked well for this meeting:**

HG - Working time for the committee  
JE - Everybody owns a piece  
SK - Worktime  
AC - Change to Matterhorn  
JC - Everybody working together but separately - collaboration

**What could make it work better:**

JE - Project gets better with each meeting  
SK - Update process for when it's all set up  
AC - Lots of moving parts but need a streamline process  
JC - More structured planning and outlining  
HG - Wish we had used the checklist

## XI. ADJOURNMENT AT 5:51 PM