



**BOARD OF DIRECTORS
WESTLAKE CHARTER SCHOOL**

Governance Meeting Minutes

2680 Mabry Drive, Sacramento, CA 95835

November 8, 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 AT 5:30 PM

II. ROLL CALL AND ESTABLISHMENT OF QUORUM:

| Committee Member | Present | Absent |
|-------------------------|----------------|---------------|
| Hope Gawlick, Chair | X | |
| Jed Wallace | | X |
| Siân Burman | X | |
| Michelle Gibbons | X | |



III. CELEBRATIONS

- SB - Parent teacher conferences, student led, good conference
- MG - Lots of parents at the Standards Based Grading meeting
- SK - Son attends high school and was well prepared for his science class
- JE - Aimee Wells as DOS
- HG - Election being over, Measure L passage takes FUA off our table
- KH - Global Read Aloud. This year raising money for Doctors Without Borders. Book title: Refugee

IV. COMMITTEE UPDATES

- SB - Finance committee, worked on book club work and investment policy.
- HG - Development presenting at Board Meeting tonight. Impact continues to review strat plan. Impact is next Thursday. Finance is the Thursday after Thanksgiving

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 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 October 11, 2018 meeting.

| | | | |
|-----------|-----------|-----------|--------------------------|
| Motion: | MG | Action: | Passed |
| Second: | SB | Vote: | Y - 3, Absent - 1 |
| HG | JW | SB | MG |
| Y | | Y | Y |



VII. DISCUSSION ITEMS

- A. Discuss modifications to BP 08-02, Retention Policy
JE - Will reissue red line version for next meeting. Policy edited to bring up to date in common core standards, language and MTSS process.
- B. Updates regarding Safe Haven Policy
HG - Legal Counsel says our resolution is up to standards, no changes or updates needed.
- C. Discuss Outreach Plan for recruitment of committee members
JE - What's our best way to reach out to our parents and tap into their resources.
SB - Would need to do preemptive work to make sure people understand that they may go through the process but not be appointed.
MG - The best thing for me was getting invited to come see a meeting to determine mutual Interest. Highlight a specific committee and what they are doing do draw interest in Podcast.
JE - Communications calendar to celebrate and invite members to come.

VIII. FUTURE AGENDA ITEMS

Retention policy- need the redline version

IX. REFLECTION

What worked well:

MG - Aimee getting me access to the packet

SB - Efficient

HG - Ditto

JE - Ditto

SK - Ditto

What would make it better

JE - Document handling

HG - Ditto, miscommunication

SB - Ditto

MG - Ditto

SK - YMC follow up

X. ADJOURNMENT AT 5:54 PM

Note: The School Safety Committee will convene after the Governance Committee Meeting to review the current Comprehensive School Safety Plan.